

COURSE OUTLINE
Management 4850
Career Development
Online Syllabus

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(Please contact me via email and reference your class)
Teaching Assistant: See name and contact info on D2L Course Introduction announcement)
Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu>
Administrative contact: Distance Learning Office, 108 Gunderson,
spearsdistance@okstate.edu or call (405) 744-4048

Overview of the Course

This course focuses on the skills necessary to obtain a successful career. Topics addressed include career planning, company research, interviewing, identity capital, and goal development. The course is also intended to help students create a strategy for developing their professionalism, confidence, work ethic and developing an effective mindset. Students will identify their strengths and develop a plan to achieve your personal goals and career success.

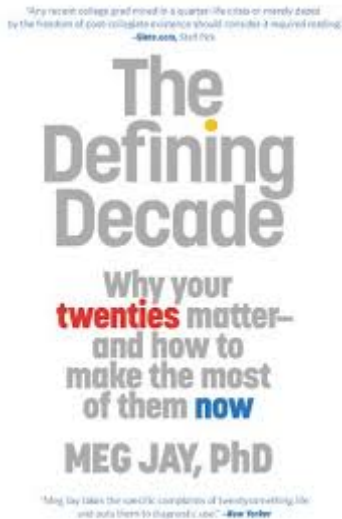
Course Prerequisites: None

Course Goals	Learning Objectives
Acquire and develop skills necessary to plan for a career.	<ul style="list-style-type: none"> • Identify your strengths and learn how they can be productively applied to a career
Learn to conduct a job search including interviewing skills.	<ul style="list-style-type: none"> • Practice your interviewing skills • Keys to developing a great resume • Preparation and practice with behavioral interview questions •
Begin developing self-awareness and identity capital.	<ul style="list-style-type: none"> • How to increase intellectual curiosity • Building confidence and poise in business/social settings • How to develop a personal growth plan
Understand the reality and expectations of the professional business environment.	<ul style="list-style-type: none"> • Professional etiquette, meals, conversation and showing appreciation

Method of Teaching: Online format

Texts and Supplementary Materials: *The Defining Decade*, Meg Jay Jay, M. (2012). *The Defining Decade: Why your twenties matter and how to make the most of them now*. New York: Twelve.

ISBN: 987-0-446-56176-1



StrengthsQuest: There will be a \$10 charge to your bursar for the StrengthsQuest code. This is a required assignment for the class. You will receive an email from BSSC with your code and details of the assignment.

Grading Procedure:

Exams: There will be two examinations each worth 100 points. Ordinarily, the exams will be given at a designated time in a computer lab. Specific details will be on D2L under “News.”

If you have a conflict with the on-campus exam date you may take the exam at an OSU testing center, or a testing center in your area within the testing window given, (details on D2L News). The exam must be taken the day before, the day of or the day after the date scheduled for exam.

There are two testing centers on the Stillwater campus and there is also OSU-Tulsa and OSU OKC, if you are testing at any of these four testing centers you only need to complete the Student Information Form. Complete the online Student Information Form:

<https://spears.okstate.edu/distance/forms/studentform/>

If you are testing at any other testing center than the above four then you need to fill out a proctor agreement

form: <http://spears.okstate.edu/distance/files/proctoragreementform-tc2015.pdf>

By completing the form, it will inform the Distance Learning office who your proctoring site is so your exam can be sent to that location. There is no need to contact the Distance Learning office of your choice of proctoring site. Simply complete the form at the link above and email to spearsdistance@okstate.edu

When the exam is ready, the Distance Learning office will email it to your identified proctoring site. All you need to do is call the proctoring site and set up an appointment to take the exam. Wes Watkins: 405-744-6390. University Assessment & Testing: 405-744-5959. OSU-Tulsa: 918-594-8232. OSU-OKC: 405-945-8648

If you need help locating a testing center look at this list of possible options in your area: <http://spears.okstate.edu/distance/guide/centers/>

If you have any questions about the testing centers you can email Christy Story at christy.story@okstate.edu

Quizzes /Assignments: There will be 6 quizzes (Five will be worth 25 points and one will worth 10 points). There is an extra credit quiz worth 25 points. There are 5 writing assignments worth 40 points each.

Final Project: A final project will be assigned and will be worth 100 points.

Final grades will be based on the percentage of total points possible and will be assigned as follows:

90% - 100% = A 80% - 90% = B 70% - 80% = C 60% - 70% = D 0% - 60% = F

The instructor may make adjustments to this scale when, in his opinion, such adjustment is academically appropriate.

Make-up and Late Submission Policy:

Exams: Students are expected to take each exam on the date given. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the TA prior to the examination or due date to request an excused absence.

Papers: Papers will be accepted late with a significant deduction to ensure fairness to classmates who met the deadline. The sooner a paper is turned in after the deadline, the lower the penalty.

YOU MAY EMAIL YOUR ASSIGNMENT OR PARTIAL ASSIGNMENT TO THE TA PRIOR TO THE START OF CLASS IF YOU HAVE ISSUES, or after the deadline for partial credit.

Quizzes: There is not a procedure for making up missed quizzes (either online or live) because the answers may be discussed in class.

Note: Special assignments will **NOT** be given to enable a student to raise his/her grade.

Drop Policy: The University drop policy applies to this course. It is the student's responsibility to be familiar with University policies.

Academic Integrity: Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, academicintegrity.okstate.edu.

Disability Notice: If any member of this class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the Office of Disabled Student Services, 326 Student Union, to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class period.

Responsibilities: Because I can't teach without your help, and in an effort to develop a solid working relationship I have outlined my expectations for students and the expectations you may have of me.

Students:

1. Work hard. Students should spend a great deal of effort working towards an understanding of the material both before and after class. Out of class papers and projects are not assigned, so students will have ample time to dedicate to this effort.
2. Ask questions. In the past, questions asked during class have increased the class's understanding and test performance. You are strongly encouraged to ask questions during class or if you're shy, after class.
3. Be responsible. I consider all students to be adults. That means they are responsible for themselves. I am available and willing to help students with any problems but the students must seek me out while we are still able to do something about the problem. Please feel free to visit, call or e-mail me with questions about class or if you need help.
4. Give feedback. Please let me know at any time if you feel I am not meeting my obligations or if you have any ideas on how I can improve class.

Instructor:

1. Work hard. I will put forth my best effort to help facilitate the learning process.
2. Inspire. I will try my best to inspire students to learn and to make class interesting.
3. Be fair. I will treat all students equally and make efforts to ensure no students are able to get ahead of others through dishonest means.

4. Respect. I respect students and realize they often encounter difficulties in their personal lives that interfere with their class obligations. I will do my best to help resolve problems in such a way that is fair to all students. I will also endeavor to treat students with respect during class. However, all students have a different level of sensitivity so if at anytime you feel I have offended you please bring it to my attention.
5. Respond. I will respond to student inquiries within 24-48 hours during Monday-Friday business hours. Students will expect grades for assignments to be posted to the Gradebook in Desire2Learn within one week of turning in the assignment.