

GEB 3035 Effective Career Management

Spring 2014 – All Sections

COURSE DESCRIPTION & OBJECTIVES

GEB 3035 Effective Career Management is designed to assist students in developing personal career planning and management skills. Career planning involves more than just choosing and entering an occupation. It often involves a thorough self-assessment of personal values, interests, and skills, necessitates an understanding of steps in a career decision-making process, and demands learning the necessary employability skills to obtain and retain a job.

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

- Understand how personal characteristics (e.g., values, interests, and skills) influence career development;
- Identify appropriate academic majors, training, and/or occupational alternatives in relation to values, interests, and skills;
- Understand the application of cognitive approaches, such as the Pyramid of Information-Processing Domains and the CASVE Cycle, to aid individual career decision making and problem solving;
- Learn about informational resources to explore academic major and career options;
- Understand career development theories and the use of decision-making skills for life/career planning and management.
- Formulate action plans to create, strategies implementation, and execute career goals;
- Learn about and apply employability skills necessary for successful job placement.

In short, this course is designed to educate students about career planning and management interventions to accommodate students at all levels of career decidedness (or undecidedness). Lectures, electronic media, online career self-assessments, outside projects, trending career articles, and leadership books constitute instructional learning techniques.

INSTRUCTORS & CAREER CONSULTANTS

Instructor: Dr. Brian Ray

Office Location: 133 Bryan Hall
Office Hours: By Appointment
Phone: 352-273-0165

Instructor: Derek A. Guffin

Office Location: 233 Bryan Hall
Office Hours: Tuesday 3:00-4:00pm, EST
Phone: 352-273-0161

Class Meeting Time: Online lecture viewing only; no 'live' lectures to attend in a classroom.

Lecture Release for Student Viewing: Tuesdays and Thursdays, 9:00am

CAREER COACHES

Each student is assigned a personal career coach for the term. The role of your assigned career coach is to serve as the primary point of contact in the course and provide an opportunity for tailored career development and personalized feedback unique to each student's career aspirations.

Your career coaches will:

- Provide availability to discuss occupational choices;
- *Grade all class assignments* and provide customized career development feedback and suggestions how to enhance your occupational readiness;
- *Respond to emails regarding assignment grades;*
- *Be available for 1:1 career consultation meetings* to troubleshoot career problems;
- *Provide a mock interview if desired.*

Students are notified via a Sakai discussion board announcement who their assigned career coach is. This post is made a day or two after the drop/add period ends.

✚ *Tip: Students in the Online BSBA degree program are encouraged to Skype with their career coach if they are unavailable to travel to Gainesville.*

Career Coaches: Nathaly Olivari, Vicky Sosa, Christine Delgado, Rebecca Rechtszaid, and Christina Duffy

*** All Career Coach office hours are by appointment/phone appointment only. GEB 3035 students can contact their career coach directly through Sakai email or through their coach's @warrington.ufl.edu email account, found on top of their resume on the course resource page. ***

COURSE WEBSITE ACCESS - SAKAI

The course website is a part of UF's Sakai online course management system. Enrolled students can view lectures through the GEB 3035 Sakai e-learning class website or through the *My Heavener* link on the Heavener School of Business homepage: warrington.ufl.edu/undergraduate/myheavener/videolectures.asp Use your GatorLink username and password credentials to login.

- For fast, direct access to course lectures consider creating a Sakai webpage shortcut in your preferred web browser: <https://lss.at.ufl.edu/> .
- Get in the habit of visiting the course site daily for announcements and email reminders

✚ *Tip: Remember, when a student adds the GEB 3035 course during the drop/add period, access to the course website is not instantaneous. Access usually occurs 24 hours after a student adds the course. Please be patient while waiting to access lectures during this time.*

Lecture Viewing Problems and/or Computer Problems

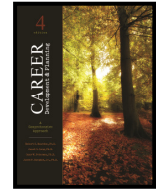
Students experiencing difficulty downloading course lectures or incurring other technical problems should seek assistance through Warrington's Technology Assistant Center (TAC). Students can stop by the TAC office (Bryan Hall, room 122) for immediate troubleshooting assistance or call 352-273-0248.

If the TAC is unable to resolve your computer problem, try contacting the UF Computing Help Desk at 352-392-HELP or visit their website: helpdesk.circa.ufl.edu.

COURSE MATERIALS

Career Development and Planning: A Comprehensive Approach (fourth edition). Authors Drs. Robert Reardon, Janet Lenz, Jim Sampson, and Gary Peterson, 2012.

- ISBN 978-1-4652-0006-8 (black cover textbook)

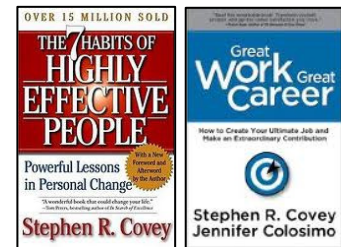


The Seven Habits of Highly Effective People. Author Stephen Covey. 1989.


- ISBN 0-7432-6951-9 (Used copies from \$7.95 on Amazon.com)

Great Work Great Career. Authors Stephen Covey & Jennifer Colosimo

- ISBN 978-1-936111-10-7 (Used copies from \$8.45 on Amazon.com)



Believe it or not each semester.....three or four days before the first exam.....students ask if they really need the textbook to be successful in the course. Almost without exception these students fail the exam.

 *Tip: Many exam questions come directly from all three books. Make sure you are keeping up with the assigned readings each week.*

Students are also required to complete two online career assessments (the Myers-Briggs Type Indicator® and the Strong Interest Inventory®). Assessment instructions are found on the course website under the 'Resources' section. More information regarding assessments is provided during course lectures.

- Assessment fees are ~\$24.00 combined for both assessments. These fees are automatically added to your UF's accounts receivable.

CLASS PROCEDURES

Student Expectations

Students are expected to watch all lectures the week they are posted. Keeping up with class lectures and assignments are critical components for success in GEB 3035. Students with a learning disability should register through the *Office for Students with Disabilities* and contact Mr. Guffin within the first three weeks.

Academic Honor Code

As an enrolled student in this course, GEB 3035 students agree to the following statement: "*I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.*" Suspected violations will be reported to Dean of Students Office.

Sakai Class Discussion Boards

The 'General' discussion board and the 'Peer-to-Peer' discussion board are two Sakai discussion boards utilized by the instructors to enhance communication. These forums allow students to ask general course questions, meet other students, and form study groups with classmates.

- *General Discussion Board.* Chances are if you have a question about something in the class someone else has that same question. The types of questions/comments this forum is best suited for include:
 - ✚ Course logistic questions, assignment clarification questions, career related questions for fellow students, questions regarding course lecture clarification, etc...
 - ✚ Questions more personal in nature (i.e., only relating to you and not the entire class) should be sent directly to your assigned career coach, including questions involving personal grades, assignment grading questions, and the like.
- *Peer-to-Peer Discussion Board.* Use this discussion board when you want to meet other students in the class, form study groups, and/or to exchange resumes.

ASSIGNMENTS, EXAMS, & GRADING

Individual performance on exams and assignments constitute the basis for the course grade. Rules for dropping a course and drop dates are found on UF's registrar webpage: registrar.ufl.edu

- Exams and Assignment Dates. Course projects and exam dates are identified below in the *Schedule of Activities and Assignments*.

EXAMS

There are two non-cumulative exams containing 40 multiple choice questions. Each exam is worth 200 points, or 20% of the final grade. In total, the two exams comprise 40% of the final grade. There are NO make-up exams. If a student misses an exam with a valid extenuating circumstance, the other exam grade will make-up 40% of the final grade. Documentation is required to justify the absence. A medical note must state that you were not physically able to take the exam. Excuses will be granted if the student was not able to take the exam due to serious illness or injury or due to a documented significant personal emergency. Students will not be excused for events such as weddings, birthday parties, family trips, etc.

Students should make exam preparations well in advance before exam days to avoid exam conflicts, including asking for time off for part-time jobs, rescheduling course labs (i.e., nighttime chemistry/biology/physics labs), and/or consulting with professors from other courses who have other types of academic conflicts.

- *Exam Conflicts with Other Courses.* According to the Registrar's Office, "*If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams. When two assembly exams or two time-of-class exams conflict, the higher course number takes priority.*" In short, if a lower level course's exam conflicts with GEB 3035, it is your responsibility to notify the other course instructor and make accommodations.
- *Work Conflicts.* GEB 3035 students are NOT excused from exams due to conflicts involving employment. Students should contact their supervisor in advance to request time off.

Exams on UF's Campus – Section 2489 only

Exams taking place on the University of Florida campus begin promptly at 8:20 p.m. unless otherwise noted in the exam review lecture. Students registered in this section will have their exams proctored by the course instructors and teaching assistants in person (*not online by computer*), just like other traditional on-campus courses.

Exams off UF's Campus, 100% Online – Sections 058F, 5543, & 9671

Students not testing on UF's campus will have their exams proctored online via ProctorU. It is anticipated online exam start times will have a testing window (probably between 7:30pm and 9:00pm on exam day) where students can log into ProctorU and begin their GEB 3035 exams. Spring 2014 is the first time ProctorU will be utilized in the course, so please visit our Sakai webpage to learn more about registering with Proctor U and the necessary steps required to successfully take our exams online. Students not registered in one of these sections are not eligible to take their exams online, so check your course registration section number to ensure you are in the correct section.

ASSIGNMENTS

This course has four assignments: 1) self-autobiography, 2) career field analysis, 3) resume/cover letter, and 4) occupational interviews. A detailed description of each is located on the course website under the 'Assignments' tab.

All assignments must be ***submitted before 11:55 p.m. on the due date*** to be considered on time. Do not wait until the closing minutes before the deadline and rush to upload your assignment! Every semester without fail a handful of students have a 'computer problem' in the closing minutes before the assignment is due and end up submitting a late-assignment. There are strict penalties for late assignments (see below). **DO YOURSELF A FAVOR AND TURN THINGS BEFORE THE DEADLINE!**

Assignment Submission

Students must upload all assignment document files via the 'Assignments' tab within Sakai. Microsoft Word Documents (.doc or .docx) are the preferred format for all file submissions, although PDFs (.pdf), and Open Office files are accepted. Any other type of file submitted not listed above (e.g., Apple word processing documents, word perfect, publisher etc.) will not be graded and returned to the student. Students are not to 'copy and paste' any assignments into a Sakai submission box but rather upload their entire assignment at once as a single attachment.

Keep in mind the following points when uploading each of your assignments to Sakai.

- ***Naming the Assignment File:*** Name each of your file submissions as follows:
 - ✚ Last Name, First Name Initial and Assignment (e.g., Ray, B Autobiography.doc).
- ***Uploading a Wrong File:*** Sakai allows users one upload attempt per assignment. If you mistakenly submit a wrong file, it is your responsibility to immediately email your career coach through Sakai the correct attachment file *before the deadline*. The latest file sent by the student will be the assignment graded.

Assignment Grading

Assignments are graded and returned to students within *two weeks* of the assignment due date. Please be patient waiting for your career coach to grade your assignment. There are typically around 200+ students in the course.

- There is normally a 5% penalty for each "unprofessional" error (e.g., typos, grammar, and misspelled words) found in any assignment. Review your assignments carefully before submitting your work.

Late Assignments

Students may always submit late assignment after the published due date for partial credit up until a certain date in the semester (see date below). If for some reason Sakai will not allow you to upload an assignment after the submission date, please email your career coach the late assignment(s). You do not need to notify the instructors of the late submission; simply email your career coach. Late assignments are accepted but will result in the following deductions:

- One day late (30% off); two days late (40% off); three or more two days late (50% off)
- Submit late assignments directly to your assigned career coach via the course e-mail system.

The point value associated with each assignment and exam appear in parentheses. Assignments must be submitted by 11:55 pm on the due date to be considered on time.

7 January	Sakai Test Attachment Verification Upload (any .doc or pdf file) (0 points)
16 January	MBTI and Strong Online Career Assessments (0 points)
	ProctorU Exam Registration - Online GEB 3035 Exam Takers Only (0 points)
30 January	Autobiography (150 points)
25 February	Exam 1, Chapters 1-10 (200 points)
27 February	Career Field Analysis (200 points)
20 March	Cover Letter & Resumes (current & goal-oriented) (100 points)
21 April	Exam 2, Chapters 11-15 (200 points)
24 April	Occupational Interviews (150 points)

**** 29 April LAST DAY TO SUBMIT ANY LATE ASSIGNMENTS FOR PARITAL CREDIT (11:55 PM) ****

Grading Scale (1,000 points possible)

A 920 or more	B- 780 - 819.99	D+ 650 - 679.99
A- 880 - 919.99	C+ 750 - 779.99	D 620 - 649.99
B+ 850 - 879.99	C 720 - 749.99	D- 600 - 619.99
B 820 - 849.99	C- 680 - 719.99	E <600

UF grade points are as follows: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67), E (0.0).

Extra Credit: Students may receive extra credit by completing up to *two* additional occupational interviews. Each additional occupational interview is eligible for 10 points of extra credit for a total of 20 points total. 20 points will raise a “midpoint” grade to the next higher grade (i.e., a B+ to an A-). Any extra occupational interviews are due the same day as the required five interviews.

How to Succeed in GEB 3035

1. Read the Textbooks. Read the textbooks prior to viewing course lectures.
2. Review Assignments Before Course Submission. Before each assignment submission, consider having a friend, roommate, or family member review your assignment to catch silly unprofessional grammatical or spelling errors to avoid point deductions.
3. Review Exemplary Assignment Papers. As a courtesy to our GEB 3035 students, exemplary papers are posted for each assignment from former students to help provide an idea of what assignments should look like. Check these papers out first if you are unsure what your instructors are looking for.

Preface to Lecture, Readings, and Assignments

Career planning and management is a relatively recent social invention. For generations there was very little freedom of choice in occupational selection. Sons of farmers became farmers, sons of miners became miners, sons of factory workers became factory workers, and the daughters of all three worked only in the home. But in the last 100 years society has undergone significant change.

Contemporary Americans have well over 12,000 different occupations from which to choose. In just a little over a century we have gone from a limited-choice situation to a point where the sheer multitude of possibilities often makes the process of choosing an occupation frustrating, time consuming, and haphazard. Sometimes, the occupation finally chosen does not fit the temperaments, interests, and values of the individual. This course is designed to help students understand how to remedy this dissonance with respect to occupational choice.

The course is divided into three units:

- (1) *Career Concepts and Applications*, focusing on self-assessment, occupational exploration, and decision making;
- (2) *Social Conditions Affecting Career Development*, focusing on social, economic, family, and organizational changes affecting careers; and
- (3) *Implementing a Strategic Career Plan*, focusing on employability skills and strategies for implementing current and future academic/career campaigns.

Schedule of Lectures, Readings, and Assignments

Units I & II

(Material pertains to Exam #1)

TUESDAY, 7 January 2014

Lectures

- 1) Course Overview & Expectations
- 2) Introduction to Career Planning

Complete by Today:

- Purchase career textbook and both Covey books; Read syllabus and course schedule
- Attach and upload a "test file" (Word or .pdf file) via the 'assignments' link on the course website

Assignment(s) for future classes:

- Read Chapter 1 *Introduction to Career Planning*
- Begin reading Covey's "Seven Habits of Highly Effective People" (*Book lecture airs 30 January*)

THURSDAY, 9 January 2014

- 1) Career Self-Assessments
- 2) Career Assessments Online: MBTI & Holland
- 3) Autobiography Assignment

Assignment(s) for future classes:

- Complete the *MBTI®* and *Strong Interest Inventory®* online assessments due 16 January
- Assessment instructions are located on the course website (see 'resources' folder)
 - Students will receive their assessment results by email within 2-4 business days after completing both online assessments
- Begin *Autobiography Assignment* (See syllabus for due date)
- Review the 'assignment' link on the Sakai website for further instruction and exemplary papers submitted by former students

TUESDAY, 14 January 2014

- 1) Services Provided by Career Centers,
- 2) Using Gator Career Link – Parts I,II, and III
- 3) The University of Florida's Career Showcase

Assignment(s) for future classes:

Read Chapter 2 *Knowing About Myself* for next class

THURSDAY, 16 January 2014

Knowing About Myself

Due Today:

Chapter 2 *Knowing About Myself*
MBTI® and *Strong Interest Inventory®* online assessments

Assignment(s) for future classes:

Read Chapter 3 *Knowing About My Options* for next class

TUESDAY, 21 January 2014

- 1) Knowing About My Options
- 2) Student Internship Panel

Due Today:

Chapter 3 *Knowing About My Options*

THURSDAY, 23 January 2014

**MBTI & Strong Interest Inventory: Overview of
Instructor's Assessments**

Assignment(s) for future classes:

- Read Chapter 4 *Career Decision Making* for next class
 - Read Chapter 5 *Thinking About My Career Decision* for next class
 - Continue to work on the autobiography assignment
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TUESDAY, 28 January 2014

**1) Career Decision Making
2) Thinking About My Career Decision**

Due Today:

- Chapter 4 *Career Decision Making*
- Chapter 5 *Thinking About My Career Decision*

Assignment(s) for future classes:

- Finish Reading Covey's "Seven Habits of Highly Effective People" for next class
-

THURSDAY, 30 January 2014

**1) Book Discussion Seven Habits Effective
2) Career Field Analysis and Occupational
Interview Assignments**

Due Today:

- Finish Reading Covey's "Seven Habits of Highly Effective People"
Autobiography Assignment
- Review syllabus for submission information
- Name your assignment file: Last Name-First Initial-Assignment (e.g., Ray B Autobiography.doc)

Assignment(s) for future classes:

- Read Chapter 6 *Careering in a Changing World* for next class
 - Read Chapter 7 *Working in the New Global Economy* for next class
 - Begin Reading Covey & Colosimo's "Great Work Great Career" (book lecture airs 27 March)
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TUESDAY, 4 February 2014

**1) Careering in a Changing World
2) Working in the New Global Economy**

Due Today:

- Chapter 6 *Careering in a Changing World*
- Chapter 7 *Working in the New Global Economy*

Assignment(s) for future classes:

- Read Chapter 8 *Organizational Culture and Effective Work* for next class

Begin the *Career Field Analysis* and *Occupational Interview* assignments

- See the 'assignment' link on the Sakai website for instruction and exemplary papers submitted by former students
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THURSDAY, 6 February 2014

Organizational Culture and Effective Work

Due Today:

Chapter 8 *Organizational Culture and Effective Work*

Assignment(s) for future classes:

Read Chapter 9 *Alternative Ways to Work*

TUESDAY, 11 February 2014

Alternative Ways to Work

Due Today:

Chapter 9 *Alternative Ways to Work*

Assignment(s) for future classes:

Chapter 10 *Career and Family Roles* for next class

THURSDAY, 13 February 2014

Career and Family Roles

Due Today:

Chapter 10 *Career and Family Roles*

Assignment(s) for future classes:

Begin Exam I Preparations: Review Chapters 1-10, Study exam I articles posted on Sakai (under 'resources' tab), Review the Stephen Covey "7 Habits of Highly Effective People" supplemental text

TUESDAY, 18 February 2014

Exam 1 Review

THURSDAY, 20 February 2014

No Lecture: Work on Career Field Analysis

TUESDAY, 25 February 2014

Exam 1 (No Lecture)

Assignment(s) for future classes:

Read Chapter 11 *Launching an Employment Campaign:*
Continue work on the *Career Field Analysis* Assignment

Unit III
(Material pertains to Exam #2)

THURSDAY, 27 February 2014

- 1) Launching an Employment Campaign
- 2) Career Portfolios & Assembling References

Due Today:

Chapter 11 ***Launching an Employment Campaign***
Career Field Analysis Assignment

Assignment(s) for future classes:

Begin the *Occupational Interview* assignment if you have not started yet
- See the 'assignment' link on the Sakai website for instruction and exemplary papers submitted by former students

TUESDAY, 4 March 2014

No Lecture; Enjoy Spring Break!

THURSDAY, 6 March 2014

No Lecture; Enjoy Spring Break!

TUESDAY, 11 March 2014

- 1) Written Communications in the Job Hunting
- 2) Cover Letter's & Review of Dr. Ray's Resume

Assignment(s) for future classes:

Begin work on the *Cover Letter/Resumes assignment*

THURSDAY, 13 March 2014

- 1) Written Communications - Parts I & II
- 2) Communication in the Workplace

Assignment(s) for future classes:

Chapter 13 ***Interpersonal Communications in Job Hunting*** for next class

TUESDAY, 18 March 2014

- 1) Interpersonal Communications in Job Hunting
- 2) Effective Networking Techniques

Due Today:

Chapter 13 ***Interpersonal Communications in Job Hunting***

THURSDAY, 20 March 2014

Creating Your Career Commercial- Parts I & II

Due Today:

Cover Letter and Resumes Assignment

- Name your file as follows: Last Name-First Initial-Assignment (e.g., Ray B Cover Letter-Resume.doc)
 - Submit all assignment documents (resumes & cover letter) in *one file only*; do not upload multiple files
-

TUESDAY, 25 March 2014

- 1) **Social Networking Overview**
- 2) **Careering with Social Networking: Facebook**

Career advisors are available for an optional student conference from 7-18 April. Choosing to not participate in a conference will have no adverse effect on your final grade. The conference is simply a chance to talk with your Career Advisor about your occupational options, resumes, cover letters, interviewing style, or any other career related topic. Students who are interested should send an e-mail to their Career Advisor through the course website.

THURSDAY, 27 March 2014

Careering with Social Networking: LinkedIn

Assignment(s) for future classes:

Continue working on the *Occupational Interview assignment*

TUESDAY, 1 April 2014

- 1) **Mock Interviews: Successes & Challenges - Parts I & II**
- 2) **Taking Advantage of Mock Interviews- Parts I & II**

Assignment(s) for future classes:

Finish Reading Covey & Colosimo's "Great Work Great Career"

THURSDAY, 3 April 2014

- 1) **Interviews from the Field**
- 2) **Book Discussion: Great Work Great Careers**

Due Today:

Career Text: Great Work Great Career

Assignment(s) for future classes:

Read Chapter 14 *Negotiating and Evaluating Job Offers* for next class

TUESDAY, 8 April 2014

Negotiating and Evaluating Job Offers

Due Today:

Chapter 14 *Negotiating and Evaluating Job Offers*

Assignment(s) for future classes:

Read Chapter 15 *First Job and Early Career Moves* for next class

THURSDAY, 10 April 2014

First Job and Early Career Moves- Parts I & II

Due Today:

Chapter 15 *First Job and Early Career Moves*

Assignment(s) for future classes:

Begin Exam II preparations: Review chapters 11-15 in the career text; Read new articles for Exam II found in Sakai ('resource' section); Review *Great Work Great Career* text

TUESDAY, 15 April 2014

**1) Young Alumni Panel
2) Graduate and Professional Schools**

THURSDAY, 17 April 2014

Exam II Review

MONDAY, 21 April 2014

Exam II

Assignment(s) for future classes:

Finish work on occupational interview assignment

THURSDAY, 24 April 2014

Due Today:

Occupational Interviews Assignment (Five required, up to two additional accepted for extra credit)

- Submit all occupational interviews and any extra credit in *one file only*; do not upload multiple files

**** THE LAST DAY TO SUBMIT ANY LATE ASSIGNMENT FOR PARTIAL CREDIT ****
APRIL 29th before 11:55 PM.