



Course Prefix/Number/Title: CARS 105/10142/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 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
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: 1109

Office Hours: Tuesday and Wednesdays 10:00AM-2:00PM

Phone: 701-228-5680

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Lecture/Lab Schedule: ONLINE

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
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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.

## Tentative Course Outline:

Week 1	Introduction/course review Portfolio Requirements View samples, discuss format
Week 2	Job Hunting Networking Resources—online and other <b>Assignment: How did you network for your last job?</b> <b>Assignment: Set up job shadow</b> Skills Connecting Skills to Job Postings <b>Assignment: Describe the 3 skills you want at your next job, jobs that use those skills, and the demand for those jobs</b>
Week 3	Resumes Discuss Job Postings Review Resume Writing Resources

**Start first draft in class, due next week**

Cover Letters

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

Week 4

Review of Resumes & Cover Letters  
Peer Review of Cover Letters  
Return Resumes  
Discuss problem areas  
Planning Your Portfolio  
Return First Draft Cover Letters  
Return 2nd Draft Resumes  
Plan Portfolio using Planning Sheets

Week 5

Portfolio Workshop  
Return 2nd Draft Cover Letters  
Create basic slide outline  
Discuss video, audio, and picture possibilities  
Obtaining Letters of Reference  
Who is a good person to ask for a Letter of References  
What 2 people will you ask to write you a Letter of Reference  
Interviewing Skills  
Discussion on Interviewing  
Discuss Mock Interview  
**Assignment: Set up job shadow**

Week 6

Other Job Search Correspondence  
View samples, discuss format of Thank You, Acceptance, Rejection  
Write first draft Thank You  
Job Applications  
Look over job applications  
Fill out a job application  
Portfolio Workshop  
Troubleshooting, tech questions, content questions  
**Hand in Resume & Cover Letter for final review**

Week 7

Mock Interview—arranged individually with instructor

Week 8

Final Portfolio Workshop/Mock Interview Review

**Final Project Due: July 29<sup>th</sup> at 11:59PM**

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Not Applicable. This course is not considered a general education course.

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:

- Respect should be shown the instructor and classmates

- Class participation is expected
- Be prepared for class and turn work in on time. Assignments are due Mondays at 11:59PM.
- Syllabus is subject to change.

#### 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.