



COURSE OUTLINE

COMM 104

Spring, 2004

To be updated: 2007-2008

Prepared by: School of Arts and Sciences **Job Search Techniques**

Credit Hours: 1 Class Hours: 1 Lab Hours: 0

Approved by: Ellen Sostarich, Dean, Arts and Sciences

PREREQUISITES: None

COURSE DESCRIPTION: Job Search Techniques is a one-credit course designed to prepare you to take charge of your own career planning. Through self-analysis of your talents, preferences, and skills, you will begin to develop a career plan. Further, you will practice the various marketing techniques (job market research, résumé and letter writing, and interviewing) necessary to obtain the right job for you.

This course includes and evaluates the Success Skills “Communicates Effectively” and “Maintains Professional Skills and Attitudes”.

COURSE LEARNING OUTCOMES: Upon completion of this course, the student will be able to:

- recognize own strengths and weaknesses related to the workplace
- use a variety of search techniques to explore jobs in chosen profession
- complete a résumé that is appropriate for professional objectives
- write, revise and edit good letters for job application
- write, revise, and edit good letters for follow-up correspondence
- demonstrate positive interview abilities
- critique self with an understanding of strengths and weaknesses

Minimum PC Configuration:

Pentium processor
16 MB RAM
500 MB hard disk space
15” color monitor
28.8 Kpbs modem
500 MB hard disk space
Windows 95

Minimum Mac Configuration:

120 Mhz. Power PC
16 MB RAM
500 MB hard disk space
15” color monitor
28.8 Kpbs modem
Macintosh OS 7.5 or later
15” color monitor

CD ROM also highly recommended CD ROM also highly recommended

This course covers Success Skills: Communicates Effectively, Demonstrates Learning and Critical Thinking, Maintains Professional Skills and Attitudes, Community, Cultural and Global Awareness, and Maintains a Code of Ethics.

COURSE MATERIALS *Job Search Techniques*, Tripp, Carolyn, Hocking College, 1998.

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 4 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software
- E-mail software (included in most browsers such as Netscape)

SAFETY PRACTICES

Follow rules for food and drink in all Hocking College computer labs.

Topical Outline This course will cover the following topics:

- self-analysis
- search vehicles
- résumé writing
- letter writing
- interviewing
- critiquing

USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES

The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell phone and other electronic devices off while you are in class/lab.* In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITY NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center , Office of Disability Services in JL 249 regarding accommodations.

**Hocking College
Evaluation of the Student**

Comm 104

Online 2007-2008

Job Search Techniques

Carolyn Tripp, Online Coordinator

Approved by: Arts and Sciences Dean, Ellen Sostarich

The purpose of this class is to provide you with information and practice regarding strategies involved in identifying and defining a suitable position in the work force, designing a résumé, preparing related correspondence, applying for a position, and interviewing for a specific technical or professional job.

Specific Factors

1.EXAMINATIONS AND QUIZZES

Written and Oral Expectations

Students will complete:

1. self-analysis profile and visit to online job sites
2. résumé
3. cover letter
4. arrangements for interview
5. interview with Communications instructor
6. critique
7. interview with person in technology
8. thank you letter
9. follow-up correspondence
10. evaluation of course
11. upload to E-portfolio

2. PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:

Reading, writing and preparation for the job search and interviewing will be expected.

SUCCESS SKILLS EVALUATED IN THIS COURSE

Communicates Effectively

- (A-1) Reads, comprehends, analyzes and evaluates various types of writing.
- (A-2) Logically organizes, develops and communicates an idea or position.
- (A-3) Adapts communications to audience situation and purpose.

(A-4) Uses prewriting, drafting, revising and editing techniques.

(A-5) Uses appropriate vocabulary, grammar, punctuation, spelling and syntax.

(A-6) Writes effective business/ technical communications, including memos, letters and reports.

(A-7) Develops and conveys instructions and procedures clearly.

A-9) Applies effective listening techniques.

A-10) Uses and perceives non-verbal cues.

Demonstrates Learning and Critical Thinking

C-1) Asks pertinent questions.

(C-2) Applies effective observation techniques.

(C-3) Gathers necessary information using a variety of primary and secondary sources and techniques.

(C-4) Analyzes and evaluates information for accuracy and relevance.

(C-6) Extrapolates, applies, synthesizes and integrates knowledge gained from research.

(C-7) Perceives relationships.

C-10) Analyzes own position in relation to alternative or conflicting viewpoints.

(C-11) Uses logical/systematic approach to solve problems and make decisions.

(C-12) Draws reasoned conclusions.

(C-13) Anticipates consequences.

(C-15) Assesses personal and professional learning needs and establishes goals for improvement.

Maintains Professional Skills and Attitudes

D-1) Practices job search techniques, including constructing resumes and participating in interviews.

(D-2) Demonstrates initiative.

(D-3) Meets performance expectations.

(D-4) Follows organizational policies and procedures.

(D-8) Uses and applies pertinent technology, including computers.

(D-10) Demonstrates promptness and regular attendance.

(D-11) Maintains image consistent with technology standards.

Practices Human Relation Skills

(E-1) Exhibits trustworthy and trusting behavior.

(E-2) Exhibits confidence in self and others

(E-3) Empathizes with others. Considers varied perspectives.

(E-5) Resolves conflicts constructively.

(E-6) Engages in ongoing self- assessment.

Maintains a Code of Ethics

(H-1) Acts Honestly.

(H-2) Acts responsibly.

(H-3) Acts in accordance with a reasoned and defensible code of ethics.

(H-4) Resolves value conflicts and moral dilemmas through a decision-making process.

(H-5) Accepts accountability for own action or inaction.

3.ATTENDANCE

Regular progress ensures that you have the best chance of finishing all the required coursework.

4. CLASS PARTICIPATION

Regular email correspondence with your instructor and/or classmates may be required.

5.EXTRA PROJECTS

Not available for this course.

6.GRADING SCALE

Some requirements will receive Satisfactory (S) or Unsatisfactory (U) while others will receive points. All requirements must be completed to receive a final letter grade.

Requirements will be graded as listed below:

- self-analysis profile and visit to online career sites, S/U
- draft of résumé, S/U
- finished résumé, points

- cover letter draft, S/U
- finished cover letter, points
- phone arrangements for interview S/U
- interview with Comm instructor, points
- self-critique, points
- interview with person in technology, S/U
- thank you letter, points
- follow-up correspondence, points
- evaluation of course S/U
- Success Skills Analysis S/U

7.POLICY REGARDING HONESTY

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,

6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an “F” for that assignment. Subsequent violations will result in failure for the course. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. **The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.**

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

8.FINAL GRADE CALCULATION

All competencies must be successfully completed before the final grade will be given. Letter grades will be on a percentage of total points earned as follows: Resume: counts 1x, cover letter: counts 1x, interview with Comm instructor: counts 2x, self-critique: counts 1x, thank you letter: counts 1x, and follow-up letter counts 1x. Add total points then divide by 7.

A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, below .67 = F.

9.ACADEMIC GRADE APPEAL PROCESS

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate.

STUDENT GRIEVANCE DUE PROCESS PROCEDURES

Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

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