MANAGEMENT 475 004
Syllabus
Special Problems in Management- Career Management
DEPARTMENT OF MANAGEMENT and MARKETING
NELSON RUSCHE COLLEGE OF BUSINESS
Spring 2019
22 January through 13 March

PROFESSOR: Dr. Matt Lindsey, Associate Professor
COURSE: MGT 475 004
CLASS SCHEDULE AND LOCATION:

MGT 475 004                    BUS 403A  Wednesday 4 to 6 1/23 to 3/13

Office Hours: Monday 9 to 11:30, Tuesday 9:30 to 11:30, Wednesday 8:00 to 11:30, Thursday 9:30 to 11:30 or by appointment or by e-mail at any time.

OFFICE LOCATION: BU 403A

PROFESSOR CONTACT INFORMATION: Office telephone: 936-468-4103,
mobile: 903-262-8043,
or email: lindseymd@sfasu.edu

Course Description: Specifically developed course focused on career success and planning.
Prerequisite: Senior standing
Course Objective: The overall objective of this course is to develop a generic and custom resume, develop interviewing skills, learn skills to apply in job search.

Note: The syllabus presented here is a guide for class content and activities. It is subject to change. Please bring your copy of the syllabus to class for each meeting.


Course Content: Definitions, concepts, and strategies as they relate to management within organizations and society.
Grades

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>Attend/participate sessions</td>
<td>$8 \times 12.5 = 100$</td>
</tr>
<tr>
<td>Career Center Coaching</td>
<td>reflection on Coaching Session</td>
<td>50</td>
</tr>
<tr>
<td>Submit generic resume</td>
<td>Generic Resume to career ctr</td>
<td>25</td>
</tr>
<tr>
<td>Company research</td>
<td>1 page summary on 5 companies</td>
<td>100</td>
</tr>
<tr>
<td>Custom Resume</td>
<td>resume/cover letter for ea. company</td>
<td>100</td>
</tr>
<tr>
<td>Career Fair Reflection</td>
<td>Attend/Reflection on career Fair</td>
<td>50</td>
</tr>
<tr>
<td>Elevator Pitch</td>
<td>Record Elevator Pitch in 1 button</td>
<td>50</td>
</tr>
<tr>
<td>Practice Interview</td>
<td>Online practice interview</td>
<td>25</td>
</tr>
<tr>
<td>Practice Phone Interview</td>
<td>reflection on phone interview</td>
<td>25</td>
</tr>
<tr>
<td>Practice Interview</td>
<td>reflection on Interview</td>
<td>25</td>
</tr>
<tr>
<td>Mentor</td>
<td>Rusche Mentor- 1 page advice paper</td>
<td>50</td>
</tr>
<tr>
<td>Book</td>
<td>Book assignment</td>
<td>100</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Prepare career planning portfolio</td>
<td>100</td>
</tr>
</tbody>
</table>

Points for grades:

- **A**: 720 - 800 points
- **B**: 640 – 719 points
- **C**: 560 - 639 points
- **D**: 480 - 559 points
- **F**: less than 480 points

Schedule

- **Week One**: Review basic syllabus, submit to career center,
- **Week Two**: Company research
- **Week Three**: Mentors, coaching session
- **Week Four**: Book discussion
- **Week Five**: Plan of action for research
- **Week Six**: Career Fair, reflection on career fair
- **Week Seven**: Elevator Pitch
- **Week Eight**: Interviews, Career Planning Portfolio

Student Learning Objectives

Upon completion a student should be able to:

- Identify the foundation terms and concepts that are commonly used in career planning, as indicated by portfolio.
- Explain how to research a potential employer as indicated by portfolio.
- Demonstrate ability to conduct phone, online and in person interviews and elevator pitch.
- Appreciate the value of a mentor.
- Appreciate the value of an ethical approach to activities, as indicated by ethical formulations in portfolio.
- Comprehend and apply readings to career planning indicated portfolio.
Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

1. The student will demonstrate effective oral and written communication skills by (1) composing a professional quality business document, and (2) preparing and delivering a professional presentation on a business topic. (Written Communication, Oral Communication)
2. The student will demonstrate knowledge of fundamental information technology tools and concepts. (Technology)
3. The student will exhibit an understanding of ethics and social responsibility. (Ethics)
4. The student will apply critical thinking skills by solving problems requiring quantitative and/or qualitative analysis. (Critical Thinking)
5. The student will demonstrate multicultural and diversity understanding. (Diversity)
6. The student will demonstrate an understanding of teamwork as it occurs in business situations. (Teamwork)
7. The student will effectively apply knowledge and skills in the functional areas of business. (Business Knowledge)

Syllabus Addendum
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the
semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Student’s Responsibility & Time Requirements: The student should come to class prepared to discuss the assigned readings. Students have significant weekly reading assignments and are required to submit at least 1 written assignment each week for 7 weeks. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.