

COURSE SYLLABUS

HRDV 5700
Course Number

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Instructor

Career Development
Course Title

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Fall 1, 2005
Term

US Naval Hospital
Site/Location

1. **Course 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.

2. **Course Objectives:**

- A. Develop a substantial understanding of concepts & theories in career management.
- B. Enable students to practically apply concepts covered in course.
- C. Refine skills necessary for students to engage in successful career management from both individual and organizational perspectives.

4. **Schedule of required readings, class preparations and assignments, lectures, discussions, student presentations and exams:**

- WEEK 1:** Course orientation; Discussion of Chapter 1 (Introduction to Study of Careers)
- WEEK 2:** Discussion of Chapters 2 (Model of Career Management) and 3 (Career Management Model: Career Exploration); Case study and group exercise
- WEEK 3:** Discussion of Chapters 4 (Career Management Model: Goals, Strategies & Appraisal) & 5 (Career Development); Case study & group exercise.
- WEEK 4:** Discussion of Chapter 6 (Occupation Choice) & 7 (Organizational Entry); Mid-term Exam distributed.
- WEEK 5:** Mid-term exam due; Presentations on Mid-term Exam topics; Discussion of Chapter 8 (Early Career: Establishment & Achievement)
- WEEK 6:** Discussion of Chapters 9 (Middle & Late Career Issues) & 10 (Job Stress); Case study & group exercise.

- WEEK 7:** Discussion of Chapters 11 (Intersection of Work & Family Roles) & 12 (Managing Diversity); Case study & group exercise.
- WEEK 8:** Discussion of Chapter 13 (Entrepreneurial Careers); Case study and group exercise; Final Exam distributed.
- WEEK 9:** Final Exam due; Presentations on Final Exam topics.
5. **Text**
Career Management, Greenhaus, J. H. Callahan, G. A., & Godshalk, V. M. (2000, third ed.). Thompson, ISBN: 0-03-022418-7

INSTRUCTOR' NOTE:

V. Class Participation: See Roman Numeral VII

Mid-term Exam: This will be take-home essay exam of about 1000-1200 words. Grading will take into account linguistic style, grammar and content.

Mid-term Presentation: This will be a brief (10 minute) oral presentation on the topic of the mid-term Exam.

Final Exam: This will be a take-home essay exam of about 1200-1500 words. Grading will take into account linguistic style, grammar and content.

Final Presentation: This will be a brief (10 minute) oral presentation on the topic of the final exam.

VI. Grading

Mid-term Exam and Presentation—30%
 Final Exam and Presentation -----40%
 Class Participation-----30%

Both exams will be graded on content, organization, writing skills, grammar, punctuation, and spelling. In other words, you will be graded on what you write, and how well you write it. It is imperative to meet the length requirement.

Oral presentations will be graded on content, eye contact, holding the attention of listeners, lack of distracting movements, clarity of voice,

rate of speech, proper grammar, proper diction, proper posture, and adherence to the time limit. Merely reading one's paper does not constitute an oral presentation.

VII. CLASS PARTICIPATION

- A. Class participation is expected of all students. Such participation is to be based upon prior preparation for class through completion of all assignments.
- B. Students should synthesize the ideas and concepts of others, formulate their own ideas, and engage in open discussion in a manner that demonstrates one's ability to defend and support personal and professional beliefs, values and philosophy
- C. Students are to respect the personal and professional beliefs, values, and philosophy of others.
- D. Because participation is a component of grading, active involvement often makes the difference in a letter grade.

VIII. Attendance

- A. A formal roll will be taken each class. Students are expected to arrive on time and be prepared to begin class at the prescribed time.
- B. This class meets nine times during the term. Missing one class means that a student will not have the opportunity to earn Class Participation credit for one-ninth of the entire course.
- C. The university procedure will be followed.
- D. It is recognized that other obligations sometimes require one to miss a class meeting. Such absences should be discussed with the instructor.

IX. Other requirements

- A. All assignments will be completed, submitted, and/or presented according to the prescribed schedule. Failure to do so will result in a lower grade. Anyone having difficulty meeting the schedule should discuss the situation with the instructor.
- B. All material submitted to the instructor should be proofread carefully. Remember, it is not sufficient simply to use the spell check option of a word processing software package. Moreover, always use good grammar and sentence structure. Graduate students are expected to have writing skills commensurate with their status.

X. Changes

The instructor reserves the right to make changes or modifications in the above as needed.

CHEATING/PLAGIARISM POLICY: Students who are discovered cheating or committing plagiarism may be awarded a failing grade for the course, and may be subject to dismissal or further discipline.

Webster University strives to be a center of academic excellence. As part of our Statement of Ethics, the University strives to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic Dishonesty is unacceptable and is subject to a disciplinary response. The University reserves the right to utilize electronic databases, such as www.turnitin.com to assist faculty and students with their academic work.

Defining Plagiarism: “You plagiarize when, intentionally or not, you use someone else’s word or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his exact words without indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if you placed your work next to the source you would see that you could not have written what you did without the source at your elbow.” (Booth, Wayne C. Colomb, Gregory G., & Williams, Joseph, M. (1995). *The Craft of Research*, Chicago, IL: The University of Chicago press.)

When the instructor chooses to award a grade of “I: (Incomplete) for three or four absences, the student must provide acceptable documentation to verify that the absences were unavoidable (e.g. illness, work conflict, military temporary duty). (Attendance Policy and Absences Policy from Handbook for the Adjunct Faculty, Webster University, October 1995)

Policies & Guidelines for Grading System and Attendance:

Grades in the program are A, A-, B+, B, B-, C, F, I, and W. Grades reflect the following standards: (*Note: The instructor will announce the requirements for each grade level.*)

A/A- Superior graduate work

B+/B/B- Satisfactory graduate work

C Work that is barely adequate as graduate-level performance

F Work that is unsatisfactory

I Incomplete work

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Attendance Policy:

The University reserves the right to drop students who do not attend class the first week of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class.

*(2003-2005 Graduate Studies Catalog, page 27) *Please see 2003-2005 Graduate Studies Catalog pages 26-27 for Add/Drop/Withdraw Procedures*

APPROVED BY _____ DATE _____
Faculty Coordinator/Chair