



## MGT 398.015 – CAREER MANAGEMENT SKILLS

**Session: Spring 2014 (August 17<sup>th</sup> – October 10<sup>th</sup>)**  
**Classroom Location: GSM 302**  
**Class Meeting Day: Tuesdays**  
**Class Meeting Time: 10:00am-12:00pm**

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**Office Hours: by appointment**

### Course Description

MGMT 398 is a 1 credit hour course for undergraduate students designed to help students develop career management skills to prepare for entrance into the professional job market. Emphasis on cover letters, resumes, interviewing skills, networking, organizing job searches, and salary negotiations.

### Course Objectives

- To explore and evaluate potential career paths which correspond with your values, interests, preferences, education, skills, and experience.
- To develop and demonstrate appropriate resume writing, cover letter writing, and interviewing skills.
- To research potential job interests through job shadowing, informational interviewing, corporate cultures, salary requirements, and online resources.
- To provide effective career management tools to utilize throughout the life of your career.

### Methodology of Instruction

Informal and online assessments, lectures, individual self-development and small group in-class exercises. Dialogue and experiential learning projects will also be used throughout the class.

### Textbooks: Required

- 1) Bolles, Richard (2015 Edition). *What Color Is Your Parachute: A Practical Manual for Job-Hunters and Career-Changer's*. Berkeley, California: Ten Speed Press. ISBN: 9781607745556
- 2) Gensing-Prophal, Lin (2013). *The Everything Resume Book*. Avon, Massachusetts: Adams Media. ISBN: 9781440550560

### Expectations

There are no exams in this course. This class is a required, credit/no credit course. Full attendance and class participation are essential. Come to class open to self-development and reflection. Be prepared to invest time and energy in developing the skills required to plan your career, both now and in the future.

All assignments will be submitted via UNM Learn (<https://learn.unm.edu/>) and will be due by 11:59 pm on the assigned due date. Assignments will be graded using the individual assignment descriptions provided in this syllabus. To receive full credit, make sure that you meet all assignment expectations. Late assignments will not be accepted for credit. If you have an issue with submitting your assignment, please let me know prior to the due date. Remember, it is your responsibility to get your assignments submitted on-time.



**Grading:** **Credit/No Credit**    Credit: 70-100 pts    No Credit: 69 points or below

Attendance/Participation	10 Points
Resume (Due 8/31 by 11:59 pm)	5 Points
Cover letter plus job description (Due 9/14 by 11:59 pm)	5 Points
Informational Interview (Due 9/14 by 11:59 pm)	20 Points
Networking Assignment and Paper (Due 9/28 by 11:59 pm)	20 Points
Mock Interview (Mock Interviews will take place during class on 9/29)	20 Points
Final Career Development Plan (Due 10/5 by 11:59 pm)	<u>20 Points</u>
<b>Total</b>	<b>100 Points</b>

### **Accommodation Statement**

Accessibility services (Mesa Vista Hall 2021, 505-277-3506) provides academic support to students who have disabilities. If you think you need alternative accessible formats for undertaking and completing coursework, you should contact this service right away to assure your needs are met in a timely manner. If you need local assistance in contacting Accessibility Services, see the Bachelor and Graduate Programs office.

### **Academic Integrity**

The University of New Mexico believes that academic honesty is a foundation principle for personal and academic development. All University policies regarding academic honesty apply to this course. Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The University's full statement on academic honesty and the consequences for failure to comply is available in the college catalog and in the *Pathfinder*.

### **Cell Phones and Technology**

Though in career development it is encouraged to harness the power of technology, please be courteous and turn off or switch to vibrate cell phones and other communication and entertainment devices prior to the beginning of class. Please notify me in advance if you are monitoring an emergency.

### **Students with Disabilities**

Qualified students with disabilities will be provided reasonable and necessary accommodations if determined by the Accessibility Resource Center: <http://as2.unm.edu>. Please refer to UNM's Disability Policy for further information, <http://pathfinder.unm.edu/common/policies/academic-adjustments.html>. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodations for their disabilities. If you have a disability requiring accommodations, please contact me immediately ([dgarci30@unm.edu](mailto:dgarci30@unm.edu)) to make arrangements as well as the Accessibility Resource Center located at 2021 Mesa Vista Hall at 505-277-3506. Information about your disability is confidential.



### Detailed Class Schedule (subject to change at instructor's discretion)

#### Class 1: August 18, 2015

**Main Focus Points:** Introductions. Review of syllabus and expectations. Personal and professional assessment of who you are and what you want from your career. Begin development of a personal brand. Provide overview of values and motivation as they apply to career development. Networking activity in strengths, values, and talent exploration.

**Homework:** Bring 6 copies of your resume to class on August 25<sup>th</sup> for peer review. Purchase books and read Chapters 2, 3, 4, 8 and 9 in the Gresing-Prophal book. Go to <http://www.assessment.com/TakeMAPP/> and complete your MAPP assessment to determine your strengths as they relate to career opportunities. Print a copy of your results and bring to Class 2. Be prepared to discuss.

#### Class 2: August 25, 2015

**Main Focus Points:** Resume writing lecture. Small group resume reviews, feedback and large group debrief of essential do's and don'ts in resume writing. Introduce the MBTI to understand personal preferences for behavior and individual strengths as they relate to potential career possibilities.

**Homework:** Post your revised resume to UNM Learn by 11:59 pm on Monday, August 31<sup>st</sup>. Read Chapters 1, 3 and 7 in the Bolles book. Line up your informational interview and RSVP for a networking event.

#### Class 3: September 1, 2015

**Main Focus Points:** Intern and/or job search lecture and online resources available. The importance of developing your network. Networking competencies and skills will be reviewed and practiced with feedback provided. How to work a career fair will be discussed and 30 second elevator speeches will be developed and practiced. Informational interview handout will be discussed and distributed.

Important resources include:

- ONET: [www.online.onetcenter.org](http://www.online.onetcenter.org)
- OCCUPATIONAL OUTLOOK HANDBOOK: [www.bls.oco.gov](http://www.bls.oco.gov)
- ASM Career Services Office: <http://jobs.mgt.unm.edu/default.asp?mm=centers>
- NM Career Match: [www.nmcareermatch.com](http://www.nmcareermatch.com)
- NACE: [www.naceweb.org](http://www.naceweb.org)
- Facebook: [www.facebook.com/unmanderson](http://www.facebook.com/unmanderson)
- Twitter: [@UNM\\_Anderson](https://twitter.com/UNM_Anderson) and [@twitter.com/UNMAnderson](https://twitter.com/UNMAnderson) and [twitter.com/UNMAndersonCare](https://twitter.com/UNMAndersonCare)
- Pinterest: <http://pinterest.com/unmcareer/>
- Glass Door: [www.glassdoor.com](http://www.glassdoor.com)
- LinkedIn: [www.linkedin.com](http://www.linkedin.com) (Search for UNM Anderson Career Services)



**Homework:** Find one job description of an internship or full-time position for which you would be interested in applying for. Write a 1 page cover letter corresponding to the position description and bring 6 copies plus 6 copies of the job/intern description to class on September 8<sup>th</sup> for discussion and feedback. Read Chapters 2, 4, and 6 in the Bolles book and Chapter 1 in the Gresing-Prophal book. If you have not lined up your informational interview, now would be a good time to get it scheduled.

**LOOKING AHEAD:** Informational Interview paper and presentation will be due Monday, September 14<sup>th</sup> at 11:59pm via UNM Learn. More information about this assignment can be found in the back of the syllabus. Here are some guidelines to remember:

- Do not interview family members.
- Be prepared to submit your paper and make a small group presentation in class.
- Presentation needs to be no longer than 10 minutes and must include the following:
  1. Who did you interview and why? Describe in detail what this person does for a living.
  2. What did you learn? What surprised you? What disappointed you?
  3. What do you like about their job? What do you dislike?
  4. Is this something you'd like to do? Why or why not?
  5. What advice would he/she give someone like you pursuing this career or something similar?
  6. How much money does someone in this person's position make annually?

#### Class 4: September 8, 2015

**Main Focus Points:** Guest lecture: Social media, communication, corporate culture, cover letters, thank you letters, and informational interviewing. Also includes job/intern search & professional development. Small group cover letter reviews, feedback and large group debrief of essential do's and don'ts in cover letter writing.

**Homework:** Post your revised cover letter to UNM Learn by 11:59 pm on Monday, September 14<sup>th</sup>. Post your informational interview paper to UNM Learn by 11:59 pm on Monday, September 14<sup>th</sup>. Presentations of the Informational Interview will be held in class on Tuesday, September 15<sup>th</sup>. Read Chapter 10 in the Bolles book and Chapters 5-6 in the Gresing-Prophal book.

#### Class 5: September 15, 2015

**Main Focus Points:** Informational Interview presentations due today. Large group debrief on key learning points.

**Homework:** Reach Chapter 5 in the Bolles book. Make sure you complete your networking assignment.

Remember, you must attend one networking event prior to the assignment due date on September 28<sup>th</sup>. You can also attend a community event. Check out Albuquerque Business First, the Chamber of Commerce, professional organizations, First Tuesdays Networking, StartUp ABQ, Women in Technology, Hautenpreneurs, etc.

To receive FULL credit for this assignment, you must:

1. Attend a networking event
2. Write a 1-2 page typed (double spaced), typed 11 point font summary that answers the following questions: What event did you attend? How did you find out about the event? Why did you choose to attend this event? How did you prepare? What was the format of the event (include strength and weaknesses)? What did you like best/least? What are the follow ups from the event?



Class 6: September 22, 2015

**Main Focus Points:** Interviewing and professional dress, anticipating potential interview questions, behavioral interviewing using the STAR method, opening and closing the interview and salary negotiations will be discussed. Interviewing practice and feedback, 30 second elevator speech and branding will also be included. Mock Interview preparation.

**Homework:** Post Networking Assignment to UNM Learn by 11:59 pm on Monday, September 28<sup>th</sup>. Information about this assignment can be found at the back of this syllabus under Assignment Descriptions. Read Chapters 8 and 9 in the Bolles book and Chapter 7 in the Grensing-Prophal book. Begin working on your Career Development Plan.

Class 7: September 29, 2015

**Main Focus Points:** Mock Interviews. The purpose of the mock interview is to give you a chance to sharpen your interviewing skills. Expectations and requirements include: show up on-time and come professionally dressed, as if this was an actual interview for your dream job. Bring a formal copy of your resume and job description of a job for which you are interviewing. Interviewing handouts and questions for guidance will be provided. Participation in the mock interview session is essential for credit for this course.

**Homework:** Complete Career Development Plan for continuing professional development. Your career development plan should include the following: Identify the industry/job research and career exploration plan to do. This may include job fairs, information sessions, company websites, job descriptions, and/or professional organization websites. Identify your career goals and “how” you plan to achieve them. What tactics will you take to get your resume out there and connect with employers? Please provide specific details for each tactic you plan to use. Provide a minimum of five tactics. In addition, provide a timeline for each tactic. When will you have each tactic completed? And finally, discuss how you will hold yourself accountable for accomplishing each tactic. Career Development Plan paper should be a minimum of 2 typed pages, double spaced, 12 point font. Submit your Career Development Plan paper to UNM Learn by 11:59pm on Monday, October 5<sup>th</sup>.

Class 8: October 6, 2015 – No Class

**DUE VIA UNM Learn: Career Development Plan paper. Submit by 11:59pm on Monday, October 5<sup>th</sup>.**

**Additional Resources**

**Job Interview Questions,** <http://www.jobinterviewquestions.org/> everything you need to nail the interview: from questions to dress to behavior.

**New Mexico Business Weekly,** [www.mgt.unm.edu/bizjournals](http://www.mgt.unm.edu/bizjournals), Information about industries and businesses in Albuquerque, FREE resource to all Anderson students.

**Careers.org,** <http://www.careers.org/> Anything and everything you want, career-related.

**Career Journal,** <http://www.careerjournal.com/salaryhiring/> Salary data, articles and other excellent career resources.

**Wet Feet,** <http://www.wetfeet.com/> Broad range of career tools to help you prepare.

**Vault.com,** <http://www.vault.com/index.jsp> Career tools on everything from writing cover letters to negotiating your salary.

**Albuquerque Economic Development,** [www.abq.org](http://www.abq.org) This is a comprehensive list of companies in the Albuquerque area—for those of you staying local.



## Assignment Descriptions

### Informational Interview

This assignment is designed to help you increase your network and learn more about a potential career that you may be interested in. When deciding who to interview for this assignment, follow these tips: 1) Try to make a new contact, or interview someone you already know in a new context (i.e. family friend who you already know but have never discussed work). 2) Use resources such as LinkedIn, Twitter, and the MGMT 398 Resources page to identify someone. 3. Remember that the content you learn is only PART of the intent of the exercise. Mastering this skill will help you learn to network and build contacts throughout your professional career!

To receive full credit for the assignment, you must write a 2-3 page (double spaced), typed 11 point font summary with your name, date, and section number listed clearly in the top right corner that answers the following questions:

1. Who did you interview and why? Describe in detail what this person does for a living.
2. What did you learn? What surprised you? What disappointed you?
3. What do you like about their job? What do you dislike?
4. Is this something that you would like to do? Why or why not?
5. What advice would he/she give to someone like you pursuing this career or something similar?
6. How much money does someone in this person's position make annually? If you are not comfortable discussing salary, please use the website O\*Net ([onetonline.org](http://onetonline.org)) to find a salary range!

### Networking Assignment and Paper

You must attend one networking event prior to the due date of the assignment on February 23<sup>rd</sup>. You can also attend a community event. Check out Albuquerque Business First, the Chamber of Commerce, professional organizations, First Tuesdays Networking, StartUp ABQ, Women in Technology, Hautenpreneurs, etc.

To receive FULL credit for this assignment, you must:

1. Attend a networking event
2. Write a 1-2 page typed (double spaced), typed 11 point font summary that answers the following questions: What event did you attend? How did you find out about the event? Why did you choose to attend this event? How did you prepare? What was the format of the event (include strength and weaknesses)? What did you like best/least? What are the follow ups from the event?

### Career Development Plan Paper

The purpose of this paper is to synthesize all of the information and strategies we have discussed in class and make them applicable to your own goals for your career and your life. The paper should include information about your personal brand development, your long-term and short-term goals, and how you plan to use resources (both ones from class and others that you may plan to develop on your own) to achieve your goals. Think about setting timelines and deadlines for yourself, as well as think about how you will hold yourself accountable. I am very flexible as to how this paper is done. Be thoughtful and insightful. This is your opportunity for YOU to take control of your career search and/or professional development.

To receive full credit for the assignment, you must write a 2-3 page (double spaced), typed 11 point font summary with your name, date, and section number listed clearly in the top right corner.