

Course	HRDV 5700 Career Management
Term	Spring 1, 2010
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Catalog Description	Career management is the process through which individuals and organizations jointly plan, guide, direct, and influence people's careers to meet the individual's and the organization's future needs. This course introduces students to current ideas about how organizations and individuals are trying to manage the problems created by the new rules of the workplace through career management
Prerequisites	Students majoring in human resources development must have completed the requisite course Introduction to Human Resources Development (HRDV 5000) before taking this course. Students who are not human resources development majors do not need to have completed Introduction to Human Resources Development (HRDV 5000) before taking this course.
Course Level Learning Outcomes	<ol style="list-style-type: none"> 1. Students will be able to analyze Human Resources Development situations. 2. Students will be able to integrate intellectual explaining of HRD models with methodological competencies. 3. Students will be able to implement Human Resource Development solutions to real organizational problems 4. Students will emerge with a framework and set of guidelines that can serve as a career management "map" throughout their work lives. 5. Students will be able to identify a series of examples of organizational career management programs. 6. Students will be able to engage in career exploration, career goal setting, and career strategy development
Materials	<p>Greenhouse, J.H., Callanan, G.A., and Godshalk, V.M. (2000). Career Management (3rd Edition).</p> <p>Students will have a choice between purchasing the e-book and the print edition. The student instructions for purchasing the e-book are as follows:</p> <p>To purchase the eBook, go to http://ebooks.thomsoncustom.com/ Select and click on Webster University from the list of schools Locate the eBook 0324557221 Greenhaus/Callanan/Godshalk Career Management Click on the Buy Now button to make your purchase your eBook.</p>

<p>Grading</p>	<p>Course Requirements:</p> <table border="0"> <tr> <td>1. Midterm Exam</td> <td>20% (multiple choice & short answer)</td> </tr> <tr> <td>2. Abstract (due week 6)</td> <td>20%</td> </tr> <tr> <td>3. Career Management Rec.</td> <td>20% (team project)</td> </tr> <tr> <td>4. Final Exam</td> <td>20% (Resume & Marketing Plan)</td> </tr> <tr> <td>5. Attendance/Participation</td> <td>20% (including team peer feedback)</td> </tr> </table> <p>Late requirements are subject to a 10% penalty.</p> <p>Your final grade will be “curved”, which means your percentage of the total points possible in the class will be compared with other people in the class when assigning letter grades. Therefore, the critical issue is how you compare with your fellow students. However, even though the grades will be curved, anyone exceeding 94% of the total points will get an A grade, and anyone with less than 60% of the total points will be a C grade. Cheating and plagiarism are types of academic dishonesty, and thus violate the code of conduct for Webster University students. The Student Handbook describes the possible sanctions for academic dishonesty in the Policies and Procedures section. To avoid plagiarism problems and to conform to academic standards you must footnote anytime you refer to ideas that are not your own, i.e. ideas that were drawn for other sources. When quoting from a source, make certain that you use quotation marks and cite to the page(s) in the source containing the quotation.</p>	1. Midterm Exam	20% (multiple choice & short answer)	2. Abstract (due week 6)	20%	3. Career Management Rec.	20% (team project)	4. Final Exam	20% (Resume & Marketing Plan)	5. Attendance/Participation	20% (including team peer feedback)
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<p>Activities</p>	<ul style="list-style-type: none"> • Lecturettes and class discussions will be used to convey an understanding of mandatory topics. • Discussions will be lead dealing with a job search process. • Discussion will be lead of readings and journal articles. • Students will explain text book content to each other in the class. 										
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>										

	<p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p>
Course Policies	Late assignments/tests are subject to a 10% penalty.
Weekly Schedule	<p style="text-align: center;">Class Schedule:</p> <p>Week 1 Introductions & Review Syllabus and Class Requirements Textbook Preview – process for covering chapters Form Teams, & Mind Mapping Exercise</p> <p>Week 2. Chapters 1-2- 3 Job Search Process</p> <p>Week 3. Chapters 4 - 5 - 6 Job Search Process</p> <p>Week 4. Chapters 7-8 Job Search Process Prepare for Mid-Term</p> <p>Week 5. Mid-Term Exam Chapter 9 Work in Teams on CM Recommendation</p> <p>Week 6. Chapters 10-11 Abstract Due Abstract Presentations Work in Teams on CM Recommendation</p> <p>Week 7. Chapters 12-13 Abstract Presentations Work in Teams on CM Recommendation</p> <p>Week 8. Chapter 14-15 Abstract Presentations & Job Search Process Work in Teams on CM Recommendation Prepare for Final Exam</p>

	<p>Week 9. Chapter 16 Final Exam - Resume and Marketing Plan Due Career Management Recs. Due & Presentations by Teams</p>
<p>Additional Information</p>	<p style="text-align: center;">ABSTRACTS</p> <p>One Abstract is due as part of the class requirements. Students should select two articles from any HR Journals dealing with Career Management. The two articles should address the same topic. Students can select the topic from the list of suggested topics attached.</p> <p>The purpose of the article abstract is to increase awareness of current trends in Career Development and relate those trends to theories discussed in the text. The Abstract runs about five pages in length (not including the cover page and references page)</p> <p>The Article Abstract should include references to the articles, newspaper, magazine, professional journal, etc., noting the publication, date and page number of each article, following proper APA documentation. Copies of the actual article should be included as the last pages of the submitted abstract.</p> <p>The Abstract should provide a brief overview/summary of the articles' contents, distinguishing the main issues, accurately identifying the impact of each issue on today's organizations and tying and discussing relevant information to issues found within the text, class discussions and personal work environments.</p> <p>Each complete abstract should include the following sections:</p> <ul style="list-style-type: none"> • Overview/Summary of the Articles • Main Issues of the Articles • Implied/Factual Impact on Organizations or Individuals • Textual Ties/Comparison & Contrast to the text & Discussion <p>Completed abstracts should be typed and double-spaced. The object is to take theories and tools described in the textbooks, and recognize, relate and apply these to factual situations outlined in articles.</p> <p>All students should be prepared to give a brief (5 minute) overview of their Article Abstract to the class the week they are due. This presentation is included as part of your preparation and participation score. Discussions should include relevant information from each heading.</p> <p>Here are suggested topics for the Article Abstracts.</p>

Career Management Abstract Topics

Burnout	Career Appraisal
Career Changes in Middle age	Career exploration
Career goal-setting	Apprenticeships
Career Plateau	Internships
Mentoring	Retirement Planning
Career Stages	Career Transitions
Early Career Stage	Entrepreneurial
Careers	
Flexible Work Arrangements	Glass Ceiling
Job Interviews	Late Career Stage
Mentor Relationships	Middle Career Stage
Myers-Briggs Type Indicator	Obsolescence
Older workers	Quality of Life
Retirement	self-awareness
Networking	Stress
Two Career Families	Telecommuting
Work Family Issues	Resumes

CAREER MANAGEMENT RECOMMENDATION

The purpose of the Career Management recommendation is to provide the students the opportunity to apply career management theory to enhance an organization's effectiveness. The recommendation also gives the students the real world opportunity of working together in a team to accomplish a project.

Imagine you are a team of HR associates. Your task is to make a recommendation to your corporations CEO to establish a Career Management Program. The components of your recommendation are as follows:

1. Executive Summary

- A brief summary of your recommendation and key points

2. Recommendation

- A clear, concise statement of exactly what you are recommending.

3. Justification

- In general terms, why do you recommend this action. This section should summarize the key reasons for your recommendation.

4. Background

- This section substantiates your recommendation. It provides the details. It contains the following subsections.

A. ***History of the Issue:***

- Details and demographics on the company.
- Past practices
- Rational

B. ***Symptoms vs. Causes:***

- What conditions (e.g. turnover, morale, complaints, and cost) indicate the need for action?
- What variables have changed thus causing these symptoms to appear?
- Have you distinguished between fact, opinion, and your own inferences?

C. ***Cost Implications:***

- What are the annualized costs and benefits?
- Do the benefits outweigh the costs?
- What will be the impact on the HR budget?

D. ***Legal Implications***

- Are there any legal risks involved?
- How do you plan to deal with the legal risks?

E. ***Relationship Implications:***

- How do the employees feel about this issue?
- Can you expect supervisors and managers to implement the new policy, practices and procedures?
- How will the outside publics react to this recommendation?
- Will it impact recruiting and retention.

F. ***Other company practices:***

- How do other companies handle this issue?
- What published survey results are available?
- Have you done a survey of company employees?
- What do the survey results tell you?

G. ***Timing***

- How quickly must the issue be resolved?
- What is your time frame for implementation?

5 Evaluation of Alternatives

- What alternatives did you consider?
- What are the advantages of each alternative? Disadvantages?
- List them 1, 2, 3, etc.
- What value or weighting should be assigned to various advantages and disadvantages?
- What elements are essential for your recommendation?
- What elements are desirable?
- What is your evaluation of each alternative?

6. Implementation

- What specific actions must be taken to put your recommendation into effect?
- What is the implementation timetable?

	<ul style="list-style-type: none">• Include drafts of proposed policy, procedures, and communications to employees. <p>7. Bibliography/Resources</p> <p>8. Appendices (samples of forms used)</p> <p>The Career Management Recommendation should be of sufficient length to cover the subject.</p>