Career Development and HR Planning   HRD 3342
Dr. Paul Roberts   Fall 2020
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Course Description: This course covers topics on evolving career development theories. Focus
will be placed on knowledge and skills that enable students to effectively develop and link
personal competencies to organizations.

Required Textbook/Materials: Niles S. & Harris-Bowlsbey J.E. (2017). Career development
interventions. ISBN: 9780134055824

Office Hours:
T – TH 8:00 – 9:30   & 12:30 – 1:00
Other times by Appointment

Course Learning Objectives:
Upon completion of this course, the student should be able to:
- Demonstrate an understanding of major career development theories which guide
individual's career decisions.
- Analyze personal factors and environmental factors which influence individual's career.
- Evaluate the use of self-directed activities in career development.
- Evaluate human resource planning activities in the organizational setting.
- Identify career goals and develop effective career plan in the organizations. Course
Competencies
- Computer-Based Skills – the student will complete written assignments using the word
processor as well as periodic Canvas assignments via Internet connectivity; will login in
utilizing asynchronous and synchronous platforms.
- Communication Skills – the student will exhibit a mastery of written skills in completion of
an assigned project.
- Interpersonal Skills – the student will interact in online class discussions to clarify thinking
regarding course topics.
- Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze
and make determinations for various assignments and projects.
- Ethical Issues in Decision Making and Behavior — the student will gain an appreciation of
the ethics of course and online communications.
- Personal Accountability for Achievement – the student will complete their project and
activities at the time designated by the instructor and will enter into class discussions.
- Competence in Technology Principles - The student will gain an appreciation of the benefits
of asynchronous technologies.

Course Requirements:

Four Career Development Projects	100 points each
Ten Chapter Quizzes	30 points each
Five Chapter Assignments	30 points each (Ch 9 = 60 points)
Class Participation	<u>50 points</u>
Total Possible Points	930 points

There will be a 10% per class period penalty for all late work. Assignments will be accepted no later than one week after the due date. All assignments will be submitted in Canvas.
Grades will be based upon the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	< - 59

Career Development Projects

There will be four Career Development projects in this class. The details for each project is posted in Canvas.

Chapter Quizzes

There will be ten-chapter brief quizzes in this class. The exams will be taken in Canvas and will open at 8:00 AM and close at 10:00PM on the dates posted in the course calendar.

Chapter Assignments

There will be four Career Development projects in this class. The details for each project is posted in Canvas.

Class Participation

This grade will be based upon your participation in class discussions.

Academic Dishonesty Statement
Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

University Policies:
Due to the unpredictable nature of the Covid-19 outbreak other policies may be in place, please see UTT covid-19 website for the latest updates.

http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf

Course Calendar

Module	Dates	Due Dates for Each Assignment Type			
		Module Topics	Chapter Assignments	Chapter Quizzes	Other Assignments
1	Aug 24 -Sep 5	Chapter 1: Intro. to CD	Student intro in Discussion Board – **Sep 4**	**Sep 4 - 7**	
2	Aug 31-Sep 11	Chapter 2: Understanding & Applying Theories of CD		**Sep 11 - 14**	Project #1 - **Sep 21**
3	Sep 7 - 18	Chapter 3: Understanding and Applying Recent Theories of CD		**Sep 18 - 21**	Project #2 - **Oct 9**
4	Sep 14 - 25	Chapter 4: Providing Culturally Competent CD	**Sep 28**	**Sep 25 - 28**	
5	Sep 21 – Oct 2	Chapter 5: Assessment and Career Planning	**Oct 5**	**Oct 2 - 5**	
6	Sep 28 – Oct 9	Chapter 6: Career Information and Resources		**Oct 9 - 12**	Project #3 - **Nov 20**
7	Oct 5 - 23	Chapter 7: Using Technology to Support Career Counseling		**Oct 23 - 26**	Project #4 – **Dec 1**
8	Oct 12 – Nov 6	Chapter 8: Career Counseling Strategies and Techniques for the 21st Century		**Nov 6 - 9**	
9	Oct 19 – Nov 13	Chapter 9: Career Development Programs and Services	**Nov 13**	**Nov 13 - 16**	
10	Nov 9 – Dec 4	**Chapter 15: Ethical Issues in Career Development Interventions**	**Dec 4**	**Dec 4 - 6**	

Other dates: Census date – September 4
  Last day to withdraw – November 2