MBA 504: CAREER STRATEGIES
Professor: Jane Trnka, SPHR
Fall 2014 / EA25
Revised 5/1/15

Contact information: phone: 407-646-2210; email: jtrnka@rollins.edu
Classes: Mondays and Tuesdays: 9:30 a.m. – 11:30 a.m. (11/3/14 – 12/9/14)
Room: 222
Office Hours: 8:30 a.m. – 5:00 p.m. Monday through Friday, except during class times

COURSE DESCRIPTION

Welcome to Career Strategies! This course is designed to assist you in attaining your long-term career goals. Our job, by use of this course, is to deliver and bring to life knowledge, skills and abilities to help you help yourself in obtaining an internship and full-time employment. This course is designed to:

• Help you take a personal responsibility in managing your career
• Become aware of techniques utilized in modern job search efforts
• Assist you in developing tools to enhance your career management success

We will accomplish this through a rich investigation into career strategy dynamics, tool development and a process focusing on the following simple, yet in-depth areas:

• Career Strategies Definitions
• Strategic Planning for Your Job Search
• Networking
• Resumes
• References
• Interviewing
• Job Offers and Salary Negotiation
• Tools for Action

In creating the learning dynamic for this course we will draw upon lecture, student participation, the Crummer Career Development Center staff, panel discussions, document planning and accountability, and various technical resources. We will also utilize the Blackboard learning platform.

At the end of the class, you should be able to:

• Understand the multiple definitions of a career
• Identify and portray your strengths and talents for an effective job search and overall management of your career
• Construct an appealing resume that describes your strengths and abilities
• Develop a comprehensive list of references to speak on your behalf during the job search process
• Understand the dynamics of interviewing, follow-through and negotiating job offers
• Identify and use multiple and various resources, including the Career Development Center, to support your search
• Produce and utilize a Career Management Toolkit (CMT)
• Complete all required planning, documentation and action required for course completion
REQUIRED TEXT

There is not a required text for Career Strategies for Fall 2014

OPTIONAL REFERENCES


- Career Development Center website and resources.

HOW YOUR GRADE WILL BE DETERMINED

The in-class and outside-of-class assignments, and also the related matrix provided on the following page, note the required work and due dates. They are exact and cannot be extended without approval of the course faculty. Failure to accomplish such will affect your grades and may impact your ability to graduate (see below).

In-Class Assignments (1st term grade)
Resume and Linked Profile (25%)
- Complete and submit a resume (following the provided template) which may be provided to employers via the CDC office.
- Create or update individual professional LinkedIn profile.
- Both are due before or on the 5th class session 12/1 or 12/2.
- Appropriate revisions/updates will be expected as students gain experience throughout their program.

Complete and submit personal Career Management Toolkit (CMT) folder via Blackboard (25%):
- This includes the tools generated by individual students throughout the 6-week course, and the entire finalized folder is due before or on the last class of the course.

Class Participation and Engagement (25%):
- Active participation and engagement includes sharing information with class (articles, research, etc. via Blackboard or in person) as well as discussions and questions regarding assignments, status of internship search, perspectives on job market, etc.

Class final (25%)
- Written final exam which will assess knowledge gained during class, and will be submitted via Blackboard.
Outside-of-Class Assignments (1st and 4th term grades)
Assignments listed below are due for completion during and after the formal class, throughout the balance of your MBA matriculation.

Career Strategies 504 - EAMBA25
You will receive a letter grade at the end of Term 1 for the assignments due during Term 1.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>ASSIGNMENT</th>
<th>DUE BY</th>
<th>WITH/TO WHOM</th>
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<tbody>
<tr>
<td></td>
<td>Complete CareerLeader Assessment</td>
<td>11/10/2014 or 11/11/2014</td>
<td>On-line Submission</td>
</tr>
<tr>
<td></td>
<td>Mock Interview</td>
<td>11/21/2014</td>
<td>Career Coach via AdvisorTrac</td>
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<tr>
<td></td>
<td>Career Management Toolkit</td>
<td>12/8/2014 or 12/9/2014</td>
<td>Blackboard</td>
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You will receive a letter grade at the end of Term 4 for the assignments due during Terms 2, 3 and 4.

<table>
<thead>
<tr>
<th>Term 2</th>
<th>ASSIGNMENT</th>
<th>DUE BY</th>
<th>WITH/TO WHOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Career Strategy Session (Bring Career Plan &amp; Assessments)</td>
<td>3/6/2015</td>
<td>Renee Uschold via AdvisorTrac</td>
</tr>
<tr>
<td></td>
<td>Complete Internship Survey</td>
<td>4/3/2015</td>
<td>On-line Submission</td>
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INTERNSHIP ASSIGNMENT
To receive full credit for the internship, it must be secured before the completion of Term 3

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<thead>
<tr>
<th>DUE BY</th>
<th>WITH/TO WHOM</th>
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</thead>
<tbody>
<tr>
<td>Internship (Position) Description</td>
<td>Prior to accepting internship offer Renee Uschold / <a href="mailto:ruschold@rollins.edu">ruschold@rollins.edu</a></td>
</tr>
<tr>
<td>Commitment to Learning Agreement</td>
<td>1st week of internship Renee Uschold / <a href="mailto:ruschold@rollins.edu">ruschold@rollins.edu</a></td>
</tr>
<tr>
<td>Five (5) Learning Objectives</td>
<td>1st week of internship Renee Uschold / <a href="mailto:ruschold@rollins.edu">ruschold@rollins.edu</a></td>
</tr>
<tr>
<td>Informed Consent Form</td>
<td>1st week of internship On-line Submission</td>
</tr>
<tr>
<td>Student Internship Evaluation</td>
<td>Within 2 weeks of internship completion On-line Submission</td>
</tr>
<tr>
<td>Employer (Manager) Evaluation</td>
<td>Within 2 weeks of internship completion On-line Submission</td>
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<thead>
<tr>
<th>Term 3</th>
<th>ASSIGNMENT</th>
<th>DUE BY</th>
<th>WITH/TO WHOM</th>
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<tbody>
<tr>
<td></td>
<td>Submit Updated Career Plan</td>
<td>11/20/2015</td>
<td><a href="mailto:mbacareercenter@rollins.edu">mbacareercenter@rollins.edu</a></td>
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<tr>
<th>Term 4</th>
<th>ASSIGNMENT</th>
<th>DUE BY</th>
<th>WITH/TO WHOM</th>
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<tbody>
<tr>
<td></td>
<td>Complete Employment Survey</td>
<td>4/18/2016</td>
<td>On-line Submission</td>
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Status of the Mock Interview, Career Strategy Session, Updated Career Plan, Resume and LinkedIn Profile, as well as Internship and Employment paperwork, will be tracked by the Career Development Center.

Grading of Assignments
Grading for this course takes place throughout the matriculation toward your degree. Your grades will be based on in-class and outside-of-class assignments, which are to be complete and on-time. Consideration will also be given for attendance at non-required CRC events and activities (workshops, networking events, etc.) throughout MBA program.

- For each assignment that is complete and submitted by due date: A
- For each assignment that is incomplete or not submitted by due date, a half-letter point grade will be deducted.
- For each assignment that is incomplete and not submitted by due date, additional deductions may occur.
- The overall grades at the end of Term 1 and Term 4 may be impacted if more than 1 assignment is incomplete and/or not submitted by due date.
- Follow similar scaling based on submission of assignments. Overall grade scales include A, A-, B+, B, B-, C+, C, C- and F
Note: Any one assignment not fully completed and/or submitted by the end of the grading period will yield a grade of “I.” If an “I” is received after the 1st year, the student may complete all assignments within 6 weeks and the grade may be changed. If an “I” is received after the 2nd year, the student may complete all assignments within 6 weeks and the grade may be changed. However, they may not be allowed to graduate.

HONOR CODE
Crummer School Academic Integrity Policy
The Crummer School expects that all faculty, staff, students, and alumni will strive to maintain the highest ethical standards. Leadership is a cornerstone of the Crummer experience and integrity is one of the foundations of leadership. Our philosophy is to practice a standard of integrity here that we know will help you succeed in your career and attain your life goals. Our policy is to incorporate integrity into a framework of learning. That is, students who do not adhere to our high standards can expect serious consequences. We will, also, however, guide and counsel those students such that the incident and its consequences constitute an opportunity to learn from one’s mistakes.

DISABILITY STATEMENT
Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The College recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities.

If you are a person with a disability on this campus and anticipate needing any type of academic/medical accommodations in order to participate in your classes, please make timely arrangements by disclosing this disability in writing to the Disability Services Office at (Box 2772) – Mills Building, 1000 Holt Ave., Winter Park, FL, 32789. Appointments can be scheduled by calling 407-646-2354 or by emailing: gridgeway@rollins.edu

Revised: 08.25.15