

**Oakland University**  
**School of Education and Human Services**  
**Department of Organizational Leadership**  
**Human Resource Development**

**SYLLABUS**  
**HRD 3520- Career Development**  
**Section 10006**  
Thursday, 8:30am- 11:50am  
318 Pawley Hall

**Instructor:** Linda A. Watza, PHR  
**E-mail:** watza@oakland.edu  
**Office Hours:** after class or by appointment  
**PRE-REQUISITE:** RHT 160 or equivalent

**TEXT:** Career Development & Planning by R. Reardon, Ph.D., D. Lenz, Ph.D., G. Peterson, Ph.D., J. Sampson, Jr., Ph.D., 5<sup>th</sup> edition, Kendall Hunt. ISBN# 978-1-5249-1299-4  
Any edition will be acceptable, but accommodations are to be made by the student.

**COURSE DESCRIPTION:**

This course explores 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. This class is highly reflective and interactive. You will be expected to participate fully in all class activities and discussions.

**COURSE OBJECTIVES:**

Upon completion of this course, learners will be able to:

1. Explain several theories of career development.
2. Describe the need for career development systems and succession planning systems in organizations.
3. Apply theories of career development as it relates to learner's individual career.
4. Describe and apply basic approaches to career coaching and counseling for an organizational setting.
5. Develop a personal plan for career development.

**Expectations:** Come to class prepared. In my own preparation, I assume that you have at minimum completed the assigned readings each week.

- Do your fair share, and help others participate and learn.
- Think critically and provide constructive feedback.

**Competition:** Your classmates are not the competition. In the classroom they are a resource and together you have an opportunity to further your learning. Grading will therefore be on a straight scale (not on a 'curve'), based on consistent standards.

**COURSE REQUIREMENTS/ASSIGNMENTS:**

1. Career Service Event/Reflection	15%
2. Quizzes	15%
3. Linked in and Handshake Set up and development	15%
4. Personal resume and introduction	25%
5. "Tell me about yourself" Introduction	10%
6.	15%
7. Class Participation/Attendance/Homework Checks	10%

- 93+% of possible points – A
- 90-92% of possible points – A-
- 87-89% of possible points – B+
- 83-86% of possible points – B
- 80-82% of possible points – B-
- 77-79% of possible points – C+
- 73-76% of possible points – C
- 70-72% of possible points – C-
- 67-69% of possible points – D+
- 63-66% of possible points – D
- 60-62% of possible points – D-
- <62% of possible points – F

**Bonus Points:** You may earn an additional 3 points toward your grade for each HRD Society and/or SHRM (Society for Human Resource Management) meeting you attend during the semester. Check the top of our Moodle page for links with the event dates. You will submit ½ to 1 page summary of the meeting. This will be due within 1 week of the meeting and submitted through Moodle. Bonus points will be applied to your Final exam grade.

**OU Career Services Events/Reflection (50 points possible)**

**Here are the upcoming events for Winter 2018:**

- 1. Winter Career Fair:** January 24, 2018 10am-1pm in the Rec Center For Business, Liberal Arts, Engineering, Computer Science and IT.
- 2. Speed Networking:** February 13, 2018 1pm-3pm in Banquet Room A of the Oakland Center Limited spots available. An organized networking opportunity.
- 3. Internship Mixer:** March 7, 2018 11am-1pm in the Rec Center Opportunity to mix and mingle with various employers in a number of areas

You can register for these events through Handshake.

**The assignment requires each student to participate in one of these three activities. After completion, a 2-3 page reflection paper is due answering the following prompts:**

- Describe in detail the career service event.
- How are you different now after experiencing the event?
- Were you able to make a connection between the course and the event?
- What did you gain from the experience?
- How is the experience different than what you expected to encounter?
- 2 reference articles need to be used to support your reflection findings.

### **Linked-In and Handshake Set up and Development (40 Points Possible)**

You will need to set up a Linked In account ([www.linkedin.com](http://www.linkedin.com)) and a Handshake account (<https://www.oakland.edu/careerservices/handshake>). These will both be important and helpful as you begin and progress through your career. We will discuss further details in class.

### **Personal Resume and Introduction - (75**

### **Points Possible)**

- This assignment consists of creating a professional resume and supporting communication to include the following items:
- Cover Letter - 5 points
- Interview Thank You letter - 10 points
- Letter of Acceptance - 5 points
- Sample Reference Page - 5 points
- Resume - 50 points
  - Name/email
  - Address
  - Career objective or Qualification
  - Education
  - Experience
  - Honors
  - Activities
  - References

### **Dream Life Announcement: (25 points)**

Present to the class a 5 minute presentation of your Dream Life. Please include 5 topics from the textbook in the content as well as 1 scholarly/peer-reviewed article topic. A reference page must be handed in. Please be creative and prepared.

### **Exams (100 points each exam):**

The two exams provide the opportunity (and motivation!) to go the extra mile to learn material. Exams will consist of multiple choice and essay questions. More information will be provided prior to your exams.

### **Class Participation/Attendance/Homework Checks (40 points possible):**

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. Should you be absent, you are responsible for obtaining handouts / assignments from your classmates. Attendance will be taken from time to time and / or homework collected to reward those who come to class, and come to class prepared.

**ASSIGNMENTS:** 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 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.**

## TENTATIVE SCHEDULE- Winter 2018

Session #	Date	Topic/Activity Due	Reading/ assignment
1	1/4/18	<b>Please print off syllabus and bring to class.</b> Syllabus Review and Introductions	
2	1/11/18	<b>Jump-Start Your Career</b> Handshake accounts should be opened before class.	Chapter 1 Set up Handshake
3	1/18/18	<b>60 second statement due - present in class</b>	Chapter 2
4	1/25/18	<b>Class will not meet today</b> - in lieu of career fair on Jan. 25th	
5	2/1/18	<b>Maximize your Career Options</b> Linked In account should be set up before class Linked-In Presentation, guest speaker	Chapter 3 Set up linked in account
6	2/8/18	<b>Networking</b> Tricks and Tips Guest Speaker	Chapter 4
7	2/15/18  2/22 No Class - Break	<b>Mid-term - Chapters 1,2,3,4 and Speakers</b>	<b>Mid-term</b>
8	3/1/18	<b>Professional Resumes</b> <b>Dream Life Announcement Due</b>	Chapter 5 Prepare Dream Life Announcement
9	3/8/18	<b>Professional Cover letters and Applications</b>	Chapter 6
10	3/15/18	<b>Successful Interviews</b> <b>Reflection on OU Career Services Events is due before class today</b>	Chapter 7 Complete Reflection

11	3/22/18	<b>Follow-Up and Negotiation</b>	Chapter 8
12	3/29/18	<b>Step up Your Career</b>	Chapter 9
13	4/5/18	<b>Tying it all together Guest Speaker</b>	
14	4/12/18	<b>Second Exam on Moodle, Chapters 5,6,7,8,9 and guest speakers</b>	
15	April 19-23	<b>Exam period</b>	