

# University 1300: Job Search

Fall 2012- BGSU Firelands  
Fridays 11:00 am – 12:50 pm -109 West Building

Instructor: Leslie Meyer

E-mail: [meyerl@bgsu.edu](mailto:meyerl@bgsu.edu)

Office Hours: By appointment

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*Tell me and I forget. Show me and I remember. Involve me and I understand.  
-Chinese Proverb*

## **Course Purpose**

This course will assist students in assessing their educational and job skills and manage their career search. The course is designed to develop life-long skills in career development, self-assessment, career and employment researching and networking, job search skills, and career management. Students will have many opportunities throughout the course to learn and practice career planning and job search strategies that will be useful throughout their careers.

## **Books:**

Getting the Job You Want: A Step-by-Step Guide to Finding a Good Job in Less Time (6th ed.)

## **Course Objectives:**

Students who participate in this course will:

- Identify personal skills, values, and interests that influence their job search and demonstrate how to convey transferrable skills to employers.
- Gain knowledge of a variety of tools, resources, and learning strategies for conducting an effective job search.
- Construct a professional cover letter and resume that clearly outlines student's unique skills, qualifications, interests, and values.
- Learn and practice skills related to networking in an effort to identify future employment alternatives, including how to effectively use online professional networking sites.
- Demonstrate an understanding of the dynamics of interviewing and effectively present their unique contributions in a mock interview setting.
- Reflect on and refine where they are currently in their job search and what their goals are for the future.

## **Learning Activities:**

### **• Class Participation & Attendance**

In order to get the most from this course it is necessary that you attend class each week. Your participation in class discussion and learning activities each week is anticipated and expected. You will participate in both large and small group discussions that will require you to come prepared for class by completing the reading and/or assigned homework. In the event of an unavoidable absence, you are responsible for the material covered during the class session that you missed. Please arrange with a classmate to get any materials, handouts, or announcements you missed.

- **Informational Interview Summary & Thank You Letter**

Interview a professional from a career/job area that interests you. Make plans early on to schedule this interview. If you need ideas for someone to interview, please talk with your classmates or me. Write a summary paper not to exceed 750 words discussing what you learned about the job and industry. Describe the education, background, and career path of the person you interview. Include information about the work environment/culture where this person works. Share the skills, abilities, personality, etc. that the employer is looking for in the people they hire. Describe what a typical day is like. Include information about what the person finds most satisfying and most challenging in their job. Ask them what they wish they would have known prior to entering the field and/or if they have any words of wisdom for someone considering this career. Following your interview, you will also write a thank you letter/e-mail to the person you interviewed. Attach a copy of the thank you letter/e-mail to your informational interview summary and send the original to the professional you interviewed. This assignment is due November 9, 2012

- **Resume**

You will prepare a professional resumes for use in your job search. The first resume will not be graded and is due November 16. I will review it and offer constructive feedback. The second resume is due on December 7. When submitting the second resume, staple the first draft of your resume to the revised version.

- **JIST Card (Job Information Skills Training Card)**

While not a traditional element of the job search, a small personal information card can be a useful networking tool. The first draft of your JIST Card will not be graded and is due on November 16. I will review it and offer constructive feedback. The second JIST Card is due on December 7. When submitting the second JIST Card, staple the first draft of your JIST card to the revised version.

- **Cover Letter**

Locate a job announcement that interests you and write a cover letter for that particular job. Print a copy of the job announcement and attach it to your cover letter when submitting the assignment. Be sure to address the qualifications and job requirements that the employer is seeking in your cover letter and highlight your experiences that will make you a good candidate for this position. The first draft of your cover letter will not be graded and is due on November 16. I will review it and offer constructive feedback. The second cover letter is due on December 7. When submitting the second cover letter, staple the first draft of your cover letter to the revised version. Cover letter should not exceed one page typed.

- **Mock Job Interview**

You will have the opportunity to practice your job interview skills by participating in a mock job interview. Mock interviews will be conducted during class on November 30. At the conclusion of the mock interview, the interviewer and your peers will complete an evaluation of your job interview and provide you with copies of the evaluation. You will submit the evaluations of the interviewer and your peers along with a brief evaluation of

your strengths and weaknesses during the interview. You will provide specific examples of what you did well during the interview, what areas you need to work on, and specific plans you have to improve your interview skills in the future. Mock interview evaluations will be distributed immediately after your interview and are due at the end of class on Friday, November 30.

- **Personal Reflection- Where I am, what I learned, where I want to go, transition plans**

This reflection combines all of the information you have learned during this course about yourself, your career plans, and your job search skills. Include in this reflection how and why you selected your college major, and how you will use the skills you have developed in college in your future career. Include your strengths, weaknesses, your career focus, your unique skills and abilities, and your future career plans and job search strategies you plan to utilize. If you do not yet have a specific career focus, describe where you are in the process of discovering your career interests and making plans to pursue them. Devote a portion of your personal reflection to your future plans and how you will transition from where you are now to where you want to be. Personal reflection is due December 14 and should not exceed 750 words. If you wish to propose an alternate assignment in place of this one, please develop a short proposal for discussion and consideration (i.e. PowerPoint presentation, video, etc.).

**Additional Note:**

- All assignments are to be typed and are due at the beginning of class on the due date listed on course outline. Late assignments will automatically be lowered one letter grade and will not receive written constructive feedback. The only exception to this is if you arranged with me prior to class to turn in your assignment at a later date.

**Evaluation:**

Your final grade in this course will be weighted as indicated below. In addition, your active participation in class will also be taken into consideration.

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|---|-----|
| Informational Interview Summary & Thank You Letter                    | 15% |
| Resume  | 20% |
| JIST Card   | 15% |
| Cover Letter  | 20% |
| Mock Job Interview  | 15% |
| Personal Reflection- Where I am, where I want to go, transition plans | 15% |

**Grading Scale:**

|        |   |
|--------|---|
| 90-100 | A |
| 80-89  | B |
| 70-79  | C |
| 60-69  | D |

**Academic Integrity:**

Students are expected to maintain the highest level of integrity in their academic work. Cheating, fabrication, or plagiarism will not be tolerated. Refer to the official policy in the Student Handbook for more information.

**Policies:**

- If you have a documented disability please make me aware of this as soon as possible so that I can work with you and The Office of Disability Services at BGSU Firelands. The Office of Disability Services is located in The Teaching and Learning Center, Room 230, North Building.
- Please turn off your cell phone or put it on silent during class. Texting during class is distracting and is not permitted. Laptops may be used during class to take notes only. Students should not use laptops during class to surf the internet.
- Incompletes are rarely, if ever, given and will apply only in the event of a major emergency or unforeseen circumstance.
- I assume that all students will attend all scheduled classes for the duration of the class time. I recognize that situations sometimes occur which are beyond your anticipation or control. If you will miss class, please try to notify me in advance if possible. Contact one of your classmates to review the material we covered in class and any announcements. Coming to class late disrupts the learning of the class and should be avoided if at all possible. Missing more than two classes will adversely affect your final grade.

*Syllabus and course outline are subject to change with prior notice of the instructor.*