



Course Syllabus

Course Information

Course number: BA 4101.001 Careers in Management

Meeting times: Thursday 10:00 – 10:50 am

Term: Fall 2019

Location: SSB 3.107 – Career Center’s Seminar Room

Professor’s Contact Information

Professor’s name: Alan Knox, MS, LPC

Phone number: 972.883.2245

Email: alanr.knox@utdallas.edu

Office location: Career Center - SSB 3.300

Office hours: Monday – Friday by appointment

Other information: The best ways to reach me is direct email or by phone (not through eLearning). Please put the course name in your subject line and include your first and last name in your message.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no pre-requisites, co-requisites, and/or other restrictions. This course is open to students at all academic levels.

IMPORTANT NOTE: A great deal of this course involves exploring resources available on the internet. This may not be the course for you if you do not have access to a reasonably fast and reliable internet connection.

Course Description

The primary objective of this one-hour credit course is to provide students with assistance in making effective career decisions. This will be accomplished through the use of career assessments, informational interviews, development of a career plan, as well as both practical and theoretical readings and exercises. Students will prepare resumes, develop effective interviewing skills, explore networking, and job search techniques. Course information will be conveyed through readings, homework assignments, internet searches, discussions, in-class exercises, presentations, and group discussions.

Student Learning Objectives/Outcomes

Undergraduate degree program learning goals embedded in this course and the assessment techniques are summarized below:

- Students will be able to write clearly, correctly, and concisely (resumes, cover letters, reaction papers, and final project).
- Students will become proficient in the use of technology.
- Students will be able to effectively present information through a class presentation.

Course Objectives:

- 1. Self-Assessment** – Students will identify personal interests, values, and skills that will assist them with occupational exploration and career development throughout their lives. This includes the completion of career assessments.
- 2. Occupational Exploration** – Students will explore possible career pathways through the collection and analysis of occupational information. Media used for data collection includes written material, internet sites, informational interviewing and use of various other resources as identified by the instructor. Students will participate in an informational interview with at least one person in a field that they are interested in learning more about. This information will be incorporated into the class presentation and final project.
- 3. Job Search Strategies** – Students will become aware of and learn how to utilize various job search strategies. These strategies will include, but not be limited to, traditional networking, electronic networking, unsolicited inquiry, as well as services provided by the Career Center. Students will develop professional resumes, cover letters, and thank you letters.
- 4. Interviewing Approaches** – Students will learn about various interview styles and formats including behavioral interviewing, group interviews, phone interviews, and case interview methods. Developing effective interview strategies will be reinforced through the participation in a mock interview with a Career Center staff member.

Course Deliverables

- Career plan
- Resume, cover letter
- Interviewing skills
- Job search skills
- Assessment completion

Required Textbooks and Materials

There are numerous career related articles which will be read, discussed, as well as writing personal reactions.

Additional Resources

The following assessments and computer resources will be provided to you by the Career Center.

Career Assessments

- YouScience
- Strong Interest Inventory
- Myers-Briggs Type Indicator

Informal Career Assessments

- Aptitude and Interest Exercise
- Values Clarification Exercise
- Personal Descriptors Exercise

Employer/Industry Research

- Vault

Occupational Information

- The Vocational Biographies
- O’NET online.org

Interview Preparation

- Mock Interview

Assignments & Academic Calendar

August 22	First class day
November 28	No Classes – Thanksgiving Holiday
September 4	Last day to drop without a “W”
October 12	Mid-term grades
October 24	Last day to withdraw
December 5	Last class day
December 18	Final grades must be posted

The Syllabus and Course Outline are intended to be a guideline for the course. I reserve the right to make modifications in the content, schedule and requirements as necessary, to accommodate changing needs during the semester and to promote the best educational experience for all students. Any changes will be communicated in class. Please contact me if you have questions about some aspect of course activities or requirements.

The weekly assignments and specific activities will be discussed in class complete with due dates.

Course Grading:

A. Class Assignments: There will be outside and inside class assignments. Weekly assignments will be stated in class. All work must be typed, unless told otherwise, using one-inch margins, double-spaced, with 12 point font. Assignments will be evaluated on content, quality, neatness, punctuation, spelling, grammar, and participation.

B. Personal Reflection Papers:

For assignments that call for a Personal Reflection Paper, students will turn in a one-page, first-person paper that analyzes their experience. The format should be 12-pt, Times New Roman, with one-inch margins, and double-spaced. The heading should include nothing but the student’s name, the course number (BA 4101.001 Careers in Management), the assignment title, and the date (right alignment at the top). The rest of the page should include the reflection commentary. Points may be deducted for not following formatting instructions (including minimum length of paper) and failure to show critical thinking (i.e. content).”

C. Course Requirements and Grading

	Points
Career Assessments	450 September 16
Reflection Papers	550 September 26
Resume/Cover Letter	300 October 3
Job Search	100 October 17
Informational Interview	300 October 24
Practice Interview	300 October 24
Final Personal Reflection Paper and presentation	400 December 5

Total 2400

Grading Scale

2400	A+	1752 - 1847	C
2232 - 2376	A	1680 - 1751	C-
2160 - 2208	A-	1608 - 1679	D+
2088 - 2159	B+	1512 - 1607	D
1992 - 2087	B	1440 - 1511	D-
1920 - 1991	B-	Below 1439	F
1848 - 1919	C+		

Assignments: - Below is a brief overview on the basic objectives of each major assignment. More detailed descriptions are posted in *CometCareers*.

Career Assessments

The formal assessments include the Strong Interest Inventory, Myers-Briggs Type Indicator, and YouScience. The informal assessments include various Values, Interest, Personality, and Skills Identification exercise and activities. Each assessment must be completed, scored, and brought to class on the day we will be discussing career assessments to receive full credit. A Personal Reflection Paper will be due upon the completion of the career assessments summarizing your observations and what you learned about yourself from the assessments.

Practice Interview

Each student will complete a practice interview through a *scheduled* practice interview in the Career Center.

Resume/Cover letter

Students will prepare a resume and a cover letter. The assignment includes meeting in person with a Resume Editor in the Career Center at least one time to have them review and critique both documents. You will make the final adjustments to both documents and turn in the corrected and updated versions for each document, along with your drafts.

Informational Interview

Students will conduct an Informational Interview with someone who works in an area that they are interested in exploring and journal what they learned. This is not an opportunity to ask for a job. This is an opportunity for you to learn. The person you interview cannot be a family member.

D. Class Attendance/Participation:

Attendance and participation is **mandatory** and is factored in as a part of the overall final grade. It is necessary that you attend class since much of this class involves having the benefit of class discussions. Attendance will be taken at each class meeting.

More than 2 unexcused absences result in failure of the class.

Course & Instructor Policies

Late Work:

Late work will not be accepted. Assignments are always due at the beginning of each class with no late work accepted. Please note that doing work for other classes does not constitute a valid

reason for not completing assignments. Missing class is not an excuse for failing to turn in homework or assignments. Note the due dates for all assignments posted through class handout, plan accordingly in budgeting your time.

Make-up Assignments/Exams:

In-class work cannot be made up.

Extra Credit:

There will be no extra credit work.

Technology Policy – Cell phones must be turned off during class. You will not need to use a laptop during the class meeting. Surfing the internet during class and presentations is inconsiderate to presenters and will negatively affect your grade.

Classroom Conduct – We expect students to be attentive during class. Studying for other classes, reading newspapers, & sleeping will not be tolerated. I expect students to be respectful of the views of others. Common courtesy is appreciated with no name-calling, swearing, or racist/sexist/homophobic statements. If you are having a problem with another student, please discuss it with me.

Rationale for Course Policies:

These policies may seem stricter than usual. Basically, we only meet once per week for 50 minutes, and we have 16 weeks to cover a good amount of material.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Good Luck!

THE UNIVERSITY OF TEXAS AT DALLAS POLICIES AND RULES

The UT Dallas Syllabus Policies and Procedures are available at
<http://go.utdallas.edu/syllabus-policies>.