

**Oakland University, Human Resource Development
HRD 364 Career Development, Winter 2018, four credits
Wednesday 6:30 pm - 9:50 pm, Hannah Hall 225**

Instructor: Dr. Larry Buzas
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Office Hours: by appointment

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Required Text Books

1. Career Anchors Self-Assessment 3rd Edition, Author: SCHEIN, ISBN: 9780787984281, Publication Date: 04/21/2006 Publisher: WILEY
2. Career Anchors Workbook 3rd Edition, Author: SCHEIN, ISBN: 9780787984281, Publication Date: 04/21/2006 Publisher: WILEY
3. Career Achievement: Growing Your Goals 2nd Edition, Author: BLACKETT ISBN: 9780077831882, Publication Date: 03/27/2015 Publisher: McGraw - Hill

Web Resources

Oakland University Writing Center <https://www.oakland.edu/ouwc/>
Oakland University Career Center <https://oakland.edu/careerservices/>
Purdue Owl - APA style. <https://owl.english.purdue.edu/owl/resource/560/01/>.

Course Description

This course content includes: (a) The study of the world of work as it impacts the psychological and sociological life of the individual; (b) an examination of career development theory, decision-making, and the application to HRD (c) the identification of informational resources related to career choice. Students who participate fully in the course will enhance their ability to develop their own careers and develop an understanding of the role of career development assistance as an HRD professional. Instructional methods and activities include class lecture/discussion/demonstration, experiential learning, and student reports.

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

1. Understand the range of factors influencing career choices
2. Apply theories of career development to learner's individual career.
3. Create a personal plan for career development.
4. Be proficient in the use of career tools

Assignments

The schedule for the course is on the last page of the syllabus. Work submitted past the due date, unless previously approved, will not be graded or receive credit. Missing a class does not change the due date for an assignment. There is no extra credit or make up assignment in this course.

Papers must in MSword.doc format. PDF's are not acceptable. Papers submitted must follow the publication manual of the American Psychological Association (APA). Purdue Owl is a resource for APA style. <https://owl.english.purdue.edu/owl/resource/560/01/>.

All Papers are evaluated for quality and depth of content, integration and application of course topics, quality of writing. Points may be deducted for poor writing, grammar, sentence structure, run on sentences, spelling errors, improper form of words, failure to use APA style, etc.

Student entering the course that have concerns about their writing and those who receive writing feedback identifying room for improvement are encouraged to consult the OU Writing Center or obtain other tutoring.

Below is an assignment and point summary. The instructor may modify course content, schedule, and assignments at any time during the semester to serve the needs of students and ensure the integrity of the course. Specific details for each assignment follow the summary.

Assignment and Point Summary

Assignments	Points
Chapter Review Questions	90
OU Career Services Events (2 @ 30 points each)	60
Occupational History Interview Paper	50
Resume	20
Career Anchors Assessment, Workbook and Paper	100
Career Analysis and Development Plan Assignment	100
Total	420

Chapter Review Questions

A set of questions that review each chapter is provided in Moodle. These are selected primarily from the "Self-Check" questions for each chapter. There are no remedial opportunities for missed Reviews. Each week, study the questions in Moodle and write a paper responding to them. To complete the paper first copy and paste the questions in

a word doc as headings and then respond to each one. Be sure to respond in complete sentences, anything less will not receive credit. Papers should also include a cover page in APA style. Papers must be submitted by 9:00 pm the evening before class. Do not submit a PDF file. Only word docs are acceptable. Anything submitted that does not meet these standards will not receive credit.

OU Career Services Events Assignment

This assignment is completed by participating in two of the six Career Services events listed below. Students are encouraged to attend all that are of interest, however the assignment requires only two papers.

To complete the assignment, attend the events of your choice and then write a reflection paper. Include the items listed below as subheadings in your paper (copy and paste them to your paper as subheadings):

1. Describe in detail the career service event. Copy or scan and submit at least three signed business cards obtained at the event.
2. How are you different now after experiencing the event?
3. Explain the connections between the course content and the event, use specific references to the textbook, class discussion and resources, and/or other professional and academic sources.
4. What did you gain from the experience?
5. How is the experience different than what you expected to encounter?
6. In what way does this experience influence your career plans?

Grading: Use the items 1-6 above as headings in your paper and include an APA style cover page. Papers that fail to do this will not be graded. Five points for each item, 30 points total for each paper.

Career Services Winter 2018 Signature Events

1. [Winter Career Fair](#) Wednesday, January 24, 10:00 am – 1:00 PM Rec Center
2. [Speed Networking](#) Tuesday, February 13, 1:00 pm – 3:00 PM Oakland Center
3. [Internship Mixer](#) Wednesday, March 7, 11:00 am - 1:00 pm Rec Center
4. [Nursing Mixer](#) Thursday, March 15 10:00 am – 1:00 pm Rec Center
5. [Spring Career Mixer](#) – Wednesday March 20, 11:00 AM - 01:00 PM Oakland Center - Featuring Government and Non-Profit Organizations
6. [From College to Career](#) Spring Networking Event Tuesday, March 27, 4:30 pm - 6:00 pm, Steve Sharf Clubhouse Golf Pavilion

Occupational History Interview Paper

Students will conduct an interview to compose an occupational history of an individual, and write a paper describing the process and outcome of the interview. The goal is to

derive as complete an understanding of this person's career pattern as possible in the context of course readings and discussions. Be prepared to discuss your interview in class. The content of the paper should include:

- a) An introduction briefly describing the setting, date and time of the interview, along with a brief introduction to the interviewee, use a pseudonym if appropriate.
- b) A complete narrative description of the individual's career/job history, approximately five to seven pages.
- c) The application of three or more theories presented in class to decisions and actions taken by the individual interviewed. Be sure to explain the theory and why each theory you apply is relevant, approximately three to five pages.
- d) A brief closing summary expressing several points of learning for you personally in completing this assignment, approximately three to four paragraphs.

When selecting interviewees choose a person at least 40 years of age who **is not a member of the clergy of any religious organization, a family member, nor another student in the course.** The goal is to derive as complete an understanding of this person's career pattern as possible and theories that apply. Be prepared to discuss your interview in class.

Grading: Use the items a through d above as subheadings in your paper, papers that fail to do this will not be graded. Items a, b and d are worth 10 points each. Item c is worth 20 points.

Resume

To complete this assignment study chapter five and review the resources under chapter five in Moodle. There are a number of links to videos about resumes. While reviewing the links provided you may also find some others that are interesting to you regarding resumes. If feasible, visit the career center for feedback on your resume although this is not required. Then, revise your resume as you see fit given this new information and submit it in Moodle by the due date in the schedule at the end of the syllabus. Along with your resume submit a brief paper describing two or three key points of learning and the resources you found most valuable and why.

Grading: 20 points

Career Anchors: Assessment, Workbook, and Analysis Paper

The initial Career Anchors self-assessment and parts of the workbook are completed in class. **DO NOT WORK AHEAD ON THIS. WAIT UNTIL THE SCHEDULED CLASS SESSION.** Completing the assessment in class is followed by a discussion and use of the workbook.

Next, write a five-page analysis paper describing what you have learned in the process, the importance of the learning, and how you will use the information. The paper and the completed workbooks are turned in for review on the due date. A “heads up” - Some students lose points on this assignment because they do not complete all of the pages in the workbook.

Grading for the Career Anchors: Assessment, Workbook, and Analysis Paper Assignment:

1. Assessment and Workbook (50 Points)
 2. Narrative Paper (50 points)
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Career Analysis and Development Plan Assignment

The purpose of this assignment is for students to demonstrate an understanding of the 2013 ATD competency model and be able to apply the model to their own professional development. The assignment is completed as follows:

1. Complete the Personal Values and Career Preferences worksheets and the ATD competency assessment.
2. Locate your ideal job description, or as close as you can find, using any online job search engine or local source.
3. Compare your results from step one to the competencies that are required for the ideal job that you found in step two.
4. Review the OU undergraduate catalog and identify two course descriptions that appear to offer the opportunity to acquire the needed competencies identified in step three. These courses may be core courses for the HRD program or other undergraduate courses available to you. An important use of this assignment is to help you select electives that will contribute to preparing you for your ideal job.
5. Write a paper analyzing your results and describing what this means for your professional development. Your paper should demonstrate considerable thought about where you are in your professional development and your plans for future learning with respect to your professional goals. Your submission for a grade will include the Personal Values and Career Preferences worksheets and the ATD competency assessment, course descriptions, and job description posting along with your analysis paper. Students will make a complete copy to save for their own use, as this assignment will be retained for future advising and the selection of electives.
6. Prepare a brief presentation about your plan for the last class session. This presentation should briefly summarize the content of your paper and anything else you would like to discuss relevant to the assignment.

If you are not an HRD student you have two options. Option one is to complete the assignment as is. Option two is to identify a set of competencies for a profession of your choice, provide them to the instructor for approval prior to completing the assignment. Following approval, complete a self-assessment using the approved competencies.

Grading for the Career Analysis and Development Plan Assignment:

- Values and Preferences worksheet and ATD competency assessment (40 points)
 - Job description (10 points)
 - Descriptions of preliminary course choices for elective (10 Points)
 - Narrative Paper (40 points)
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Essential Course Information

- **Attendance and Participation:** As always, students are expected to be present for all class meetings, be actively engaged in activities and discussion, and contribute to the learning of others.

Students are allowed one class absence with no penalty in the case of situations beyond their control. The consequence for each additional absence or unprofessional behavior in the class are 2 points deducted from the final grade for the course and lost learning opportunities.

Please inform the instructor, and peers when appropriate, when you cannot attend class meetings. There is no make-up work for a missed class session or participation points. Replicating a group learning experience at the individual level is impossible. Students are responsible for obtaining notes and handouts of a missed class from a peer in the course.

- **Glowing Rectangles** The single most important skill of a professional in any field is listening. This is of the utmost importance in HRD and particularly career development. Further, researchers have demonstrated that electronic devices in the classroom have negative effects on learning and retention. Therefore, use of cell phones, tablets, laptop computers and any other electronic device is not allowed during class time, except when specifically indicated by the instructor and during breaks. There will be a short break approximately every hour to check your messages.
- **Emergency Contacts.** Please provide the emergency contact number at Oakland University, 248-370-3331, as needed so that you can be contacted while your devices not in use.

- **Accommodations:** All students requesting accommodations are encouraged to contact the professor to schedule an appointment within the first two weeks of the semester. Students with disabilities are required to present documentation of the disability (<https://wwwp.oakland.edu/dss/policies/>). I look forward to working with all students with disabilities to make this class an enjoyable learning experience.
- **Academic Honesty:** Students are responsible for being aware of and understanding OU policies and procedures that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. Students should consult with the instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.
- **Individual Advising:** Students seeking clarification on assignments are encouraged to use class time, meet with the professor during breaks, or before or after class by appointment. Advising on course content via email is rarely effective. Face-to-face or telephone appointments are preferred to email and easily arranged.

HRD 364 Career Development, Winter 2018 Schedule

Week	Class meets	Preparation before class meets	Class activities Assignment Due Dates
1	Jan 3	Purchase books	Introductions, course overview, sign up for career events.
2	Jan 10	Chapter 1 Jump-Start Your Career	Discussion/application activities
3	Jan 17	No Class meeting Conduct occupational history interview, write report	Submit interview paper in Moodle no later than 9:00 pm Jan 17
4	Jan 24	Chapter 2 Skills and Interests—Your Career Assets Winter Career Fair 1/24	Discussion/application activities
5	Jan 31	Chapter 3 Where Are the Jobs? Maximize Your Career Options	Career Anchors assessments completed in class
6	Feb 7	No Class Meeting Complete Career Anchors workbook, write paper	
7	Feb 14	Ch. 4 Networking—It's Always Who You Know Speed Networking 2/13	Submit CA papers & work books at the start of Feb 14 class
8	Feb 21	Winter Break	No class meeting
9	Feb 28	Chapter 5 Professional Resumes the Easy Way No Class meeting See Resume Assignment instructions in the syllabus	Submit resume assignment to Moodle by 9:00 pm Feb 28
10	March 7	Chapter 6 Professional Cover Letters and Applications Internship Mixer 3/7	Discussion/application activities
11	March 14	Chapter 7 Nursing Mixer 3/15	Discussion/application activities
12	March 21	Ch. 8 Spring Career Mixer 3/20	Discussion/application activities
13	March 28	Chapter 9 Spring Networking Event 3/27	Complete competency assessments and begin development plan
14	April 4	No Class Meeting Complete Career Analysis & Development Plan paper	Submit Career Plan by 9:00 pm April 4— Turn in at my office in Pawley Hall.
15	April 11	Class summary and feedback	Return and discuss Career Plan papers