

GEB 3035 Effective Career Management

Fall 2016 – 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 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.

The goals and learning outcomes of this course are to enable students 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, career self-assessments, outside projects, trending career articles, and leadership books constitute instructional learning techniques.

INSTRUCTORS & CAREER CONSULTANTS

Instructor: Dr. Brian Ray

Office Location: 219C Stuzin Hall
Office Hours: By Appointment
Contact Dr. Ray via Canvas E-mail

Instructor: Derek A. Guffin, MS, GCDF

Office Location: 314 Heavener Hall
Office Hours: Tuesday 3:00-4:00pm, EST
Contact Mr. Guffin via Canvas E-mail

Class Meeting Time: Online lectures only (*no 'live' lectures to attend*).

Weekly Lecture Module Release for Student Viewing: *Varies; Usually Tuesday & Thursday @ 9:00am.* Read the Module and Lecture Release schedule posted inside Canvas for specific release times.

 *Tip: Usually only one career module containing that week's lectures is released per week, but sometimes there are two.*

CAREER COACHES

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

Your career coaches will:

- Provide availability for 1:1 discussions of 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 mock interviews*

Students are notified via Canvas announcement who their assigned career coach is. This post is usually made a few days 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: Derek Guffin, Natasha Plunkett, Dr. Brian Ray, Kari Shattuck, Dr. Jean Starobin, Mark Hegedus, Abigail Fielding, and Miranda Sims

*** All Career Coach office hours are by appointment/phone appointment only. Students can contact their career coach directly through Canvas email (the preferred method) or through their coach's @warrington.ufl.edu email account, found on top of their resume within the course files pages. ***

CANVAS COURSE WEBSITE ACCESS

The course website is a part of UF's Canvas online course management system. Enrolled students can view lectures through the GEB 3035 Canvas website. Lectures are also available 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 faster, direct access to course lectures, consider creating a Canvas 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 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

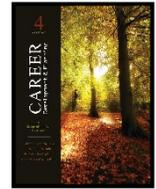
Students experiencing difficulty downloading course lectures or incurring other technical problems should seek assistance through Warrington's Technology Assistant Center (TAC). Students can stop by the TAC office (206 Heavener Hall) for immediate troubleshooting assistance or call 352-273-0248.

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)

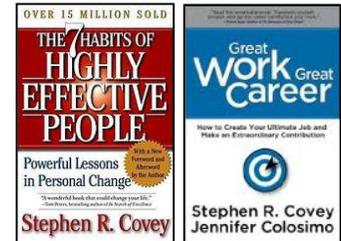


The Seven Habits of Highly Effective People. Author Stephen Covey. 1989.

- ISBN 0-7432-6951-9 (Used copies from \$3.95 on Amazon.com)

Great Work Great Career. Authors Stephen Covey & Jennifer Colosimo

- ISBN 978-1-936111-10-7 (Used copies from \$3.00 on Amazon.com)



Believe it or not each semester (days before the first exam) a few students always ask if they really need the textbook to be successful in the course.

Almost without exception these students fail the exam. Yes! You really need to purchase these textbooks. Each book is used throughout the course.

 *Tip: Many exam questions come directly from all three books. Make sure to keep up with the weekly assigned readings.*

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 'Files' section (left side). More information about these assessments are provided during course lectures.

- Assessment fees are ~\$31 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 Dr. Ray within the first four weeks of class.

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.

UF Online Course Accreditation Disclosure (required statement for all online courses)

Should you have any challenges in the course which cannot be resolved through your instructor, department, or program, please visit www.distance.ufl.edu/student-complaints to submit a concern.

Canvas Class Discussion Boards

The 'General' Canvas discussion board is utilized by the instructors to enhance communication. This forum allows students to ask general course questions, meet other students, and form study groups with classmates.

- Chances are if *you* have a question someone *else* has that same question as well. 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.

ASSIGNMENTS, DISCUSSION BOARDS, EXAMS, & GRADING

Individual performance on exams, discussion board posts, and assignments constitute the basis for your course grade. Rules for dropping a course (including the drop date) is found @ registrar.ufl.edu.

EXAMS

There are two non-cumulative exams containing 40 multiple-choice questions. Each exam is worth 175 points, or 17.5% of the final grade (two exams are 35% of the final grade). There are NO make-up exams. If a student misses an exam with a valid extenuating circumstance, the student can petition to have their other completed exam grade 'double count' for the full 35% towards the final grade. Documentation is required to justify any absence. A medical note must state 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 day to avoid exam conflicts, including asking for time off from work, rescheduling course labs (i.e., nighttime chemistry/biology/physics labs), and/or consulting with other professors where academic conflicts may occur.

- **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 1145 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. NO STUDENTS in this section are allowed to take their exam online. Failure to take the exam in person on the day of the exam will result in a score of 0.

Exams away from UF's Campus, 100% Online – Sections 01GA and 2461 only

Students taking this course away from Gainesville will have their exams proctored online via ProctorU. The exam starting time window is usually between 7:30pm - 9:45pm. Students will sign up for an exam in advance and log into ProctorU to begin their exam at the appointment time they create. Visit our Canvas webpage to learn more about registering with ProctorU and the necessary steps required to successfully take exams online. Students not registered in this section are not eligible to take their exams online, so check your course section number to ensure you are allowed to take online exams.

ASSIGNMENTS

This course has five assignments: 1) self-autobiography, 2) career field analysis, 3) resume/cover letter, 4) LinkedIn profile, and 5) occupational interviews. A detailed description of each assignment is located on the course website under the 'Assignments' tab.

All assignments must be **submitted before 11:59 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 deadline and end up submitting a late-assignment. There are strict penalties for late assignments (see below). DO YOURSELF A FAVOR AND TURN THINGS IN BEFORE THE DEADLINE!

Assignment Submission

Students must upload all assignments via the 'Assignments' tab within Canvas. 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 Canvas submission box but rather upload their entire assignment as a single attachment.

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

- **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:** Canvas allows users one additional upload per assignment. If you mistakenly submit a wrong file, it is your responsibility to upload the correct file OR email your career coach immediately through Canvas with the correct attachment *before the deadline*. The last file submitted by the student will be the assignment graded (late penalties still apply).

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.

Late Assignments

Students may always submit late assignments after the published due date for partial credit up until a certain date in the semester (see date below). If for some reason Canvas 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.

Discussion Board Posts

There are four (4) graded discussion boards. These posts are designed to help students meet classmates, facilitate self-reflection, and provide peer-to-peer learning. The topics for this semester's discussion boards are:

1. Self-Introduction
2. Seven Habits of Highly Effective People (Two Parts)
3. Great Work, Great Career (Two Parts)
4. Self-Reflection & Course Application

Each career coach is responsible for around 20-30 students each. Similarly, your discussion board posts are only seen by students who also share your same career coach. You only post your graded responses within your assigned group; classmates with other career coaches will never see any of your posts. Only fellow group members who have the same career coach as you are able to post on your posts.

- ✚ Discussion Posting Window - One Week before Deadline. Since discussion board topics revolve around specific course lectures, textbooks, and other time sensitive periods (i.e., start of semester and end of semester), students will only have around one week to post a response prior to the due date. After the discussion board closes, it will not reopen.
- ✚ Word Count. Discussion board word counts range from 150-300 words. Canvas does NOT currently have a word count feature, so it is advised to compose discussion posts within Microsoft Word and transfer your work to the discussion board when finished. Students are required to report their word count inside each of their posts. Point deductions will occur for going over or under the requested limits.
- ✚ Grading Rubric. Each graded discussion board has a grading rubric students may view prior to posting which outlines how your career coach will evaluate and grade posts.

The point value associated with each graded item is below. Assignments must be submitted before 11:59 pm on the due date to be considered on time.

25 August	Sample (Practice) Test Attachment Upload into Canvas (0 points)
30 August	MBTI and Strong Online Career Assessments (0 points)
4 September	Discussion Board Post #1 (10 points)
6 September	ProctorU Exam Registration (0 points)
13 September	Autobiography (100 points)
29 September	<u>Exam I</u>, Chapters 1-10 (180 points)
4 October	Discussion Board Post #2 (20 points)
11 October	Career Field Analysis (180 points)
18-25 October	Midterm Student Feedback for Dr. Ray and Mr. Guffin (0 points)
25 October	Resumes & Cover Letter (100 points); LinkedIn Profile (50 points)
15 November	Discussion Board Post #3 (20 points)
1 December	<u>Exam II</u>, Chapters 11-15 (180 points)
6 December	Occupational Interviews (150 points)
	Discussion Board Post #4 (10 points)

**** 7 DEC is the LAST DAY TO SUBMIT ANY LATE ASSIGNMENTS FOR PARITAL CREDIT (11:59 PM) ****

Grading Scale (1,000 points possible)

A 940 or more	B- 800 - 829.99	D+ 670 - 699.99
A- 900 - 939.99	C+ 770 - 799.99	D 630 - 679.99
B+ 870 - 899.99	C 730 - 769.99	D- 600 - 629.99
B 830 - 869.99	C- 700 - 729.99	E < 600.00

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 15 points of extra credit for a total of 30 points total. 30 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.

Succeeding in GEB 3035

1. General Advice

- ✚ **Read the Textbooks.** Read the textbooks prior to viewing course lectures. Usually, 30-50% of exam questions come directly from the textbooks.
- ✚ **Ask for Help.** If you need help, feel lost, or are having personal problems interfering with your performance, please reach out to us immediately. We care about you!

2. *Assignments*

- ✚ **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.
- ✚ **Review Exemplary Assignment Papers.** As a courtesy, 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.