CAREER MANAGEMENT
SUMMER IN THE CITY INTERNSHIP SEMINAR
SOCI-4900 L11
SUMMER 2016

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Class Meeting Location: Lincoln Center Campus, Room TBA

COURSE DESCRIPTION:

This four credited course is designed to enhance students’ personal and professional understanding of basic career development and life management skills. It is designed to be taken simultaneously with an internship or employment experience and will offer students a structured interactive learning environment, in addition to being an open forum for students to share and review field work experiences. Personalized career assessments will be provided to students which will allow them to consider and further explore varying career options.

CLASS SCHEDULE:

All classes will be held at the Lincoln Center campus on Thursday evenings from 6:00PM - 9:45PM, beginning Thursday, June 2 and ending Thursday, August 4. Class meetings will take place weekly, possibly at employer-site locations as well. Office hours are available by appointment or immediately before or after each class.

REQUIRED READINGS:


The 8th Habit: From Effectiveness to Greatness by Stephen R. Covey will be on reserve as a suggested reading.
Selected handouts, articles and interactive exercises will also be distributed.

REQUIRED ASSIGNMENTS:

1. One short paper (3-5 pages), due date TBA (20% grade)
2. Term paper (10 pages), due date TBA (40% grade)
3. Class participation/discussion/debate (40% grade)

COURSE CALENDAR

Thursday, June 2  MBTI Exercise- Relationship Strategies
Thursday, June 9  Leadership (Shackleton’s Way)/ Emotional Intelligence
Thursday, June 16 Team Building Exercise (The Dessert)/ Supervision (Whale Done)
Thursday, June 23 Conflict Resolution (Thomas Kilmann Instrument)/ Stress/Time Management (Guest Speaker)
Thursday, June 30 Effective Communication Skills/ Matching Your Job with Your Personality (Do What You Are)
Thursday, July 7  Measuring Success/Goal Setting
Thursday, July 14  Controversial Issues in the Workplace (Debate)
Thursday, July 21  Your Personal Brand /The Art of Networking (Guest Speaker)
Thursday, July 28  Ethics & Personal Responsibility in the Workplace (Guest Speaker)
Thursday, August 4  Last class/Assessment/Open Discussion

ATTENDANCE POLICY:
Students are required to attend all classes. Final grades will reflect attendance and participation in class in addition to graded assignments and off-campus field work evaluations submitted by supervisors. In the event you are unable to attend a scheduled class, the professor should be notified.

**COURSE OUTLINE:**

The course is specifically designed for students engaged in non-profit or business related internships (or those who are presently working) and includes theoretical information describing the management and sociology of complex organizations. Many organizational issues discussed in class are career-life related, issues on which students make comparisons through their observations in the organizational settings of which they work. Recommended readings include: *New Work Habits For A Radically Changing World* by Price Pritchett, *The 7 Habits of Highly Effective People* by Stephen R. Covey, *Working with Emotional Intelligence* by Daniel Goleman, *Theory Z* by William G. Ouchi, *On Becoming a Leader* by Warren Bennis, *Managing in a Time of Great Change* by Peter Drucker, *The Situational Leader* by Dr. Paul Hersey, and *My Job My Self* by Al Gini.


This four credit course/seminar combines selected and required readings; guest speaker presentations with representatives from both the private and public sectors; the showing of related films and videos (instructional resources); panel discussions and debates; and interactive team building experiences, student oral presentations and group projects.

Focusing particularly on the above mentioned and related issues, other learning objectives of this course will include enhancing a student’s ability to understand, prepare for and succeed in the “world of work” from a practical and theoretical standpoint.

**ASSIGNMENT #1**

Please develop a short paper (approximately five pages in length) discussing the concepts listed below in relation to your placement. These concepts/topics have been discussed in class or introduced in your required readings.

- Interest, duties and objectives (How these duties relate to the overall goals of the organization).
• Function/goal of organization
• Bureaucratic ideology/glorify myth
• Hierarchy of authority
• Rules and regulations
• Specialization
• Impersonality
• Symbols
• Record of performance
• Mortification
• Productivity and its relationship to trust
• Lifetime employment
• Evaluation and promotion
• Decision-making
• Collective values
• Concern for people

Class Discussion

In a recent class, the topic of job satisfaction was discussed in relation to twenty-six varying factors, including how these factors affect occupational stress. In drawing from experience as an intern, please prepare a brief (5 minute) oral discussion with at least 10 of these factors and how they relate to your personal employment needs in regard to achieving job satisfaction.

Final Paper

This 10 page paper should cover 3 basic topics:

1. Leadership – what you’ve learned about leadership from class discussions, readings, guest speakers, exercises, research (superstar leaders in your field), observations at your internship, etc. Please pay specific attention to the leadership style your supervisor displays in comparison to Mr. Ernest Shackelton.

2. Yourself – what you learned about yourself in relation to occupational wellness, personality/behavior, career decision making, job satisfaction, team work, stress management, emotional intelligence, conflict resolution, etc. Exercises and handouts may be helpful in writing this section. Please focus on creating your personal brand; what will make you compelling to a prospective recruiter.

3. Assessment- please evaluate your entire internship (or work if you are employed) experience including preliminary contact with Career Services, your field placement, the academic classroom experience, guest speakers, required readings, handouts, individual/group exercises, etc.
**Bonus Credit**

This half-a-page blog post, which will be used to promote the program to future participants, could include, but is not limited to:

1. A brief interview with your supervisor to uncover what is most valued in an intern/employee, tips for future interns/employees, “what to do/what not to do,” etc.

2. A brief interview with a fellow intern/colleague to discuss valuable lessons learned while working in a professional setting, e.g. networking, interviewing, on the job, etc.

3. A brief interview with a fellow classmate to learn about their internship/work, as well as valuable lessons learned/tips for future interns/those entering the workplace