Dixie State College of Utah

Proposed Career Management Syllabus

Edited by: Robert M. Donaldson
Career Center – September 26, 2011

Course Objectives:

This course will provide undergraduate level students an overview of career management topics including the changing employment reality, career stages, and career paths. In addition, the topics for this course will cover the three most salient phases for undergraduates’ early-career success preparing for the job market, the job search process, and maximizing effectiveness in early career. Basic personal career enhancing skills will also be addressed including resume writing, interviewing skills, work-life harmony, and relocation. As a core class within the Human Resource Management (HRM) major, this course is relevant as HR managers are often placed in the role of advising others with respect to their careers while simultaneously managing their own. This course will be personally-focused offering a basic introduction to the issues relevant for students’ current and future career management.

Grading:
30% (30 points) - Midterm
30% (30 points) - Final
30% (30 points) - Assignments:
10% (10 points) - Attendance/In-Class Participation:

To receive the maximum credit for participation the full attendance and participation in class discussion is expected (i.e., read before you come to class, contribute to the discussion). Attendance will be taken at each class. Please email before class if you will be unable to attend. Students are permitted two excused absences. One point will be deducted for each absence of three or more. Just showing up for class will not be enough to get full credit. Thoughtful comments/questions per class meeting are expected to receive full credit in class participation. Speaking only to fellow students in small groups is not in-class participation. Points can also be lost for egregious classroom conduct (as described below).

In order to create an environment conducive to learning, the following are NOT permitted in class:

All electronic devices, computers, cell phones, pagers, and text messaging devices.

- Napping
- Disruptive talking
- Reading non-class material
• Arriving late on a consistent basis

• Leaving early on a consistent basis

Schedule and Topics:

Session 1: Course Introduction  --General Outline of Course Content and Expectations

Session 2: Nature of the Labor Market – Past & Present


http://jistjobsearchandcareer.blogspot.com/2010/03/10-jobs-in-which-even
-newbiesare-well.html


Session 3: Career Stages

Readings:
http://money.cnn.com/2010/05/17/pf/career_change_talents.moneymag/index.htm

Other Resources: Class Power Points

Session 4: Self-Assessment Options

Strong Interest Inventory
Meyers Briggs
Keirsey-Bates

Assignment 1 Due next session : Summarize your self-assessment results and explain what these results mean for identifying your career options. Based on these results, describe the characteristics of your ideal career.

Session 5: Career Exploration (Optional Class)

Assignment 2 Due: Write your own obituary. Share it.
Next enter your career options in “search careers with key words” and print the position profiles and go to O*Net online (bottom of profile) and print the summary report. How do these position profiles match with your other self-assessment results?

Session 6: Market Research
Assignment _ Due: Visit the Occupational Outlook Handbook and enter two career options and provide a summary of the Job Outlook including employment change, job prospects, top industries, and earnings. Next, go to Google Finance and select the sectors representing the top industries for each career options and identify the leading companies (top 5) for each sector.

Session 7: Person-Organization Fit, Organizational Culture: What type of organizational culture would be best for you?

Readings:

Assignment _ Due: Please visit:

Session 8: Geography- Location, Relocation, and Global Mobility

Readings: Articles on relocation: quintcareers.com/relocation_resources.html

Other Resources: Class Power Points

Session 9: Developing Skills and Abilities

Power Point Presentation


Session 10: Managing personal resources: time, money, and energy

Reading: Changing Habits to Improve Your Mental, Physical, and Emotional Well-Being.

Session 11: Job Search Strategies

Class Power Point Presentation

Session 12: Building a Professional Network – The Multiplier Principle

Readings: http://money.usnews.com/money/blogs/outside-voices-careers/
Assignment _ Due: Sign-up for the Alumni Career Network and identify an alumni mentor with whom you can interact for career advice (not for a job or to solicit business). You will hand it his or her name and why you believe he or she would be a good mentor.

**Session 13: Creating a Positive Professional Image**  (What you look like tells us who you are)
Building Executive Presence.

Social & Business Networks: Pre-Work: Review your Facebook, MySpace, LinkedIn, etc. accounts. Think about what these pages are saying about you, your interests, values, etc. (Be ready to discuss.) Visit LinkedIn and find 1 example of an excellent professional profile and 1 example of one that needs improvement (include links for each). What was good about the outstanding profile and what would you recommend the person do to change his or her profile in the one that needs improvement?

**Session 14: Using Social Media to Find Jobs**


**Session 15: Using Recruiting Firms, Job Boards, and Advertisements**

Assignment 1 _ (Due Next Class): For your two career options, identify five recruiting firms, two targeted job boards, and one professional journal.

**Session 16: Cover Letter and Resumes (Types, contents, mistakes, Samples)**

Power Points: They are your sales brochures.

Assignment _: Write a resume for each of your career options and a cover letter to a network contact who works at a company that commonly hires for these positions.

**Session 17: Group Resume Critique Making the Contact and Getting In**

Power Point:

Readings:

**Session 18: The Interview a Sales Call – A New View**  You are a problem solver.
Power Point
Reading:  Spin Selling

Assignment Due: Write five tough interview questions that concern you provide answers you would give the interviewer. Keep them short – shorter is better.

Session 19:  Job Interview Role Plays

In class role playing. Use Digital Camera recording do feedback. Follow the role play guidelines in the class power points.

Session 20:  Salary Negotiations - Job References and Background Checks

Readings:  http://www.fastcompany.com/services/salary.html
          Articles on the job offer: http://www.collegegrad.com/offer
          http://www.videojug.com/film/how-to-negotiate-your-salary

Session 21:  Successful New Job Entry

Power Point Presentation
   Get a job coach
   Is there a mentor in the house?

FINAL EXAM

Other Course Readings:


