

Tompkins Cortland Community College
Master Course Syllabus

Course Discipline and Number: PSED 213

Course Title: Job Search

Year: 2018-2019

Credit Hours: 1

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

Students develop effective resume, cover letter writing, and interviewing skills, and learn how to best "market" themselves in today's job market. Techniques for exploring job openings, developing career networks, navigating employer-screening processes, and projecting a positive image are emphasized. Prerequisite: ENGL 101. 1 Cr. (1 Lec.) Fall and spring semesters.

Course Context/Audience

This course is required for students in the PACE program in their last semester. It is also required for students in HRMG and WINE program prior to internship. It is appropriate for any student who is enrolled as a second year student in an AAS who will seek employment at the completion of their degree or for a student who will be seeking an internship in their field.

Basic Skills/Entry Level Expectations

Writing: WC College level writing skills are required. See course co-requisites or pre-requisites.

Math: M2 Completed MATH 090 (if needed) - Course requires only the use of basic mathematical skills.

Reading: R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

Course Goals

Students will have the skills needed to successfully compete in the current job market.

Course Objectives/Topics

Objective/Topic	% Course
Students will develop an error-free resume.	20%
Students will complete an employment application form.	15%
Students will compose a list of references, having consulted with those individuals to assure their cooperation.	15%
Students will write an appropriate cover letter to an employer.	20%

Students will participate in at least one interview: mock, informational or real and practice an elevator speech about themselves.	15%
Students will learn how to network and search for prospective jobs in their field. They will locate at least three prospective jobs.	15%

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> ➤ develop meaningful questions to address problems or issues. ➤ gather, interpret, and evaluate relevant sources of information. ➤ reach informed conclusions and solutions. ➤ consider analytically the viewpoints of self and others. 	<p>Through self-exploration, students will develop how their career goals and talents fit with the workforce, individual company cultures, and expectations of various work operations.</p> <p>Students will search for company information through internet, networking, and job listings to gain understanding of various work opportunities.</p> <p>Students will practice answering behavioral questions in an interview that will require the student to organize thoughts and successfully interpret the correct response to the question.</p> <p>Students are encouraged to think about themselves and the changes ahead as they consider the transition into their new chosen fields.</p>
SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> ➤ Students will begin to understand how their lives are shaped by the complex world in which they live. ➤ Students will understand that their actions have social, economic and environmental consequences. 	<p>Through researching company cultures and diversity expectations the student can begin to explore how they fit into various work and team situations. Students will also use interviewing as a means for explaining their goals and accomplishments. This will have a very practical and direct impact on their social and economic situation.</p> <p>Students are encouraged to think about themselves and the changes ahead as they consider the transition into their new chosen fields.</p> <p>Researching and learning about diversity and sustainability statements by companies that students consider working for will reinforce student understanding of the work world today and how they fit.</p>

Instructional Methods

Class meetings should include presentation of material, class discussion, practice exercises and guest speakers.

Methods of Assessment/Evaluation

Method	% Course Grade
Attendance and participation	50%
Homework assignments-A professional business portfolio of required employment documents may be used to determine a final grade.	50%

Text(s)

Ellen Gordon Reeves, Can I Wear My Nose Ring to the Interview? Workman Publications 2009 may be required by some instructors. Recommended reading.

Bibliography

Publications in the CCIC in the Counseling, Career and Transfer Office

<http://sthm.temple.edu/cspd/documents/InternshipPre-Workbook.pdf> - serves as a possible template and criteria that is used for internship selection

Other Learning Resources

Audiovisual:

"How to use a career fair"

Electronic:

Counseling, Career and Transfer Services web site; Hiring websites like Indeed.com, Company websites, etc. College Grad.com, Quintcareers.com, © Experience™ by Symplicity | Entry Level Jobs for College Students and Recent Graduates

Other:

Counseling, Career and Transfer Services staff/Use of Career Day and Career Fairs,