

**Soules College of Business**  
**Department of Human Resource Development**

Career Development and HR Planning

HRD 3342 - Fall 2022

Cara Wreyford, Adjunct Instructor

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Office: Microsoft Teams

**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*. (Textbook only, no Pearson Lab needed)

**Office Hours:** Available by appointment upon request.

\*Please email [cwreyford@uttyler.edu](mailto:cwreyford@uttyler.edu) for an 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 day 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 will be 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 7:00 AM and close at 11:00PM on the dates posted in the course calendar.

### **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.

**Information for Classrooms and Laboratories:** Students needing accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

### **University Policies:**

You are expected to read and refer to the module in this Canvas course titled: UT Tyler Syllabus Module.

### **Important Dates:**

Census Date = September 4, 2022

Last Day to Withdraw from Classes = November 2, 2022

## Course Calendar

Module	Dates	Due Dates for Each Assignment Type			
		Module Topics	Chapter Assignments	Chapter Quizzes	Other Assignments
1	Aug 22-Sep 2	Chapter 1: Intro. to CD	Student intro in Discussion Board -Sep 2	Sep 2- 5	
2	Aug 29-Sep 9	Chapter 2: Understanding & Applying Theories of CD		Sep 9-12	Project #1 - Sep 19
3	Sep 5 - 16	Chapter 3: Understanding and Applying Recent Theories of CD		Sep 16-19	Project #2 - Oct 7
4	Sep 12 - 23	Chapter 4: Providing Culturally Competent CD	Sep 26	Sep 23- 26	
5	Sep 19-Sep 30	Chapter 5: Assessment and Career Planning	Oct 3	Sep 30 – Oct 3	
6	Sep 26-Oct 7	Chapter 6: Career Information and Resources		Oct 7-10	Project #3 - Nov 18
7	Oct 3 - 21	Chapter 7: Using Technology to Support Career Counseling		Oct 21- 24	Project #4 – Nov 29
8	Oct 10-Nov 4	Chapter 8: Career Counseling Strategies and Techniques for the 21st Century		Nov 4-7	
9	Oct 17-Nov 11	Chapter 9: Career Development Programs and Services	Nov 11	Nov 11-14	
10	Nov 7-Dec 2	Chapter 15: Ethical Issues in Career Development Interventions	Dec 2	Dec 2-4	

Other dates: Census date - September 4

Last day to withdraw - November 2

**\*Note:** Instructor reserves the right to revise this calendar and will re-post revised calendar in Canvas course with an announcement of the update to the course students