JOB SEARCH

CAREERS 105, 1CREDIT

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Prerequisite: None

Required: Materials for final portfolio project (will be discussed in class)

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. 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 general 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.

Expectations: 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.

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.

Course Requirements and Evaluation:

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: Interviewing for Information 50 points

Project IV: Mock Job Interview 100 points

Project V: Portfolio 100 points

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Total 500 points

Grading

90-100%=A

80-89%=B

70-79%=C

60-69%=D

59% & below=F

As you can see, a large percentage of points come from actually participating in class. The requirements for the completed portfolio will be thoroughly discussed in class. A good percentage of the portfolio contents will be made up of in-class activities and previous assignments, so if you keep up with your homework, those points will be pretty much guaranteed.

Assignment Deadlines

Assignments are due Sundays at midnight.

LATE WORK POLICY

I do accept late assignments, but you will lose 10% for each day it is late up to five days--five days late = 50% of whatever points you earn. After five days, it is worth 0.