

## **DCB Course Syllabus**

**Course Prefix/Number/Title:** CARS 105 Job Search

### **Course Description:**

The goal of this course is to assist students in developing career portfolios and to learn job search techniques. Areas covered include completing job application forms, developing resumes and cover letters, and job interviewing.

### **Course Objectives:**

1. Career Portfolio: Develop a career portfolio using appropriate technology.
2. Job Search: Write resumes, cover letters, & job search correspondence. Learn informational and job interviewing skills. Be aware of the latest labor market trends and how to utilize ND Job Service and various internet resources.
3. Research Skills: Research job posting sites, career sites, and local resources.

**Instructor:** Aimee Erdman

**Office:** TH 1104

**Office Hours:** M-F, 8-4:30

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**Lecture/Lab Schedule:** By Arrangement

**Textbook(s):** None--Online access to course materials through Moodle

**Moodle:** Course materials including lecture synopses and video links are accessible in Moodle. You can access Moodle with your CampusConnection login and password at [lms.ndus.edu](https://lms.ndus.edu). The majority of assignments will be submitted through Moodle.

**Course Requirements & Evaluation:**

This course is designed to prepare you to find and obtain employment. Your attitude, investment in the class, treatment of fellow students and your instructor should reflect the level of professionalism expected in a work setting. Assignments should be completed in a professional and timely manner with the same quality you would give an employer.

Grading for this course is by the letter grading system. The following is a breakdown of how points are earned:

|                                                   |            |
|---------------------------------------------------|------------|
| Attendance and In-Class Activities/Participation: | 150 points |
| Project I: Resume                                 | 50 points  |
| Project II: Cover Letter                          | 50 points  |
| Project III: Letter of Reference                  | 25 points  |
| Project IV: Interviewing for Information          | 25 points  |
| Project V: Mock Job Interview                     | 100 points |
| Project VI: Portfolio                             | 200 points |
| <hr/>                                             |            |
| Total                                             | 600 points |

**Grading**

540-600=A (90%)  
480-539=B (80%)  
420-479=C (70%)  
360-419=D (60%)  
359 & below=F

As you can see, a large percentage of points come from actually showing up for class and participating. If you need to miss a class, talk to me about an alternative assignment to make up the points if you do not want to lose them for that class period. The requirements for the completed portfolio will be thoroughly discussed in class. The majority of the portfolio contents will be made up of in-class activities and previous assignments, so if you keep up with your attendance and homework, those points will be pretty much guaranteed. My office hours are posted on the bulletin board outside my office, and you are welcome to come see me any time for any reason.

**Attendance:** If you did not show up for work 3 times without explanation or forewarning, you would be fired. This course is to help you become prepared for the world of work. You will drop one letter grade if you have 3 unexcused absences. Attendance is vital to this class for you to succeed.

## Tentative Course Outline:

### Course Outline

|        |                                                                                                                                                                                                                    |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1 | Introduction/course review                                                                                                                                                                                         |
| Week 2 | Portfolio Requirements<br>View samples, discuss format                                                                                                                                                             |
| Week 3 | Job Hunting<br>Job Hunting Etiquette Quiz<br>Networking<br>Resources—online and other<br><b>Assignment: Find Job Posting to use for Class</b><br><b>Informational Interview</b>                                    |
| Week 4 | Resumes<br>Discuss Job Postings<br>Review Resume Writing Resources<br>Resume Writing Quiz<br><b>Start first draft in class, due next class</b>                                                                     |
| Week 5 | Cover Letters<br>Peer Review of Resumes<br>Review quiz results<br>Cover Letter Quiz<br>Review Cover Letter Format and Resources<br><b>Start First Draft in Class, due next week</b>                                |
| Week 6 | Review of Resumes & Cover Letters<br>Peer Review of Cover Letters<br>Return Resumes<br>Discuss problem areas<br>Job Applications<br>Obtaining Letters of Recommendation                                            |
| Week 7 | Planning Your Portfolio<br><b>Turn in Informational Interview</b><br>Return First Draft Cover Letters<br>Return 2 <sup>nd</sup> Draft Resumes<br>Plan Portfolio using Planning Sheets<br>Basic PowerPoint Creation |

|         |                                                                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 8  | Portfolio Workshop<br>Return 2 <sup>nd</sup> Draft Cover Letters<br>Create basic slide outline<br>Discuss video, audio, and picture possibilities |
| Week 9  | Interviewing Skills<br>“Cold” Interview in-class project<br>Interview Quiz<br>Video—discussion<br>Discuss Mock Interview                          |
| Week 10 | Other Job Search Correspondence<br>View samples, discuss format of Thank You, Acceptance, Rejection<br>Write first draft Thank You                |
| Week 11 | Portfolio Workshop<br>Troubleshooting, tech questions, content questions<br><b>Hand in Resume &amp; Cover Letter for final review</b>             |
| Week 12 | Mock Interview—arranged individually with instructor                                                                                              |
| Week 13 | Mock Interview Review<br>Discuss how things went                                                                                                  |
| Week 14 | Final Portfolio Workshop                                                                                                                          |
| Week 15 | Last Class—Hand in Portfolio<br><b>Exit Survey &amp; Future Contact Info</b>                                                                      |

**Relationship to Campus Theme:** This course assists job seekers to interpret human *nature*--their own and their potential employer's, and utilize that interpretation to manipulate their perceived value as an employee. *Technology* assists students to present the most professional presence possible to help their potential employer see *beyond* the surface to the intrinsic value they represent.

**Classroom Policies--Attendance:** If you did not show up for work 3 times without explanation or forewarning, you would be fired. This course is to help you become prepared for the world of work. You will drop one letter grade if you have 3 unexcused absences. Attendance is vital to this class for you to succeed.

## Academic Integrity:

[Pearson Education](#) defines plagiarism this way: Simply put, **plagiarism is using someone else's words and ideas in a paper and acting as though they were your own.** This definition includes copying someone else's ideas, graphs, pictures, or anything that you borrow without giving credit to the originator of the words and ideas. It definitely includes anything you download from an Internet site or copy out of a book, a newspaper, or a magazine. It also includes stealing the ideas of another person without giving her or him proper credit.

Some obvious examples of plagiarism include

- copying someone else's paper.
- taking short or long quotations from a source without identifying the source.
- turning in a paper you bought over the Internet.

Some less-obvious examples include

- changing a few words around from a book or article and pretending those words are your own.
- rearranging the order of ideas in a list and making the reader think you produced the list.
- borrowing ideas from a source and not giving proper credit to the source.
- turning in a paper from another class. Whether this is plagiarism or not depends on your instructor—ask first!
- using information from an interview or an online chat or email, etc., without properly citing the source of the information.
- using words that were quoted in one source and acting and citing the original source as though you read it yourself.

Please go through the [Understanding Plagiarism](#) tutorial on their site.

The consequences of plagiarism in this class depend on the level exhibited, but are at a minimum a failing grade on the assignment up to failing the class. Save yourself the headache and **JUST DON'T DO IT.**

**Disabilities and Special Needs:** Please let me know if you have a special need or accommodation request and I will work with you and Disability Services to make sure it is taken care of.