

UNIV 1300 Job Search- Course Outline

10/19/12	Class 1	Introductions, Course Overview, Goal Setting, Attitude & Informational Interviews <i>Homework: Read Chapters 2 & 3 and do activities</i>
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10/26/12	Class 2	Employer Expectations & Identifying & Communicating Your Skills <i>Homework: Read Chapter 4 and do activities</i>
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11/2/12	Class 3	Knowing Your Job Objective & Job Options, Introduction to Cover Letters, Resumes, & JIST Cards <i>Homework: Read Ch. 7 and do activities</i>
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11/9/12	Class 4	Cover Letters, Resumes, Thank You Notes, & JIST Cards INFORMATIONAL INTERVIEW SUMMARY & THANK YOU LETTER DUE <i>Homework: Skim Chapters 8 & 9</i>
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11/16/12	Class 5	Interviewing & Answering Tough Interview Questions COVER LETTER, RESUME, & JIST CARD- FIRST DRAFTS DUE <i>Homework: Review Chapters 8 & 9. Practice answering interview questions to prepare for mock interview</i>
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11/23/12	No Class	Thanksgiving Break
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11/30/12	Class 6	Mock Job Interviews During Class MOCK JOB INTERVIEW EVALUATIONS DUE AT END OF CLASS <i>Homework: Skim Chapters 5 & 6</i>
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12/7/12	Class 7	Preparing/Organizing for the Job Search, Job Applications, Phone Skills, Job Search Methods COVER LETTER, RESUME, & JIST CARD- FINAL DRAFTS DUE <i>Homework: Read Chapter 10</i>
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**12/14/12 Class 8 Keeping the Job You Find, Internet/Social Media, Networking,
Course Wrap-Up & Course Evaluations**

**PERSONAL REFLECTIONS DUE- WHERE I AM, WHAT
I'VE LEARNED, WHERE I WANT TO GO, TRANSITION
PLANS DUE**
