Course Prefix/Number/Title: CARS 105/14365/Job Search

Number of credits: 1

Course Description:

This course will teach students a variety of job search techniques with emphasis on the most effective ways to find post-graduation employment. Areas covered include: developing resumes and cover letters, completing job application forms and job interviewing. Students will leave the course with a working professional portfolio.

Pre-/Co-requisites: None

Course Objectives:

1. Career Portfolio: Develop a career portfolio using appropriate technology. This satisfies general education goal #3

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. This satisfies generals education goals #1,2,3, and 9

3. Research Skills: Research job posting sites, career sites, and local resources. This satisfies general education goal #9

4. Job Shadowing: Find jobs that are out there in your community and follow them for a day learning about what they with day to day tasks.

Instructor: Laura Halvorson

Office: TH 1109

Office Hours: 8am-4pm

Phone: 701-228-5680

Email: laura.halvorson@dakotacollege.edu

Lecture/Lab Schedule: Monday 2:00-2:50 PM

Textbook(s): None

Course Requirements:

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:	160 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: Job Shadowing	200 Points
Project VII: Portfolio	140points
_____	
Total	750 points

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:

Week 1   Introduction/course review

Week 2   Portfolio Requirements

View samples, discuss format

Week 3   Job Hunting
                    Networking
                    Resources—online and other
                    Assignment: How did you network for your last job?
                    Assignment: Set up job shadow

Week 4   Skills

                    Connecting Skills to Job Postings
                    Assignment: Describe the 3 skills you want at your next job, jobs
                    that use those skills, and the demand for those jobs

Week 5   Resumes
                    Discuss Job Postings
                    Review Resume Writing Resources
                    Start first draft in class, due next class

Week 6   Cover Letters
                    Peer Review of Resumes
                    Review quiz results
                    Review Cover Letter Format and Resources
                    Start First Draft in Class, due next week

Week 7   Review of Resumes & Cover Letters
                    Peer Review of Cover Letters
                    Return Resumes
                    Discuss problem areas
                    Job Applications
                    Obtaining Letters of Recommendation

Week 8   Planning Your Portfolio
                    Return First Draft Cover Letters
                    Return 2nd Draft Resumes
                    Plan Portfolio using Planning Sheets

Week 9	Portfolio Workshop
	Return 2nd Draft Cover Letters
	Create basic slide outline
	Discuss video, audio, and picture possibilities

Week 10	Interviewing Skills
	Discussion on Interviewing
	Discuss Mock Interview
	Assignment: Set up job shadow

Week 11	Other Job Search Correspondence
	View samples, discuss format of Thank You, Acceptance, Rejection
	Write first draft Thank You

Week 12	Portfolio Workshop
	Troubleshooting, tech questions, content questions
	Hand in Resume & Cover Letter for final review

| Week 13 | Mock Interview—arranged individually with instructor |

| Week 14 | Mock Interview—arranged individually with instructor |

| Week 15 | Final Portfolio Workshop/Mock Interview Review |

Week 16	Last Class—Hand in Portfolio
	Exit Survey & Future Contact Info
	Course Outline Subject to Change

Final Project Due: May 4th at 2PM

General Education Goals/Objectives: Not Applicable. This course is not considered a general education course.

Relationship to Campus Theme: In this course, we will use technology to help you discover your true nature and push beyond what you thought you knew about yourself to find a career that fits you.

Classroom Policies: 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.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the college as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available.

DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The College strongly encourages all students to report any such incidents to the College Title IX Coordinator.

Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. www.dakotacollege.edu/student-life/safety/title-ix

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.

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.