

SYLLABUS LA&S 485 Global Career Management

Instructor information:

Melissa Johnson

Melissa.Johnson@ku.edu

Course Description

This global career development course studies the theories of cross-cultural communication and analyzes the global economy to help students apply these concepts to their own lifelong career management.

LA&S 485 and the Career Advancement Program

The Career Advancement Program (CAP) is a program available to students at The University of Kansas based on seven dimensions of employability. It is designed to help students advance their career development through educational resources, experiential activities, and reflection. This course fulfills two out of seven dimensions needed to complete CAP: Meaningful Connections and Global Perspective. Additionally, other components of the course significantly prepare you to fulfill other dimensions such as career management, career maturity, and professional skills via the online fulfillment options in the CAP Blackboard space. Each of the seven dimensions can be completed either by taking a specific course or completing online modules. For more information on CAP or to declare your interest in completing the program, visit career.ku.edu/cap.

Descriptions of Academic Learning and Career Management



Meaningful Connections: capitalizing on mutually beneficial relationships that expand perspective, build interpersonal communication skills and create access to opportunities.



Global Perspective: navigating the global economy by developing a broader understanding of the different cultures, economies and systems of the world and applying that perspective to the context of work.

Requirements:

- You must have access to reliable internet, email, and a webcam throughout the semester to complete the coursework. If you do not feel you will have these resources, you will need to drop the course.
 - All assignments need to be turned in by the assigned due dates.
 - Since this class is taught online, communication relies on email. If your KU email account is not your main account, make sure your non-KU account is connected to your KU account.
 - You will need to check your KU email account and access Blackboard regularly (at least once per week at the beginning of each week minimally).
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Americans with Disabilities Act: The KU office of Disability Resources coordinates accommodations and services for all students who are eligible. If you have a disability for which you wish to request accommodations and have not contacted DR, please do so as soon as possible. Their office is located in 22 Strong Hall; their phone number is 785-864-2620 (V/TTY). Information about their services can be found at <http://disability.ku.edu>. Please also contact me privately in regard to your needs in this course.

The following is Article II, Section 6 of the Rules and Regulations of the University Senate, revised as of August 2006.

2.6.1 Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; **knowingly misrepresenting the source of any academic work**; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; **plagiarizing of another's work**; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

Blackboard

Course assignments, announcements, and grades will be posted in Blackboard. You will also submit nearly all of your assignments in Blackboard. Your username and password are the same as those used for your KU exchange account. If you do not use a KU exchange account, go to the Blackboard login page for instructions on how to register your username and password. Also, if the University does not have a record of the e-mail account that you use, you should register your e-mail account on the Blackboard main page under “Personal Information.” If you do not do this, e-mails sent to you will be returned to sender, and you will be deleted as a user of Blackboard. To access the site, go to <<http://courseware.ku.edu/>>.

The Nature of an Online Course

All assignment descriptions, materials, and examples are described or listed in Blackboard. Please reference these materials **before** completing the assignments. Please call or email your instructor with additional questions, or set up an appointment to talk via phone or Skype for Business.

Response time: Your instructor will attempt to respond to any emails or phone calls from students received during normal business hours (M-F, 8a.m. – 5p.m.) within 24 hours; however, a 24 hour response may not always be possible. Emails received over the weekend may take longer.

Course Grading

All assignments will be graded on critical thinking, spelling accuracy and grammar, as well as the other items mentioned in their respective descriptions in Blackboard. Since you are aware of all assignments and due dates from day one of the semester, late work **WILL NOT** be accepted. If you have a technological issue or other emergency, you need to contact your instructor **IMMEDIATELY**—issues relayed after the due date will not be considered. Also, be sure to **CHECK YOUR GRADES REGULARLY** to ensure assignments were received. If there is a discrepancy, please contact your instructor within **1 WEEK OF THE DUE DATE OF THE ASSIGNMENT**. Final grades are not weighted and are based on total points.

Grammar and Punctuation

It is expected that your assignments will be written using proper grammar and punctuation, as the work for this class should reflect the professionalism you should exude in a professional workplace.

All discussions, as well as other writing assignments will be graded on grammar and punctuation. Some assignments such as the resume, cover letter, thank you letter, and mock interview have their own rubric which includes grammar and punctuation points. Assignments that do not include a specific rubric will be graded on grammar and punctuation using the following:

Grading scale for grammar and punctuation:

- Assignment is well-written, easy to read and understand, and has few, if any, grammar and punctuation errors: **-0**
- Assignment is well-written, easy to read and understand, has some significant grammar and punctuation errors (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-1**
- Assignment doesn't flow as well as it could and is sometimes difficult to follow; significant grammar and punctuation errors exist (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-2**
- Assignment is not well-written, is not easy to read and understand, and has several significant grammar and punctuation errors (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-3**

Grades Scored Between	Will Equal
97 % and 100 %	A+
93 % and Less Than 97%	A
90 % and Less Than 93%	A-
87 % and Less Than 90%	B+
83 % and Less Than 87%	B
80 % and Less Than 83%	B-
77 % and Less Than 80%	C+
73 % and Less Than 77%	C
70 % and Less Than 73%	C-
67 % and Less Than 70%	D+
63 % and Less Than 67%	D
60 % and Less Than 63%	D-
0 % and Less Than 60%	F

Tips for Success in an online course

1. Technology can fail, so always save a copy of a document in your records.
2. Make sure you read and follow the syllabus and refer to the “Assignments” tab in Blackboard each week before completing your assignments or asking questions.
3. Read the weekly emails for updates and due dates. Know that all assignments are due on a Friday.
4. Turn assignments in on time. Late work will not be accepted! If you have an emergency that will interfere with an assignment, contact your instructor immediately before the assignment due date to make arrangements.

5. Check grades often in Blackboard, and notify instructor if you find a discrepancy immediately (within one week of the posting date).
6. Please refer to the syllabus, course Blackboard site, and course emails before contacting your instructor with a question, as most questions can be answered through these documents
7. Proofread ALL assignments before submitting, as points will be taken off for grammar and punctuation errors. If needed, utilize the KU Writing Center, which is available to both on-campus and online students.
8. If you are having any issues with assignments or technology, make an appointment to speak with instructor. You can communicate via phone or Skype for Business.

Schedule of assignments and due dates for course (Late work will NOT be accepted!)

You will receive an email every Monday; it is required that you read these emails, as they contain important information regarding assignments and the class to help you stay on track. All assignments are due on a Friday.

Week 1 assignments due 3/27

- Go through the interactive syllabus thoroughly and complete the course onboarding assignment (15 points)
- Read “Your International IQ” and “The Ideal International Profile”
- Discussion Board 1 (worth 10 points)
- Self-evaluation: International IQ quiz and International Experience while in School (10 points each)
- Initial career survey (5 points)
- Introduction to LinkedIn assignment—due week 2 (15 points)

Week 2 assignments due 3/31

- Read “How to: Build Your International Network Online” and “Three Skills Every 21st Century Manager Needs.”
- Discussion Board 2 (worth 10 points)
- Educational/learning materials
- LinkedIn assignment is due (worth 15 points)
- Introduction of Informational Interview and Thank You Letter Assignment – due week 7 (worth 20 points)

Week 3 assignments due 4/7

- Read “The Personal Quest for Building Global Competence: A Taxonomy of Self-Initiating Career Path Strategies for Gaining Experience Abroad.”
- Discussion Board 3 (worth 10 points)
- Educational/learning materials
- Job search timeline assignment (worth 25 points)
- Introduction of individual semester project (worth 40 points)--due week 8

Week 4 assignments due 4/14

- Read “The North American Identity in the International Workplace” and “Global Firms in 2020: The Next Decade of Change for Organisations and Workers.”
- Discussion Board 4 (worth 10 points)
- Educational/learning materials
- Tailored resume assignment (worth 30 points)

Week 5 assignments due 4/21

- Read “13-22 of Global Firms in 2020: The Next Decade of Change for Organisations and Workers” and “Cultural Awareness in the Multicultural Workplace” and visit geert-hofstede.com/countries.
- Discussion Board 5 (worth 10 points)
- Educational/learning materials
- Cover letter assignment first draft provided to peer review partner and submitted in Blackboard (10 points)

Week 6 assignments due 4/28

- View “The Surprising Workforce Crisis of 2030 and How to Start Solving It Now.”
- Discussion Board 6 (worth 10 points)
- Educational/learning materials
- Mock interview (worth 30 points)

- Mock interview thank you letter (5 points)
- Peer review rubric sent to partner and submitted in Blackboard (10 points)

Week 7 assignments due 5/5

- Read “Culture at Work,” “24 Ways to Go International,” and “Why You Need International Skills.”
- Informational interview and thank you letter (worth 20 points)
- Discussion Board 7 (worth 10 points)
- Cover letter assignment submitted to instructor (worth 25 points)

Week 8 assignments due 5/12

- Read “2014 US Business Needs for Employees with International Expertise.”
- Discussion Board 8 (worth 10 points)
- Training program individual project (worth 40 points)
- Final career survey (worth 5 points)