



HRD 5316 Career Development in Organizations
Soules College of Business
Department of Human Resource Development
The University of Texas at Tyler

Syllabus

Course:	HRD 5316	Instructor:	Judy Y. Sun
Title:	Career Development in Org.	Office Hours:	Zoom sessions by appointment
Semester:	Fall, 2021	Phone #:	903-565-5912
Class Time:	Online	Email:	jsun@uttyler.edu
		Preferred Contact:	Email

Welcome

Welcome to our online program at UT Tyler and to HRD 5316 Career Development in Organizations. I am your instructor, Judy Yi Sun, assistant professor at the University of Texas at Tyler. I look forward to meeting with you in our virtual classroom.

This class employs self-directed learning (SDL) approach as a major learning method to guide students in subject learning. SDL is described as “a process in which individual take the initiative, with or without the help of other, to diagnose their learning needs, formulate learning goals, identify resources for learning, select and implement learning strategies, and evaluate learning outcomes” (Knowles, 1975, p.18). Contrast to instructor-oriented learning, self-directed learning is learner oriented and views learners as responsible owners and managers of their own learning process. SDL integrates self-management with self-monitoring.

Specifically, this course is developed in a modular format to assist you in organizing your time and efforts. Other than textbook reading and PPT material to guide your reading, questions and debates are used to trigger your thoughts on how to understand and apply the knowledge learned in the textbook. Each module will describe a particular aspect of organization behavior and will

provide resources for further studies. Each module outline will also specify required reading, writing, and discussion requirements to facilitate your learning.

Please read through each section of the syllabus carefully. If you have any questions, make a note of them and we will address them in the Blackboard discussions area. Please refer back to the information contained in this syllabus anytime you have a question regarding the basic course information.

One note, if you are unfamiliar with Canvas based learning or have questions regarding technical requirements, you may want to look at the services available in the Technical Support section of the UT Tyler home page. A list of basic technical requirements is also listed in this syllabus for your convenience. In addition, you can access the UT Tyler website and its student services for help.

Course Description:

This course provides organizational career development, and career planning practices and theories, with most influential and evolving career development theories and trends integrated. Focus will be placed on knowledge and skills that enable individuals to effectively develop their own careers in organizations and industries, as well as tools for management and HR professionals to manage employee careers in order to meet organizational objectives.

The objectives of this course are to develop your knowledge and expertise in the following areas:

1. Demonstrate an understanding of major current career development theories which guide individual's career decisions.
2. Analyze personal attributes and environmental factors that influence career development plan and decisions.
3. Evaluate the effect of self-directed activities in career development.
4. identify career goals and objectives and develop effective career plan in organizations.
5. Develop, facilitate, and evaluate career planning activities provided in organizational settings

Textbooks, Materials, and Readings:

Textbooks:

Niles, S. G., & Harris-Bowlsbey, J. E. (2017). *Career Development Interventions, The Merrill Counseling Series. MyCounselingLab Series [Access Card Package]*. Pearson. One Lake Street, Upper Saddle River, New Jersey 07458.

McGowan, H. E., Shipley, C., & Friedman, T. L. (2020). *The Adaptation Advantage: Let Go, Learn Fast, and Thrive in the Future of Work* (1st edition). John Wiley & Sons, Inc. Hoboken, New Jersey. ISBN-13: 978-1119653097; ISBN-10: 1119653096

Supplemental Resource:

APA publication manual (7th ed.). Washington, D.C.: American Psychological Association. ISBN-13: 978-1433832178; ISBN-10: 1433832178

The following link may help you start with learning on APA style.

<http://www.apastyle.org>

The Robert R. Muntz Library HRD Research Guide: <https://libguides.utt Tyler.edu/hrd>

Additional readings will be listed below in the syllabus on page 6 and assigned in Canvas.

Learning Requirement, Rationale, and Assessment Criteria

Students will be evaluated on the basis of the quantity, quality, and timeliness of the following efforts.

1. Attendance and active participation in classes, including all online sessions, discussions and activities.
2. Quality writing assignments
3. Clear and professional class presentations.

A (90-100 %)	Excellent work and evidence of achieving each of the learning objectives at an expert level
B (80-89 %)	Good work and evidence of achieving each of the learning objectives at a mastery level
C (70-79 %)	Average work and evidence of achieving each of the learning objectives at a modest level
D (60-69 %)	Poor work and little or no evidence of achieving each of the learning objectives
F (59 % and below)	Unacceptable work and no evidence of achieving each of the learning objectives

Topical Outline for HRD 5316

Module 1: Cutting Edge Career Development Theories

Module 2: Changing Environment and Careers

Module 3: Evaluating Careers

Module 4: Career Development Interventions

Module 5: Managing Careers in and cross Organizational Boundaries

The total possible points for HRD 5316 assignments are listed below:

1. Critique paper: Critique a journal article in the provided journal list. The critique must be at least 5 pages (double space) (10%).
 2. Personality Report (5%)
 3. Interview Report (15)
 4. Blackboard discussion participation (50%)
 5. Final research paper (20%)
- Total: 100

Assignments must be submitted on the due date scheduled. Late submissions will not be accepted without prior approval. Approved late submissions may result in lower grades.

Course Requirements

Reading Assignments

- Students are responsible for completing the reading assignments in a timely manner. Most readings will be from your textbook as indicated in the course module outlines. There will be supplemental readings uploaded on Canvas (journal articles or cases) to provide different theoretical perspectives or opportunities to do in-depth analysis. Since it is an on-line learning, the Lecture PPT handouts are posted on Canvas to guide your reading and learning.
- Deadlines are listed in the Course Module Outlines as well as in Canvas Calendar, Module outline will be uploaded in each module before the beginning of the module learning.
- Discussion and written assignments are made with the assumption that the required reading assignments are completed prior to completion of discussion and written assignments.

Discussion Assignments

- Most discussion postings should be submitted in “discussion board”. The first student needs to create a thread under the chapter discussion topic in order for others to reply.
- Each participant is responsible for participating in the asynchronous discussions of each module. The participation will include posting responses to prompts posted by the instructor as well as replying to other participants’ postings. All class participants are expected to engage in presenting their own progress in learning as well as contributing insights to others’ postings.
- Discussion postings should be made in a timely manner. Deadlines are listed in the Course Module Outline.

- Please note that all discussion postings must be completed by midnight Central Standard Time on the due date.
- The quality of your discussion contributions is more important than the quantity.
- Note: When posting to the discussion area, please key in your assignment directly into the discussion board. Do not attach documents to the discussion board, as this method is difficult for some students to access.

Written Assignments

- All written assignments are to be completed in Microsoft Word or as Rich Text Format, and submitted in a timely manner. Deadlines are listed in each Course Module Outline. Please note that all written assignments must be submitted by midnight Central Standard Time on the due date.
- All written assignments should follow APA (7th edition) format.
- All written assignments should be submitted to the designed submission link.
- Since each module assignment will be uploaded before the module started, late assignments will **Not** be accepted

Sending an Email to Professor:

In order to ensure I get your email and am able to respond to your question correctly, it is important to:

Send your email from the Patriot email account, and

Put “**HRD 5316.060**” in your email’s subject line.

Note:

The above information is needed to ensure your email not treated like spam and gets timely attention.

Additionally, in order to protect the privacy of students, the university requires that all email communication with students be conducted through the university patriot email system.

It is your responsibility to regularly check your patriot email account.

Date to Withdraw without Penalty:

Please see UT Tyler policy

Technical Support Information:

If you experience technical problems with this course or Canvas, contact the 24/7 Canvas Support by phone or chat by clicking the Help button “?” in Canvas which is located at the bottom of the Canvas Global Menu on the left side of the window.

When you contact Canvas Support, be sure to include a complete description of your problem or question including:

- * The title and number of the course
- * The page in question
- * If you get an error message, a description and message number
- * What you were doing at the time you got the error message

You can also search the Canvas Student Guide for useful information on using Canvas at <https://community.canvaslms.com/docs/DOC-10701>

If you are experiencing login/password problems or need support for other technical issues, contact Campus Computing Services located in the Business Building (BUS 101), by phone 903-565-5555, or by email at itsupport@uttyler.edu

Journal Articles Reading List:

Human Resource Development Quarterly
Human Resource Development International
Human Resource Development Review
Advances in Developing Human Resources Performance Improvement Quarterly
Leadership Quarterly
Human Resource Management Review
Journal of Organizational Behavior
The Journal of Workplace Learning
The International Journal of Training and Development *The Journal of Management Development*
Human Resource Management
Human Resource Management Journal
International Journal of Human Resource Management *Journal of Applied Behavioral Science*
Journal of Applied Psychology
Journal of Business and Psychology
Journal of Business Ethics
Journal of Career Development

Journal of Occupational and Organizational Psychology
Career Development International
Education & Training
Industrial and Commercial Training
Journal of Knowledge Management
Employee Relations
Journal of Managerial Psychology
Journal of Change Management
Journal of Organizational Change Management
Personnel Review
Human Relations

Training
Performance Improvement
The Learning Organization Journal: An International Journal Business Horizons
International Business Review
Journal of International Management
Journal of World Business
International Journal of Management Reviews
International Journal of Evidence Based Coaching and Mentoring

ACADEMIC DISHONESTY STATEMENT:

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

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 AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms, elevators, and

laboratories), as specified by Procedures for Fall 2020 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- * Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- * Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- * Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- * Being reinstated or re-enrolled in classes after being dropped for non-payment
- * Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

- collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

