



**COURSE TITLE:** Career Explorations in Arts & Sciences, EOF LLC

**COURSE CATALOGUE CODE AND SECTION NUMBER:** 01:090:210

**SEMESTER:** Spring (Full Semester)

## **COURSE DESCRIPTION**

This course will help you reflect on your values, interests, and strengths and help you use these to clarify career areas to *actively* explore. You will discover the superpowers of an SAS degree for building a flexible career and gain a better understanding of how SAS alumni have defined and achieved success. You will also practice telling the story of YOU – what is important to you, what you are good at, what experiences you have had – in language employers understand (resumes, interviews, LinkedIn). Finally, you will adjust your future plans based on what you discover about yourself and the world of work – as well as learn the importance of doing this throughout your life.

## **INSTRUCTOR CONTACT INFORMATION**

**Instructor:** Zena Jubilee

**Email:** [zjubilee@rutgers.edu](mailto:zjubilee@rutgers.edu)

**\*NOTE:** You can expect a response within 48 hours, excluding weekends. The best way to reach me is via Canvas mail or my email at [zjubilee@rutgers.edu](mailto:zjubilee@rutgers.edu). Note that Canvas mail comes directly to my email but I can view it quickly in Canvas so this is the preferred way to reach me.

## **COURSE MEETING DAYS, TIMES, LOCATION, MODALITY**

**Mode of Delivery:** *In Person* (Note that Zoom and Asynchronous lessons may be substituted with prior notice)

**Day, time, and location:** TBD. <https://maps.rutgers.edu/>

**ASYNCHRONOUS** Online courses, please add: "This class has no set class meeting times. Class material, such as lecture recordings, can be accessed on Canvas."

## **OFFICE HOURS / STUDENT SUPPORT HOURS**

Office hours, also known as student support hours, allow you to connect with your instructor, to learn more about the course content, and to clarify course expectations.

**Student Support Hours:** (Before or after class, or by appointment on zoom or in person - Milledoler Hall, Rm 016 using this [Scheduling Link](#).)

**Student Support Hours Location:** (Before or after class in Scott Hall, Rm 201, Milledoler Hall, Room 016 when in person by appointment, or on Zoom - <https://rutgers.instructure.com/courses/355288/pages/class-zoom-link>.)



## REQUIRED TEXTS AND COURSE MATERIALS

No books or purchased materials are required. All materials are available free online.

## TECHNICAL / TECHNOLOGY REQUIREMENTS

**This course is managed in Canvas.** For tech help with Canvas, please visit <https://it.rutgers.edu/help-support>. Other supports for using Canvas include:

- Basic computer requirements for using Canvas, including the best screen-readers to use on the site, here: <https://guides.instructure.com/m/67952>.
- Recommended apps for using Canvas on a mobile device can be found here: <https://guides.instructure.com/#MobileGuides-CanvasStudent>
- *For in-person classes, it is recommended that you bring a laptop or tablet to class to access Canvas for class activities.*

**You will need a webcam and microphone** (*This class includes required one-on-one meetings with your instructor and with alumni/professionals. You are expected to use both audio and video whenever possible when meeting with these individuals virtually with your camera on.*)

*It is recommended that all students:*

- [Get Adobe Acrobat PDF reader](#), this is available FREE to Rutgers Students.

To get help using all other course tools, please see the “Course Tools” page in the “Start Here” module in Canvas.

**If you need help obtaining the equipment to participate:** Please visit the [Rutgers Student Tech Guide](#) page for resources available to all students. If you do not have the appropriate technology for financial reasons, please email Dean of Students [deanofstudents@echo.rutgers.edu](mailto:deanofstudents@echo.rutgers.edu) for assistance. If you are facing other financial hardships, please visit the Office of Financial Aid at <https://financialaid.rutgers.edu/>.

## LEARNING GOALS

By **fully participating in this course**, you will be able to:

- Explain the unique value of Arts and Sciences degrees for designing flexible life and career paths in an uncertain world, and describe career-relevant skills you developed in college to employers.
- Apply the steps and principles of career management to help you find success along your Career Journey, including:

**Rutgers Career Journey Model**

**Discover Yourself:** Describe your unique strengths, including your values, goals, interests, skills, experience, education, and social network, so you can raise your self-awareness, personalize & focus your career management/exploration, and articulate personal qualities to others.

**Explore Careers and Majors:** Use insights from self-discovery to generate multiple career ideas and to choose a “prototype” major and/or career area to learn more about; connect with alumni and professionals who can help you and leverage tools you will create in class, such as an elevator pitch and LinkedIn profile to expand your professional network.



**Develop Skills and Pursue Goals:** Develop job and internship applications (resume, cover letter, interviews) that showcase your unique strengths and fit for the position; examine the effects of race, ethnicity, and other aspects of identity on career development and discuss ways to prioritize diversity and inclusion throughout your journey; continually re-assess yourself and the work environment so you can adapt your career over time.

**HOW YOU WILL BE GRADED IN THIS COURSE**

**Grading Scale**

90 – 100 pts.	A
85 – 89 pts.	B+
80 – 84 pts.	B
75 – 79 pts.	C+
70 – 74 pts.	C
65 – 69 pts.	D
0 – 64 pts.	F

**Grading Components**

Your grade will be calculated as follows:

- **Twelve (12) Assignments = 80 Points**
- **Participation = 20 Points**
  - **Complete three (3) out of five (5) PRACTICE assignments (6 points each = 18)**
  - **Respond effectively to your peers in group discussions (2 pts)**



*The assignments in this class require you to “connect the dots”. These are not stand-alone activities. If you take the time to do the practice assignments and review past work before starting the next assignment, you will gain deeper insights into yourself and build the skills needed to explore careers effectively. Career exploration requires continuous reflection, revision, and action.*

**Table 1. Assignment Points and Lesson Due Grid**

Group Discussion	Assignments	Points	Due
	<b>Participation = Complete at least 3 PRACTICE assignments + responses to others in discussions</b>	<b>20</b>	
X	Introduction and “Good Work” Discussion	3	1/28
	Sign-up for Introductory Coaching Session with Instructor	2	2/4
	Your Draft Resume - What does it say about your strengths?	5	2/4
X	<i>PRACTICE: Improve the evidence for your strengths with CAR statements</i>	0	2/11
	<i>PRACTICE: Revised draft strengths-focused resume</i>	0	2/18
	<b>Your Portfolio of YOU (Includes Revised Draft Resume and statement of purpose)</b>	<b>15</b>	<b>2/25</b>
X	Discussion Question: Career Possibilities and Resources	5	3/4
	Introductory Coaching Session with Your Instructor	5	3/11
	LinkedIn Profile and Your Professional Introduction	5	3/11
	Networking Conversation Part 1 of 2	5	3/25
	<i>PRACTICE: Find and Analyze an Entry-level Job/Internship</i>	0	3/25
X	<i>PRACTICE: Lack experience? Use academic accomplishments to show your fit for a job</i>	0	4/1
	<b>Mock Job Application Part 1 Customized Resume &amp; LinkedIn Profile Update</b>	<b>7.5</b>	4/8
	<b>Mock Job Application Part 2: Customized Cover Letter and Interview</b>	<b>7.5</b>	4/15
X	<i>PRACTICE: What are your next steps? (Discussion)</i>	0	4/22
	Networking Conversation Part 2: Summary and Reflection	<b>10</b>	4/29
	<b>Your strategic plan for a purposeful future</b>	<b>10</b>	5/6
	<b>TOTAL POINTS</b>	<b>100</b>	

**AI Use Policy:** *Generative AI tools, such as ChatGPT or your Rutgers Google Gemini account, are ONLY allowed as specified for each assignment (see policies section of syllabus and each assignment on Canvas). While these tools can be valuable for career preparation, they must be used critically and cautiously due to concerns like bias, privacy, and accuracy. Use is not required, and you remain responsible for all content submitted.*



**Extra Credit** – You can earn up to 7 Points extra credit if ALL required assignments have been completed. All extra credit is due by the last day of class, except where specified. Each option is worth 3.5 pts.

**Extra Credit Options (Students may choose up to 2 assignments for 3.5 points each)**

**Option #1: Visit a Career Exploration and Success Counselor to Review Your resume or Personality Test Results** Speak with a career counselor to discuss your values, interests, or receive coaching on your resume. You can make an appointment with a counselor in Handshake. Documentation of visit is required. Due by: 3/25

**Option#2: Attend an Employer/Alumni Networking Event** This may include any event at which you are able to *have a conversation with an alumni or employer*. This can include the Career MegaFair, alumni panel events, and employer information sessions. See [careers.rutgers.edu](http://careers.rutgers.edu) or your Handshake account for event schedules. Also review our course newsletter and emails from your major department for opportunities. *Documentation of a conversation with an employer or alum is required.*

**Option#3 Attend a Career Exploration Related Event** This can include any event that is related to the content of the course. It does not require having a conversation, but documentation of attendance is required. See [careers.rutgers.edu](http://careers.rutgers.edu) or your Handshake account for event schedules. Also review our course newsletter and emails from your major department for opportunities.