



**MARTIN TUCHMAN
SCHOOL OF MANAGEMENT**

NEW JERSEY INSTITUTE OF TECHNOLOGY

MGMT 190 Freshman / Business Seminar
Fall 2016 Semester

Course Title: Introduction To Business
Freshman / Business Seminar

Instructors: Jack Wagner

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Office: SOM; Central Ave. Bldg/3rd Floor
Room 3028

Course Number: MGMT – 190
Sections L80, L81, 101

Semester: Fall 2016

Telephone: (203) 915-5824

Office Hours: **Monday 12 - 2**
Tuesday 8 - 1
Wednesday 9 - 11

CLASS SCHEDULE

2:30 – 3:30 Monday Business Seminar

Building: CKB 303

COURSE OVERVIEW:

The Goal of Freshman / Business Seminar is to help students to be successful in academic courses and connect with university resources/ opportunities. This course provides an introduction to the Martin Tuchman School of Management, NJIT, and the business major. It gives the students the opportunity to focus on professional development. The course will give the student the opportunity to understand NJIT resources that can help with professional and career development.

It will also provide a framework that each student can use in the personal career development process.

Recommended References:

Readings will be available online, as recommended by the instructor

COURSE OBJECTIVES:

MGT 190 Freshman / Business Seminar & Introduction to Business is a first-semester orientation course intended to assist you in your transition to college. At the end of the seminar you will be able to:

- Understand your responsibilities as a college student, with a focus on management
- Build, update and document your personal career plan
- Document your career goals and ambitions
- Start to develop your resume and reference processes
- Participate in the “self-assessment” process to assist career development
- Become proficient with strategies to achieve success in College, and in your career.
- Initiate your personal career planning processes.

COURSE METHODS:

The course will use in class discussion, presentations and role playing to cover the topics. We will use Moodle for the submission and delivery of all material and assignments.

CLASS SESSIONS: This class meets face-to-face. Students are expected to actively participate in activities during each class and to complete the required readings and assignments by stated due dates.

COURSE SYLLABI MODIFICATIONS: The syllabus is subject to change depending on the speed with which we cover the materials. Students will be consulted by the instructor when such changes occur.

GRADING POLICY:

This class is graded based on your performance on the recitations and accounts for **10 percent** of your total grade for MGT190. The grade will be based on attendance and assignments. There are 9 assignments in this course and they will account for 90% of the seminar grade. The remaining 10% will be based on attendance.

Only assignments submitted on Moodle by the due date will be accepted. Late assignments will not be graded/no feedback will be provided.

ACADEMIC INTEGRITY:

Violations of the University's academic code will result in penalties, including receiving an "U" in this course. Any violation to the University Integrity Code

(<http://integrity.njit.edu/commission.html>) will be brought to the Deans of Students' attention.

Corner Office Articles:

Each week in the NY Times Sunday Business Section there is an article called "Corner Office". It is an interview with a "C level" executive regarding their career, their background, how they hire and their advice for college students. A sampling of these articles will be distributed to the class and each week a student will discuss their article with the class.

NJIT Our World "NOW"

In addition to the Corner Office articles each week a student will be asked to discuss and element of Newark or NJIT history with the class. These assignments will be made during the first week of class. The student should briefly discuss their assigned topic so that the members of the class get to know Newark and NJIT better throughout the semester.

COURSE TOPICS & ASSIGNMENTS BY WEEK

WEEK 1 Seminar Introduction

Course Introduction and Martin Tuchman School of Management
“Business With The Power Of STEM”
Introduction of Peer Mentors

Reading Assignment:

- **Become A Master of Single Tasking If You Want To Get Ahead**
- **8 Potential Jobs You Overlooked**
- **College Graduates Lack Essential Skills**
- **How to Email Your Professor**

WEEK 2 Introduction to Career Planning

NJIT Code of Conduct

Reading Assignment:

- **5 Things That Terrify College Students About Graduating**
- **NJIT 2020 Vision Strategic Plan**
- **Personal Career Planning Workbook**

Assignment:

Submit your current resume
Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 3 Time Management and Study Skills

NJIT Writing Center

Reading Assignment:

- **Harvard Business Review – “Who’s Got The Monkey?”**
- **What Happened When I Stopped Using Screens After 11 PM.**
- **How To Find Your Personal Value Proposition**

Assignment:

Complete your time management 24 hour inventory
Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 4 Globalization and Study Abroad

Special Note : NJIT Career Fair September 28

Reading Assignment:

- **How To Stand Out As A Career Fair**
- **5 of the Deadliest Interview Mistakes**
- **14 Bad Habits That Can Cost You Your Job**

Assignment:

Personal Value Proposition

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 5 NJIT and Newark

Reading Assignment:

- **How To Ace The Most 50 Common Interview Questions**
- **Personal Mission Statement of 5 Famous CEO's**

Assignment:

Personal SWOT Analysis

Class Discussion – History of Newark and NJIT

WEEK 6 Career Development Center and COOP Opportunities

Reading Assignment:

- **I Won't Hire People With Bad Grammar**
- **Giving Good Presentations**

Assignment:

Unlocking Motivation Matrix

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 7 Communications

Reading Assignment:

- **The 7 C's of Communication**
- **Communication Tips For NJIT Students**
- **10 Common Communications Mistakes**
- **20 Things To Leave Off Your Resume and LinkedIn Profile**

Assignment:

LinkedIn Profile

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 8 Career Opportunities In Technology Based Companies

Reading Assignment:

- **Business Advice: 14 Things I Wish I Could Have Told Myself at 25**
- **Interview Checklist**
- **21 Questions You Should Ask**

Assignment:

“Elevator Pitch”

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 9 NJIT Enterprise Development Center

Reading Assignment:

- **Are You A Leader?**
- **10 Leadership Lessons From IBM**

Assignment:

Leadership Assessment

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 10 Leadership

Reading Assignment:

- **Skill Based Interview Questions**

Assignment:

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 11 Networking

Reading Assignment:

- **5 of the Deadliest Interview Mistakes**
- **How To Make A Killer First Impression Before You Open Your Mouth**

Assignment:

Final Resume

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 12 Research at NJIT

Reading Assignment:

- **In The Future We Will All Have Multiple Jobs**
- **Freaking Out About Finding A Job – New LinkedIn App**

Assignment:

Class Discussion – Corner Office Articles and “NJIT our World”

WEEK 13 Guest Speaker

WEEK 14 Putting It All Together

Assignment:

Personal Career Planning Worksheet