

**Administrative Studies**  
**Course Number: 29:011:301**  
**Course Title: Foundations for your Career Journey**

## **COURSE DESCRIPTION**

Foundations for your Career Journey is an RBS required course and the first in the professional development three-course series. The goal of this course and the professional development series is for students to build a foundation for success in their academic and career endeavors while enrolled at RBS.

This course introduces the resources and opportunities available at the business school and Rutgers University that support student success, creates foundational materials needed to begin career journeys, and drives development of business professionalism in students.

- **Career Readiness:** Career paths, resume preparation, interviewing and LinkedIn profiles
- **Skills Development:** Business and interpersonal communication, presentation skills, study habits and time management
- **Academic Experience:** Major selection, course planning, mentoring programs, co-curricular and extra-curricular opportunities

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## **LEARNING GOALS AND OBJECTIVES**

This course is designed to help students develop skills and knowledge in the following area(s):

- **Knowledge:** Students will learn about the components of the RBS curricula, student engagement opportunities and the components of career management that lead to successful student outcomes.
- **Skills:** Students will develop skills in business communications, resume writing and interviewing.
- **Networking:** Students will learn the importance of developing a personal network and be provided opportunities to connect with fellow students, alumni and career professionals.

Students develop competencies through the following course activities and assignments:

- **Workshops:** These include lectures and interactive group exercises designed to ensure comprehension.

- **Individual Counseling:** These sessions explore career goals, develop a personal brand, and enhance career management knowledge and skills.
  - **Assignments and Quizzes:** These are designed to reinforce concepts acquired.
  - **Webinars:** These complement workshop and assignment materials.
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## ACADEMIC INTEGRITY

*I do NOT tolerate cheating.* Students are responsible for understanding the RU Academic Integrity Policy (<http://academicintegrity.rutgers.edu/>). I will strongly enforce this Policy and pursue *all* violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, “On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment.” [I will screen all written assignments through *SafeAssign* or *Turnitin*, plagiarism detection services that compare the work against a large database of past work.] Don’t let cheating or plagiarism destroy your hard-earned opportunity to learn and advance. See [business.rutgers.edu/ai](http://business.rutgers.edu/ai) for more details.

### Guidance on the use of AI at Rutgers

As noted in [Rutgers Academic Integrity Policy 10.2.13](#), the principles of academic integrity require that students make sure that all submitted coursework be “the student’s own and created without the aid of impermissible technologies, materials, or collaborations.”

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## ATTENDANCE AND PREPARATION POLICY

Attendance is mandatory. Attendance will be taken for each class, and you must be in attendance for at least 70 of the 80 minutes to be marked present, and no more than 10 minutes late. If you miss more than 2 classes, your grade may be reduced.

- If you are to be absent, report your absence in advance at <https://sims.rutgers.edu/ssra/>. If your absence is due to religious observance, a Rutgers-approved activity, illness, or family emergency/death and you seek makeup work you must request a letter of verification from the Office of the Dean of Students. Students requesting a letter of verification should submit information and supporting documentation using the following link: <https://go.rutgers.edu/Verification>.
  - If I am to be absent because of an emergency, I will send you notice via email and Canvas as far in advance as possible.
  - If you are going to be late or leave early, this will be recorded and counted against your attendance grade.
  - Complete all background reading and assignments. **DO NOT WAIT UNTIL THE LAST MINUTE TO DO YOUR ASSIGNMENTS.**
  - **ALL ASSIGNMENTS MUST BE SUBMITTED AS PDFS!** I will not accept work that is submitted a Word document, Google document/link, or Pages.
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## CLASSROOM CONDUCT

- Slides and presentations given in class will also be posted on Canvas. All unauthorized recordings of class lectures/discussions are prohibited. Recordings to accommodate the needs of individual students must be approved in advance, for personal use during the semester only. Redistribution of approved recordings is prohibited.
  - Questions: Questions and student interaction are expected and strongly encouraged!
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## **GRADING POLICY**

Assignments constitute 75% of your overall grade. All assignments must be turned in by the due date. Assignments turned in after the due date may be considered for partial credit on a case-by-case basis if submitted within 7 days of the due date. For most assignments, you are given at least 7 days to complete them so you must have strong supporting evidence for your assignment to be considered. **Do not wait until the last day to complete assignments as they may take longer than expected or you may run into technological issues.**

You can earn partial credit for assignments unless otherwise indicated in the syllabus. A rubric will be provided for most assignments and will be available on Canvas. Course Assistants will utilize rubrics to grade assignments. If you find yourself having difficulty completing an assignment, you must notify either the professor or your CA **BEFORE** the assignment is due. In case of an emergency, documentation must be provided to make up the work.

There will be no rounding of the final grade and no curve for this course. Grades will be calculated as follows:

<b>A</b>	90 or higher
<b>B+</b>	86 to 89.9
<b>B</b>	80 to 85.9
<b>C+</b>	76 to 79.9
<b>C</b>	70 to 75.9
<b>D</b>	65 to 69.9
<b>F</b>	Less than 65

## **ASSIGNMENTS**

As mentioned above, assignments must be submitted on time. They must also be submitted following the instructions indicated on the syllabus and/or Canvas. If you do not follow the instructions, you risk losing points on the assignment and/or not having the assignment accepted for grading.

All assignments must be submitted through Canvas unless otherwise stated on the syllabus or in class. No emailed assignments will be accepted. If there are any questions or concerns about how to complete/submit an assignment, you must reach out to your CA for clarification before the assignment is due. It is also recommended that you start assignments in advance of the due date so that if you have questions, you can be assisted.

Written homework submissions must be uploaded as a Word document or PDF. Mac Book “pages” cannot be opened in Canvas. Blank documents uploaded to Canvas as an assignment will result in a “0” for that assignment. Students are responsible for double checking all assignment submissions and ensuring they are on-time, in the correct document type, and meet the rubric requirements.

Students will be allowed unlimited attempts to submit most assignments to Canvas. Only your **last** submitted attempt will be graded. Please make sure that the final submission has all parts of the assignment to earn full credit.

Many assignments may also require you to upload screenshots. You can use the ‘Snipping Tool’ or ‘Print Screen’ key on Windows devices, or the Command+Shift+3/ Command+Shift+4 keys on iOS devices to capture the screenshots.

### **Final Grade Distribution**

<b>Final Grades are made up from the following distribution:</b>		
<b>Grading Element</b>	<b>Points</b>	<b>% of Grade</b>
Math Proficiency	5	5%
Elevator Pitch	15	15%
Resume (Required) *	15	15%
Career Management Platforms	10	10%
LinkedIn Profile	10	10%
Taped Interviews	15	15%
Academic Plan	10	10%
R.E.A.L.	10	10%
Attendance AND Participation	10	10%

Threshold: YOU MUST PRODUCE A SATISFACTORY RESUME TO PASS THE COURSE	----	----
<b>Total</b>	100	100%

- Failure to complete the resume assignment will result in failing the course.

### **REAL Point Conversion**

You must earn 300 points in REAL to earn 10 points in toward the final grade. The system will convert your points in REAL to the equivalent on a 10-point scale. For example, 200 points in REAL would convert to 6.67 points in Canvas.

#### REAL Point Conversion

300+ 10  
250-300 9  
200-249 8  
150-199 7  
100-149 6  
<100 0

### **Grade Disputes**

Your final grade is NOT subject to negotiation. I will announce when all grades are ready to be viewed. You have **1 week after the announcement** to dispute an assignment grade. You must be very clear about what was graded incorrectly and provide supporting evidence/documentation for your assignment grade to be reevaluated.

We cannot and will not adjust grades based on consequences such as hurt pride, lost scholarships, lost tuition reimbursement, lost job opportunities, or dismissals. Do not ask us to do so. It is dishonest to attempt to influence faculty or CAs to obtain a grade that you did not earn, and it will not work. **NO EXCEPTIONS.**

## COURSE SCHEDULE

<b>Class</b>	<b>Topic</b>	<b>Details</b>
<u>1</u>	<u>Course Overview and the RBS Resume</u>	<u>Course Requirements, REAL Program, and the RBS Resume Template</u>
<u>2</u>	<u>Refining Your Resume and Elevator Pitch Part 1</u>	<u>Peer Review of Resume, Intro. to VMOCK, the use of AI for Resumes, Elevator Pitch Introduction</u>
<u>3</u>	<u>LinkedIn Basics and Elevator Pitch Part 2</u>	<u>Continued Elevator Pitch Work, Intro. to LinkedIn, Transferrable Skills, Career Fair Prep</u>
<u>4</u>	<u>Majors and Career Paths</u>	<u>Discussion of Major Offerings and Career Paths Within Each Major</u>
<u>5</u>	<u>Telling Your Story</u>	<u>Lead-in to Interviewing, Speaking to Experience, and “Walking Through Your Resume”</u>
<u>6</u>	<u>LinkedIn Expanded and RBS Career Platforms</u>	<u>Expanded LinkedIn Work, Incorporating AI (correctly) into LinkedIn Profiles, and RU/RBS Career Platforms</u>
<u>7</u>	<u>STAR Methods</u>	<u>STAR Interview Method</u>
<u>8</u>	<u>Interviewing</u>	<u>Continued Interviewing Work</u>
<u>9</u>	<u>Academic Advising and Mentoring Programs</u>	<u>Academic Planning at RBS, SEAL/IDEAS Office</u>
<u>10</u>	<u>Business Communication</u>	<u>Types of Communication, Email Etiquette, Cover Letter Basics</u>

**Syllabus and schedule are subject to change.**

## SUPPORT SERVICES

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New

Jersey, provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. More information can be found at [ods.rutgers.edu](http://ods.rutgers.edu).

[Rutgers University-New Brunswick ODS phone (848)445-6800 or email [dsoffice@echo.rutgers.edu](mailto:dsoffice@echo.rutgers.edu)]

[Rutgers University-Newark ODS phone (973)353-5375 or email [ods@newark.rutgers.edu](mailto:ods@newark.rutgers.edu)]

If you are *pregnant*, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

[Rutgers University-New Brunswick Title IX Coordinator phone (848)932-8200 or email [jackie.moran@rutgers.edu](mailto:jackie.moran@rutgers.edu)]

[Rutgers University-Newark Office of Title IX and ADA Compliance phone (973)353-1906 or email [TitleIX@newark.rutgers.edu](mailto:TitleIX@newark.rutgers.edu)]

If you seek *religious accommodations*, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

[Rutgers University-New Brunswick Dean of Students phone (848)932-2300 or email [deanofstudents@echo.rutgers.edu](mailto:deanofstudents@echo.rutgers.edu)]

[Rutgers University-Newark Dean of Students phone (973)353-5063 or email [DeanofStudents@newark.rutgers.edu](mailto:DeanofStudents@newark.rutgers.edu)]

If you have experienced any form of *gender or sex-based discrimination or harassment*, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at <http://vpva.rutgers.edu/>.

[Rutgers University-New Brunswick incident report link:

<http://studentconduct.rutgers.edu/concern/>. You may contact the Office for Violence Prevention and Victim Assistance at (848)932-1181]

[Rutgers University-Newark incident report link:

[https://cm.maxient.com/reportingform.php?RutgersUniv&layout\\_id=7](https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7) . You may also contact the Office of Title IX and ADA Compliance at (973)353-1906 or email at [TitleIX@newark.rutgers.edu](mailto:TitleIX@newark.rutgers.edu). If you wish to speak with a staff member who is confidential and does **not** have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or email [run.vpva@rutgers.edu](mailto:run.vpva@rutgers.edu)]

**Bias incidents:** an act – either verbal, written, physical, or psychological that threatens or harms a person or group on the basis of actual or perceived race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status.

**Bias incidents can be reported online at:**

[New Brunswick Bias Incident Report Form](#)

[Newark Bias Incident Report Form](#)

If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via <https://temporaryconditions.rutgers.edu>.

If you are a military **veteran** or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. <http://veterans.rutgers.edu/>

If you are in need of **mental health** services, please use our readily available services.  
[Rutgers University-Newark Counseling Center: <http://counseling.newark.rutgers.edu/>]  
[Rutgers Counseling and Psychological Services–New Brunswick: <http://rhscaps.rutgers.edu/>]

If you are in need of **physical health** services, please use our readily available services.  
[Rutgers Health Services – Newark: <http://health.newark.rutgers.edu/>]  
[Rutgers Health Services – New Brunswick: <http://health.rutgers.edu/>]

If you are in need of **legal** services, please use our readily available services:  
<http://rusls.rutgers.edu/>

Students experiencing difficulty in courses due to **English as a second language (ESL)** should contact the Program in American Language Studies for supports.  
[Rutgers–Newark: [PALS@newark.rutgers.edu](mailto:PALS@newark.rutgers.edu)]  
[Rutgers–New Brunswick: [eslpals@english.rutgers.edu](mailto:eslpals@english.rutgers.edu)]

If you are in need of additional **academic assistance**, please use our readily available services.  
[Rutgers University-Newark Learning Center: <http://www.ncas.rutgers.edu/rlc>]  
[Rutgers University-Newark Writing Center: <http://www.ncas.rutgers.edu/writingcenter>]  
[Rutgers University-New Brunswick Learning Center: <https://rlc.rutgers.edu/>]

[Optional items that many faculty include:

- Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.
- Students must sign, date, and return a statement declaring that they understand this syllabus.]

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## CODE OF PROFESSIONAL CONDUCT

[If you prefer to direct students to the conduct policy online instead, please use the following link and place it beneath the header above:

<https://myrbs.business.rutgers.edu/students/code-professional-conduct>]

Rutgers Business School is recognized for its high-quality education. To that end, maintaining the caliber of classroom excellence, whether in person or online, requires students to adhere to the same behaviors expected in professional career environments. These include the following principles:

## **Discussion and Correspondence**

- Each student is encouraged to participate actively in class discussions and exercises. Substantive dialogue requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view. Disagreement and the challenging of ideas must happen in a supportive and sensitive manner. Hostility and disrespectful behavior will not be tolerated.
- In correspondence and in the classroom, students should demonstrate respect in how they address instructors. Students should use proper titles unless there is an explicit understanding that the instructor accepts less formal alternatives. Similarly, appropriate formatting in electronic communication and timely responsiveness are all expectations in every professional interaction, including with instructors. Everything said and written should demonstrate respect and goodwill.

## **Punctuality and Disruption**

- Class starts and ends promptly at the assigned periods. Students are expected to be in their seats or present online and ready to begin class on time.
  - Take your responsibility to attend class seriously. Your attendance is a critical element of the learning experience for in-person classes. Failure to show up disrupts your learning and signals disrespect to your peers and instructors. (Of course, illness is a legitimate exception requiring advanced reporting to the [University](#) and your instructors.)
  - Barring emergencies and within reason, students are expected to remain in their seats for the class duration. In person, packing belongings before the end of class disturbs both other students and the instructor. Online, attending to other tasks is distracting. In addition, even if webcams are not required in your course, your attention is fundamentally lacking if you are engaged in multiple tasks simultaneously.

## **Technology**

- The use of technology is sanctioned only as permitted by the course instructor. As research on learning shows, peripheral use of technology in classes negatively impacts the learning environment in three ways:
  1. Individual learning and performance directly suffer, resulting in the systemic lowering of grades earned.
  2. In the classroom, one student's use of technology automatically diverts and captures other people's attention, thus impeding their learning and performance. Moreover, even minor infractions have a spillover effect and result in others doing the same.
  3. Subverting this policy (e.g., using a phone during class, even if hidden below the table or out of sight from your webcam; tapping on a smartwatch; using a laptop

for non-course related matters) is evident to the course instructor and offensive to the principles of decorum in a learning environment.

- Networking, computing, and associated resources in the trading rooms, advanced technology rooms, and general classrooms are to be used in the manner intended.
- Sharing links to private online classes, attempting to join an online class you are not enrolled in, or posting disruptive content during these sessions are strictly prohibited and may lead to disciplinary action.
- For more instructions on information technology resources at Rutgers University, please refer to the [Acceptable Use Policy for Information Technology Resources](#).

### **Misappropriating Intellectual Property**

- Almost all original work is the intellectual property of its authors. These works may include syllabi, lecture slides, recorded lectures, homework problems, exams, and other materials, in either printed or electronic form. The authors may hold copyrights in these works, which U.S. statutes protect. Copying this work or posting it online (on sites such as Chegg or Course Hero) without the author's permission may violate the author's rights. More importantly, these works are the product of the author's efforts; respect for these efforts and the author's intellectual property rights are important values that members of the university community take seriously.
- For more instructions on copyright protections at Rutgers University, please refer to the [Rutgers Libraries](#).

Rutgers Business School is committed to the highest standards of integrity. We value mutual respect and responsibility, as these are fundamental to our educational excellence inside and outside the classroom.