

**OAKLAND UNIVERSITY
DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT**

**COURSE: HRD 3520
CAREER DEVELOPMENT**

Winter 2018 SYLLABUS

INSTRUCTOR: Frank P. McGeogh

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OFFICE HOURS: Before class or by appointment

CLASS

LOCATION: MUC 2 Room 212

Tuesdays

CLASS TIME: 6:30 – 9:50 PM

REQUIRED

TEXT: Career Development and Planning: A Comprehensive Approach-fourth edition
Authors: Reardon, Lenz, Sampson Jr, Peterson. (Hunt Publishing)

All cell phones and other electronic devices (other than laptops) must be turned off and stowed away during all classes

INSTRUCTOR BIOGRAPHY:

Employed at General Motors Corporation 38 years. Human Resource Director last 25 years at various locations. Labor Relations; Executive Coach; Career Development and Recruiting; Organization Development; Training and Development; Compensation; Employment Relations.

BA: University of Detroit

MA: Wayne State University

Advanced Human Resource Development Program: University of Michigan

Executive Development Program: University of Illinois

Course

Description: Studies of career development theory, practices and resources in the workplace. Topics include development and implementation of Career Development programs, career materials and resources, trends and placement activities in working with individuals and organizations.
Prerequisite: WRT 160 or equivalent.

Course

Objectives: By the end of this course, the learner will be able to:

- Explain several theories of career development.
- Describe the need for career development systems in organizations.
- Apply theories of career development as it relates to learner’s individual career.
- Describe and apply basic approaches to career coaching and counseling for an organizational setting.
- Develop a personal plan for career development.

Course Requirements:

1.	Assessment/Grading Scale:	400 Total Points as Follows:
	1) Quizzes (5 Quizzes at 10 points each)	50 points
	2) Personal Resume	30 points
	3) “Tell me about yourself” introduction	20 points
	4) Career Narrative	50 points
	5) Information Interview (Dream Job)	50 points
	6) Team Presentation	100 points
	7) Interviewing Process Simulation	100 points
	* Extra credit	15 points

The number of points that you have will then be divided by 100 to calculate your final grade eg: if you have 380 points you would have a 3.8 for the class.

Course Assignments:

- **Assignment #1: Quizzes (50 points total):**

There will be 5 quizzes worth 10 points each. Quizzes will be short questions on the readings assigned for that particular session. Quizzes will be administered during the first 10 minutes of selected class sessions. Should you miss a class and wish to make up for the quiz (**one time only**); you may review a professional article and write a paper (one page summary with a one paragraph critique) on a topic of relevance to the missed quiz.

- **Assignment #2: Personal Resume (30 points total):**

Scoring as follows:

Content & Appearance: 30 points

- **“Tell me about yourself” Introduction (20 points)**

In class presentation “Elevator Pitch” (tell me about yourself) Details will be reviewed in class.

Scoring as follows: 20 points

- **Assignment #4: Career Narrative (50 points):**

This assignment is a term paper that is based upon a description of your own current career or your career aspirations. This assignment is designed to integrate career development theory with your real life experiences. The paper need not reveal private or personal information. You will develop the paper throughout the semester by utilizing the results of the various class activities. This should be a comprehensive narrative that responds to the sample questions listed below (example only – feel free to expand and include other information you deem appropriate):

- 1. Who are you? Describe your view of yourself, including the various roles you fill in your life? Which are most important to you?
- 2. Describe how you see yourself occupationally? Consider including jobs you’ve had in the past, currently hold, and those that you aspire to.
- 3. What jobs could you see yourself in? Which would you definitely not consider? What are your personal work values?
- 4. Discuss your Career Plan and timing. What is your strategy? What are your next steps?
- 5. Include a summary and interpretation of personal assessment results (**minimum 4 assessment tools**). **These will be discussed in class.**
- 6. Individual career **Timeline** with measurable milestones and dates.
- 7. The “**Petal Sheet**.” You may use the sample petal sheet handed out in class as an example, but the final Petal Sheet turned in as part of your paper should be professional in appearance and creative in design.

Scoring as follows:

Above requirements completed-including the narrative of your personal work history and aspirations (#1-4)	20 points
Assessment results summarized and interpreted (#5)	20 points
Timeline and specific dates submitted (#6)	5 points
Petal Sheet (#7)	5 points

Total	50 points

General Career Narrative Guidelines

- Paper should be at **least 3-6 pages** (12 pitch double spaced) long to allow for inclusion and discussion of all particular areas. Put all materials into a folder.
- Use headings and sub-headings to organize your paper.

- **Assignment #5: Information Interview- (50 points):**

The **Information Interview Process** is a key assignment which should prove very valuable to you as you proceed in developing your Career Plans. One of the keys to the assignment is to select a person to interview that can be helpful in providing **high level** information to you as you move along your Career Path toward your “**Dream Job.**” The selection process should be given careful consideration and it is highly recommended that the interview be **face to face**. We will discuss this process thoroughly in class.

General Guidelines:

1. 3-4 page summary paper which describes the Interview and how it relates to your Plan.
2. Discuss the person that you selected to interview and why they were selected.
3. What questions were asked and what were the responses. (In summary fashion...not necessarily verbatim) Use questions from the text. There are many excellent examples including the methodology for the process.
4. What did you learn from the experience?
5. What did you learn about the job and how it might fit your career plans?

Total: 50 points

- **Assignment #6: Team Presentation- (100 points):**
(Date assigned in class)

Groups will be formed early in the term. Your group will develop a training program/presentation incorporating a major theme of the course.

As with all training programs, you will demonstrate/teach the major themes of your topic utilizing a variety of experiences (skits, handouts, games, etc.) that include an icebreaker, handouts, etc. Be creative, but remember, the main purpose of this exercise is to share information that is value-added and interesting to the class and provides important information relative to Career Development.

To complete your assignment, each team member will **individually complete an evaluation rating the effectiveness and team involvement of each member of your team. You will be given the form in class prior to your presentation.** Final grades will incorporate the results of these individual assessments. The Team Paper will include a brief discussion (3-4 pgs) as an **Executive Summary**, plus all handout materials, PowerPoint presentations, individual evaluations, and all referenced articles. Please use a folder to compile the materials.

Scoring as follows:

Content Development & Presentation:	55 points
Member(s) Participation:	20 points
Team Paper including Evaluation Process:	10 points
Group Presentation Materials:	15 points
Total:	100 points

- **Assignment #7: Interviewing Simulation: (100 points)**
(Date assigned in class)

All class participants will participate in an interviewing simulation entitled “Interview Day”, whereby the student will participate as an interviewer and also as the interviewee. Points will be awarded for professional dress (dress for success), proper interview strategies, assessment of candidate’s qualifications and interview techniques. More information will be provided in class.

EXTRA CREDIT: 15 points- Please consider this experience

You may earn extra credit by scheduling a minimum of two sessions at Career Services, 154 North Foundation Hall. Your sessions should include a resume and cover letter review, as well as interviewing practice/preparation.

Please call 248-370-3250 to schedule an appointment early in the semester. It will be necessary to inform the consultants that you are completing the sessions as your extra credit assignment and you are required to provide substantiation of your sessions, once completed. Additional information will be provided in class.

ASSIGNMENTS: All assignments are due on the day assigned. There is an automatic deduction of points (10% of the point value for that assignment rounded up for missed deadlines). No assignment will be accepted after the last day of class. Please use current APA (American Psychological Association) guidelines for formatting, as this is the HRD Department standard. Include a cover page as indicated in the guidelines; staple document for submission. All assignments are to be 12-point font, double-spaced, with 1” margins. Please proofread your papers for grammatical errors prior to handing in papers. **Grammar/Readability will play a part in your grade.** Students are expected to uphold the principles of academic integrity by exercising academic honesty at all times. Please observe the University’s regulations regarding plagiarism.

ADA:

Anyone who has, according to official documentation from the university, a disability that may require some modification or seating, testing or other class requirement should see the instructor after the first class meeting, so that reasonable accommodations may be made.

ATTENDANCE:

I assume that you are a responsible adult actively engaged in the learning process and that you are interested in being so engaged during class time to optimize your learning. It is therefore required that you come to class prepared, having completed assigned reading of the text, and support your classmates in discussion of the material etc. This requirement will play a part in your grade. Ten (10) points will be deducted for each partial class missed-more than 2 classes missed could lead to course failure.

ACADEMIC CONDUCT POLICY:

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Students are advised to read the entire Oakland University Academic Conduct Policy, which can be found at page 77 of the Undergraduate Catalog.

Schedule HRD 3520 Winter 2018 - Tuesdays

1	1/9/18	Course Introduction/Overview Intro to Career Planning	Syllabus Review Chapter 1 Review
2	1/16/18	Career Center Overview – Guest Speaker	
3	1/23/18	One page autobiographical sketch Due: Today (see Appendix C) Knowing About Myself	Quiz #1 (Chapter 1) Chapter 2 & 3 Review
4	1/30/18	Website Reviews Knowing About My Options Team Assignments Made /Choose Topic Class time provided to develop team project statements	
5	2/6/18	Review resume draft Career Decision Making Thinking about my career decision Written Communication in Job Hunting Prep for 60 second review	Quiz #2 (Chapters 2 & 3) Chapters 4 & 5 Review Chapter 12 Review
6	2/13/18	Personal Resume Due: Today “Tell Me About Yourself” Due: Today (presented in class)	Quiz #3 (Chapters 4 & 5) Chapters 6 & 7 Review
7	2/27/18	Organizational Culture and Effective Work Career Narrative preparation Draw up petal sheets	Chapters 8 & 9 Review
8	3/6/18	Career & Family Roles	Quiz #4 (Chapters 6, 7, 8, & 9) Chapter 10 Review
9	3/13/18	Group Presentations (2) Groups 1 and 2 Career Narrative Paper Due: Today Launching an Employment Campaign – Employer’s Perspective (Public vs. Private Employer)	Chapter 11 Review
10	3/20/18	Group Presentations (2) Groups 3 and 4 Written and Interpersonal Communications in Job Hunting	Chapter 13 Review
11	3/27/18	Group Presentations (2) Groups 5 and 6 Information Interview Paper Due: Today Negotiating and Evaluating Job Offers First Job and Early Career Moves Career Services Business Planning	Chapter 14 & 15 Review

		Starting Your Own Company	
12	4/3/18	Simulation of Interviewing Process-Mandatory Class Project	
13	4/10/18	Simulation of Interviewing Process-Mandatory Class Project	
14	4/17/18	Final Quiz Class Wrap-up-Evaluation	Quiz #5 (Chapters 10, 11, 12, 13, 14 & 15)