

Career Development Course

Ms. Liora Asa

Course number: 702.2276

Course Hour: TBA

Course Location: TBA

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Course Description:

The course is the academic component of the internship placement. Students will have the opportunity to tie-in the theoretical/academic material of the course, with the applied skills of the internship. The course offers direct mentoring in an enabling environment to help students apply the management tools to their work.

The academic component includes a weekly 3-hour session exposing students to various skills useful in the professional capacity. In addition to career planning and effective professional decision making (concerning short and long terms goals), students will receive individual guided support in developing their professional selves through the workshop- style course.

The course will cover topics such as: Aligning your professional path using diagnostic tools such as SWOT analysis and values clarification, navigating organizational dynamics in the workplace, effective communication and presentation skills, budgeting as an effective management tool, etc.

Course Objectives:

By fully participating in this course, students will:

- Identify their professional strengths and weaknesses
- Understand how they see themselves and how others see them in the professional setting
- Prepare a personal vision statement
- Have clarity on their individual values, and their connection to professional decisions
- Be part of a network of young professionals who can offer support to one another
- Identify workplace dynamics and gain a theoretical context for understanding them
- Improve presentation skills
- Gain a stronger basis in budget creation, monitoring and management

Required Assignments:

There will be a variety of assignments throughout this semester. They will be described with instructions within the weekly modules.

Grading: To Be Determined at a more advanced stage

Methods:

This course will run in tandem with an internship, whereby each student will be placed in either a business, public office or a non-profit organization. Many of the classroom sessions will draw on the students' experiences from their internship in real time. The assignments will be directly related to their internship, whereby students will actively draw on that material in the learning process.

Students will be exposed to various teaching methods including reading theoretical/academic material on relevant topics, role playing, case studies, small group discussions, maintaining a personal diary with daily observations tying the academic material to the internship program, in-class exercises, and homework assignments.

Course Schedule:

The syllabus is a working document. The material posted on the University Course Site weekly sessions is the most updated version of what you are expected to do on a weekly basis. The Reading Assignment is connected to the coming week's topic, and will better prepare the student to connect to the material in the classroom.

Week 1: Introductions and Orientation	
Learning Objectives:	<ul style="list-style-type: none"> Define the goals of the course; Review expectations and course requirements Create a sense of a Learning Community Self-assessment as a tool for professional success
Class Activities	<ul style="list-style-type: none"> Introductions Icebreakers Review personal survey rationale and process Introduce the personal SWOT assessment tool
Reading Assignment for the coming week	<p>Reading material on getting to know ones professional aptitudes</p> <p>Personal SWOT (strength, weaknesses, Opportunities and Threats) Example: http://www.quintcareers.com/SWOT_Analysis.html</p> <p>Critical Questions for SWOT Analysis: https://www.livecareer.com/quintessential/SWOT-questions</p> <p>Can Personality Predict Performance? http://www.forbes.com/sites/sebastianbailey/2014/07/08/can-personality-predict-performance/#6d9304ee1fa0</p>
Assignment(s)	<p>Personal Survey – Send out survey to 15 people who know you very well to get additional insight into your professional aptitude</p> <p>SWOT analysis – Each student will conduct a personal SWOT analysis</p>

Week 2: Practicum: Know Thyself As Others Know You. Group Discussion and Exercises of Personal Survey Results and Personal SWOT Analysis

Reading Assignment for the coming week	<p>Understanding the Employment Cycle: http://www.wiley.com/legacy/Australia/PageProofs/BUS_MAN/3_4/c05TheHumanResourceManagementFunction-TheEmploymentCycle_WEB.pdf</p> <p>Piece on questions to ask your new employer: http://www.forbes.com/sites/meghancasserly/2012/10/16/five-questions-new-employee-should-ask-first-day/</p> <p>Student Perceptions Of The Value Of Internships In Business Education http://files.eric.ed.gov/fulltext/EJ1052655.pdf</p> <p>Fun Article on first week as an intern (humorous) http://theodysseyonline.com/uga/10-things-i-learned-my-first-week-summer-internship/106387</p> <p>Internship Job Descriptions: Conduct your own research on Tips to Writing Internship Job Descriptions</p>
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Week 3: Internship Success

Learning Objectives:	<ul style="list-style-type: none"> • Understanding the Employment Cycle in Human Resource Management • Factors for Successful Internship Program • Gain Clarity on Your Internship position • Define your personal objectives for the Internship experience
Assignment(s)	<ul style="list-style-type: none"> • Organizational SWOT Analysis - Write A SWOT Analysis of Your Internship Organization • Write an Internship Job Description – for your specific position • Tie in Personal SWOT to Capabilities required to Successfully conduct Job Description

Week 4: Practicum, Group Discussion and Exercises on Individual Internships, Review job descriptions, Challenges and Barriers

<p>Reading Assignment for the coming week</p>	<p>The Best Way to Play Power Politics https://www.youtube.com/watch?v=UGdRyPN3IRk</p> <p>Politics in Organizational Life, Harvard Business Review https://hbr.org/1970/05/power-and-politics-in-organizational-life</p> <p>Managing human resources in small organizations: What do we know?, Human Resource Management Review http://docplayer.net/742158-Managing-human-resources-in-small-organizations-what-do-we-know.html</p> <p>Leadership Style and Organizational Impact, Human Resource E-News http://ala-apa.org/newsletter/2010/06/08/spotlight/</p> <p>Situational, Transformational, and Transactional Leadership and Leadership Development, Journal of Business Studies Quarterly http://jbsq.org/wp-content/uploads/2014/06/June_2014_9.pdf</p>
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Week 5: Deciphering Workplace Politics and Leadership Theory

<p>Learning Objectives:</p>	<ul style="list-style-type: none"> • To understand Theories of Workplace Politics • Leadership Theories in the Organizational Framework • Differentiate between formal and informal structures of power within an organization • To recognize the networks of affiliations within an organizational structure
<p>Assignment(s) Due Date:</p>	<ul style="list-style-type: none"> • Assess Organizational Politics and Leadership within your Internship organization. • Case study - Conceptualize new initiative for your organization and build strategy for building a coalition of support to get the new initiative approved and implemented.

Week 6: Practicum: Workplace Politics and Leadership Theory

Reading Assignment for the coming week	<p>Workplace Communication: A case study on informal communication network within an organization http://www.ergen.gr/files/WorkplaceCommunicationInformalCommunicationFramework.pdf</p> <p>Think Fast, Talk Smart: Communication Techniques https://www.youtube.com/watch?v=HANw168hugA</p> <p>How to Give a Killer Presentation, Harvard Business Review https://hbr.org/2013/06/how-to-give-a-killer-presentation</p>
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Week 7: Effective Presentations

Learning Objectives:	<ul style="list-style-type: none"> • Improve Presentation skills taking into consideration target audience and main message • Exercise presenting their internship organization and project • Analyze communication dynamics in your internship organization
Assignment(s) Due Date:	Prepare a presentation on your internship organization that you will make in session 8.

Week 8: Practicum: Presenting Your Organization and Project to the Class – Feedback in Class

Week 9: Study Tour – We will visit your Internship Organizations/Companies

Reading Assignment for the coming week	<p>Project Management, Adrienne Watt https://opentextbc.ca/projectmanagement/front-matter/introduction-2/</p>
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Week 10: Project Management

Learning Objectives:	<ul style="list-style-type: none"> • Understand a project cycle – idea, coalition (partners), goal, objectives, work plan, budget, evaluation process
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Assignment(s) for coming Week:	Conceptualize a new project for their internship placement, or analyze an existing project as it stands by all the criteria of an effective project.
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Week 11: Practicum on Project Management Tools

Reading Assignment for the coming week	Program Evaluation
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Week 12: Budget as a Powerful Management Tool

Learning Objectives:	<ul style="list-style-type: none"> • Understand the basics of the budget • Understand the basics terminology of budgets and financial management • Recognize the budget as a powerful management tool • Attain basic tools in budget creation, monitoring and management
Assignment(s) for coming week:	Conceptualize a new project for their internship placement, or analyze an existing project as it stands by all the criteria of an effective project.

Week 13: Conclusions and Internship Fair Party

Core Topic(s):	Conclusions and Tie-In and Evaluations
Learning Objectives:	<ul style="list-style-type: none"> • Understand what we Understand • Commit to next steps they would each individually like to take • Define skills they still would like to acquire and a plan on how to achieve them • Provide evaluation on the course
Class Activities & Assessments	Internship Project Fair – Each student will set up a graphic, interactive display of the project they worked on during the semester. Students will have an opportunity to walk around the room and see the diverse work of their colleagues.