

**Course Prefix/Number/Title:**

CARS 105/14144/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. GE Goal #3
2. Job Search: Write resumes, cover letters and 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. GE Goal #1-3 and 9
3. Research Skills: Research job posting sites, career sites and local resources. GE Goal #9
4. Job Shadowing: Find jobs that are out there in your community and follow them for a day learning about what their day to day tasks are. GE Goal #

**Instructor:** Ashley Pedie

**Office:** TH 1104

**Office Hours:** M-F 9am-2pm; by appointment

**Phone:** 701-228-5615

**Email:** ashley.pedie@dakotacollege.edu

**Lecture/Lab Schedule:** Wednesdays 1:00-1:50pm

**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.

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

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Total 750 points

As you can see, a good portion of points come from actually showing up for class and participating. If you need to miss a class, you need to make arrangements **BEFORE YOU ARE GONE** to either reschedule (if your class is by arrangement talk to me about an alternative assignment to make up the points if you do not want to lose them for that class period. If you miss due to illness or other unforeseen circumstances, contact me as soon as possible to let me know where you were. The requirements for the complete 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 100 points will be pretty much guaranteed. My office hours are on the front page of the syllabus, and you are welcome to come see me any time for any reason. Course materials including lecture synopses and video links are accessible in BlackBoard. You can access BlackBoard with your Campus Connection login and password. The majority of assignments will be submitted through BlackBoard.

**Attendance Policy:** 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\*

**General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):** None

**Relationship to Campus Focus:**

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.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

**Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**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. 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 a student tells 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. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.