

LA&S 470 Topics and Problems: Job Search Strategies for Liberal Arts & Sciences Students

Syllabus – Fall 2015

COURSE DESCRIPTION:

This course is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, assessment of talents, exploration of career options, analysis of the job market, and effective use of employment search tools (e.g., resumes, cover letters, interviewing, networking and management of career pathways). The course stresses the value of the arts and sciences degree in the labor market and develops job search skills that will be useful throughout life.

COURSE CREDIT: 1 credit hour course, primarily for junior or senior students.

DAY/TIME OF CLASS: Tuesdays, 2:30pm – 3:20pm

LOCATION: Relays Room, 3rd Floor; Burge Union; Lawrence Campus

INSTRUCTOR: Chance Clutter Assistant Director
P: 864-3624 Email: c.clutter@ku.edu

Hunter Finch Graduate Teaching Assistant:
P: 864-3624 Email: hunterfinch@ku.edu

Office: University Career Center
110 Burge Union
Lawrence Campus
www.career.ku.edu

TEXTBOOK and REQUIRED MATERIALS:

National Association of Colleges and Employers: Job Choices 2013/2014 (accessed online at: <http://www.nxtbook.com/nxtbooks/nace/JobChoices0812/index.php>). Other handouts provided by instructor during the semester.

KU Career Connections Registration. Go online: career.ku.edu/kucc and login with your KU online ID and password to complete the survey and update all of your personal/academic information. You will also need to upload your resume. This is the system you will use to select your mock interview. ***This is a course requirement for all students***.

Do What You Are Assessment. There is a required \$20.00 fee. See the instruction sheet on Blackboard.

Optional Book*

Bolles, R. N. (current). ***What Color is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers.*** Berkeley, CA: Ten Speed Press.

COURSE PURPOSE:

The purpose of this course is to assist Liberal Arts and Sciences students in assessing the value of their education/skills and managing their own career and employment search. The course will facilitate the development of life-long skills used in career development: self-assessment, career/employment researching and networking, job search skills, career management and adaptability to the changing world of work. *Job Search Strategies for Liberal Arts and Sciences Students* provides the opportunity to learn and practice career planning and job searching strategies that will be useful throughout life.

LA&S 470 and the Career Advancement Program Certificate

The Career Advancement Program (CAP) is a certificate program available to students at The University of Kansas based on seven dimensions of employability to help students advance their career development through educational resources, experiential activities, and reflection. This course fulfills two out of seven dimensions needed to complete the CAP certificate program: Career Management and Meaningful Connections. Additionally, other components of the course significantly prepare you to fulfill other dimensions such as career maturity, professional skills, and meaningful connections via the online fulfillment options in the CAP Blackboard space. Each of the seven dimensions can be completed either by taking a specific course or completing online

modules. For more information on CAP or to declare your interest in completing the certificate, visit career.ku.edu/cap.

Descriptions of Academic Learning and Career Management



Career Management: developing and employing the skills necessary to successfully navigate the job search process and making informed, sound judgments in relations to lifetime career progression.



Capitalizing on mutually beneficial relationships that expand perspective, build interpersonal communication skills, and create access to opportunities

COURSE OBJECTIVES:

At the completion of *LA&S 470 – Job Search Strategies for Liberal Arts & Sciences Students*, students will be able to:

- Assess personal strengths, skills, interests and values that influence the career search
- Identify marketable skills developed from a liberal arts education and demonstrate how to convey the value of transferable skills to employers
- Utilize networking strategies to identify future employment alternatives
- Construct a professional resume that clearly outlines student's unique skills and qualifications
- Write an action-oriented and concise cover letter and a professional thank you letter
- Research resources to assist with the employment search and acquire organizational knowledge
- 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

COURSE EXPECTATIONS:

Attendance is required and expected.

Because attendance is paramount to your success with the job search, you are expected to be in class each week. You are permitted one absence from class ("excused" or "unexcused"). **Each additional absence after the first, NO MATTER THE REASON, results in a 5-point deduction from the total points for the class** (assignments add up to 200 total points for the class). If you come to class, sign in and leave early FOR ANY REASON, you will be considered absent for that class period. If you wish to successfully complete this course, you must plan to attend each week for the entire 50 minute class.

KU Career Connections Registration

You must *register/update your profile* for KU Career Connections by the start of class on **September 1st** and *upload your resume* to the system by the start of class on **September 22nd**. **Failure to sign-up/update your profile and upload your resume for KU Career Connections will result in failing the class** because you must be registered with a resume in order to sign up for an employer mock interview, which is required to pass the class.

Writing/Grammar

As upper level college students, it is expected that your writing for assignments will adhere to standard formatting (1 inch margins, double-spaced, 12pt. font, etc.) and professional/business writing grammar (no typos, no contractions, etc.). Your writing makes an impression on employers and thus for this class will also be critiqued along with the content of your written assignments.

Late assignments

Assignments will be collected during class on the due date and are due at the beginning of class (i.e. 2:30pm). It is assumed that you will exhibit professionalism throughout the course, just as you would when conducting a job search, which includes completing your work by the stated deadline. **This rule also applies if you are absent from class**. Because there are no exams in the class, your entire grade is based on your assignments, participation, and quizzes. Therefore, it is extremely important to pay attention to deadlines and submit your assignments on those due dates. **Late assignments will only be accepted if delivered to instructor within one (1) week of the due date, and will incur a 50% reduction in points.**

- *Please note: computer or printer problems are not acceptable excuses for assignments not being turned in at the time and date required. You may email the assignment to the instructor **PRIOR TO** (not during or after) class on the due date (c.clutter@ku.edu) to obtain full points if you are not able to attend.*

Extra Credit

Extra credit assignments are available. Extra credit assignments are worth 5 points each with a maximum of 15 points possible for the semester. Check Blackboard for options. Extra credit will be accepted until the last day of class (Tuesday, Dec. 8th). Absolutely no extra credit will be accepted after the last day of class.

Students With Disabilities

The Academic Achievement & Access Center (AAAC) coordinates accommodations and services for all KU students who are eligible. If you have a disability for which you wish to request accommodations and have not contacted the AAAC, please do so as soon as possible. Their office is located in 22 Strong Hall; their phone number is 785-864-4064 (V/TTY). Information about their services can be found at <http://disability.ku.edu>. Please contact me privately in regard to your needs in this course.

ASSIGNMENTS

1. **KU Career Connections and Resume Upload** – Complete your KU CC profile (**Due: Sept. 1st**) and upload your resume into KU Career Connections. **Due: Sept. 22nd**.
2. **Complete CAP Blackboard (Bb) survey** – **Due: Sept. 8th**.
3. **Professional Resume** - You will complete a *Professional Resume*. You will incorporate the various techniques and formatting recommended during discussions in class and from the Resume, References, and Cover Letter handout. **Due: Sept. 15th**.
4. **KU Business Career Fair (*Thursday, Sept. 17th – outside class time*)** - The fair is held from 1:00pm-4:00pm in the Kansas Union 5th Floor. You will need to take the Career Fair Form provided in class (and on Bb) with you to the career fair *and have a KU staff member sign your form **after** you finish*. To receive points for this assignment, turn in the completed paper after attending the fair. **Due: Sept. 22nd**.
5. **Do What You Are** assessment: Use the DWYA instruction sheet provided in class to complete this assignment online (additional instructions also on Blackboard). There is a \$20.00 fee required for this assessment. You will pay online with a credit card, or, if you prefer to pay cash, you may come into 110 Burge Union and pay in person. The instructor will print out the full report for you. **Due: Sept. 27th (*Sunday/midnight*)**.
6. **Informational Interview Summary AND Thank You Letter** - Interview a professional from your area of career or job interest using questions provided in class. Write a 2 to 3-page paper discussing what you learned about the career and/or particular industry. Carefully follow the instructions on Blackboard for this assignment. **Due: Nov. 3rd**.
7. **Thank You Letter** – You will write a thank you letter to the person you spoke to in your informational interview. Please attach a copy to the Informational Interview summary and send the original to the professional granting you the interview. **Due: Nov. 3rd**.
8. **LinkedIn Profile** – Create/Complete a LinkedIn Profile online according to the instructions given and connect with the instructor. **Due: Oct. 27th**.
9. **Questions for Employers:** Write up five (5) questions to ask the employers attending the class on Oct. 27th. They can be about anything career-related (info on their company, hiring process, expectations at work, etc.). You will turn in these questions at the end of class. **Due: Oct. 27th**.
10. **Employer Mock Interview and Summary Paper** - During the designated weeks you will sign up for a mock interview with a scheduled employer. A list of the employers conducting mock interviews will be provided to you on Nov. 3rd in class. You will then have **from Nov. 3 – Nov. 8 (Sunday/midnight) to sign up for an interview slot** with one of the employers. The interviews will occur from Nov. 12 – Nov. 20 (as needed). If you need to change your time for any reason after the Nov. 8th deadline, contact the instructor immediately to make this arrangement.

You must sign up and complete a mock interview to receive a passing grade in the class. There are no exceptions or substitutions for this assignment. **If you do not sign up for an interview or fail to show up for your assigned interview time, you will fail the class.** You will attach the employer evaluation (form provided by employer) to a self-evaluation summary paper of your strengths/weaknesses (be specific) during the interview—provide specific plans for improving your interviewing skills. Your summary should be a minimum of two (2) pages and include specific examples of what you did well during the interview, what areas you need to work on and some specific plans you have to improve your job interviews in the future. Paper and Evaluation **Due: Nov. 24th.**

11. Cover Letter and Budget Research Assignment – This assignment is a combination of various assignments. Please ensure you have completed each one correctly for full credit.

- a. Complete the Job Interest Inventory Assignment
- b. Based on the JIIA (a.) assignment, now search and find a job that fits your criteria. (You can use any job search engine, including *KU Career Connections* or *Indeed.com* as examples). Print off the job description/posting. The posting should include: the full job description – requirements, skills sought, title, company name if provided, and location.
- c. Write your cover letter for this specific job posting using techniques discussed in class and listed in your Resume, References, and Cover Letters handout. This letter should be error free, and demonstrate your ability to market your direct and indirect skills to the specific position of interest.
- d. Update your resume to ensure relevance for specific job description.
- e. Complete the Salary Research and Budget Assignment based on the specific job you are applying to.
- f. Turn in each individual assignment (a-e) as one, stapled document for full credit. **Due: Dec. 1st.**

12. Final Self-Reflection Paper - *Where I am, where I want to go, transition plans.* The final paper combines all you have learned during the course about yourself, your career plans, your job search skills, and plans for career management after graduation. Read the two articles (attached in Bb) on the importance of T-shaped skills. Include *each* point in your discussion:

- What are your career plans at this point? If you do not have a specific career focus, where are you in the process of discovering your career interests and making plans to pursue them?
- Why you selected your college major and how you will use the skills you have developed during college in your future career?
- What are your career plans at this point? If you do not have a specific career focus, where are you in the process of discovering your career interests and making plans to pursue them?
- Why you selected your college major and how you will use the skills you have developed during college in your future career?
 - Describe, in your own words, what you think it means to be a “T-shaped professional.”
 - What are some skills you have learned that could be part of the cross-bar of your T (breadth)? What are some skills you may need to develop further (vertical bar)?
 - Describe how the T-shape concept might apply to a career you have been considering.
 - Consider a class that you have taken, or are currently taking here at KU. Describe what you have learned in that class in terms of both depth (specialized knowledge) and breadth (complimentary skills that apply across disciplines).
- Your strengths and weaknesses regarding the job search process
- Comment(s) on the class itself and what you will take away after the semester ends.
- Devote a portion of the paper to your future plans and how you plan to transition to the world of work or graduate school.
- Length expected is 3 pages minimum typed. **Due: Dec. 8th.**

Additional points will be tallied for random quizzes and in-class writing assignments.

COURSE EVALUATION:

| Graded Assignments | Points | Due Date |
|--|-------------|----------------------------|
| CAP Bb Survey (Sept/Dec) | 5 | Sept. 8/Dec.8 |
| Professional Resume | 40 | Sept. 15 |
| KU Career Connections/Resume | 5 | Sept. 22 |
| Career Fair Assignment | 10 | Sept. 22 |
| Do What You Are assessment | 20 | Sept. 27*(Sunday/midnight) |
| LinkedIn Profile | 5 | Oct. 27 |
| Employer (5) Questions | 5 | Oct. 27 |
| Informational Interview and Thank You | 15 | Nov. 3 |
| Mock Interview, Evaluation, and Reflection Paper | 30 | Nov. 24 |
| Cover Letter and Budget Research | 40 | Dec. 1 |
| Self-Evaluation Paper | 15 | Dec. 8 |
| Surprise Quizzes/Writing Reflections | 10 | ongoing |
| TOTAL POINTS | *200 | |

*(220 total points possible with 4 extra credit assignments of 5 points each)
 *Failure to register and upload your resume for KU Career Connections (9/22) will result in failure of the class. *Failure to sign up or attend a mock interview will result in a failure of the class. *After one absence, each subsequent absence, no matter the reason, will result in a 5 point deduction from the total points.

| Grading Scale |
|---------------|
| 179-200 = A |
| 159-178 = B |
| 139-158 = C |
| 119-138 = D |
| 0-118 = F |

Note on Academic Misconduct:
 All written assignments must be the student's original work. For your information, Article II, Section 6 of the Rules and Regulations of the University Senate, defines academic misconduct which you can read more about here:

<https://documents.ku.edu/policies/governance/USRR.htm#art2sect6>

LAS 470: Job Search Strategies for Liberal Arts and Sciences Students Tentative Outline – Fall 2015

| Date | Topic | Reading Assignment | Project/Assignment |
|------|--|--|---|
| 8/25 | -Introductions -Course Expectations/Assignments -Job Search – The Big Picture -Resume Introduction | <i>Resumes, References, and Cover Letters</i> Guide (p. 1-12) Job Choices: (pg. 7-14) | Future Deadline: -Complete <i>KU Career Connections</i> profile/survey and update personal/academic info – Due: 9/1 -Bring paper copy of current resume – Due: 9/8 |
| 9/1 | -Creating professional resume -Survey Assignment instructions Due Today: -KU Career Connections profile completed/updated | Job Choices (p. 47-52 and 71-75) | Future Deadline: -Bring paper copy of your updated resume to be reviewed in class – Due: 9/8 -Complete CAP Survey – Due: 9/8 |
| 9/8 | -Professional Resumes (Class/Group Review) -Considering Graduate School Due Today: -Paper copy of updated resume -CAP Survey (Bb) | Job Choices: (p.20) | Future Deadline: -Final revised copy of resume – Due: 9/15 |

| | | | |
|-------|---|--|---|
| 9/15 | <p>Career Fair Tips-How to successfully attend a career fair</p> <p><u>Due Today:</u> -Revised final resume (paper)</p> | Handout: Career Fair Tip Sheet | <p><u>Future Deadlines:</u> - Attend <i>Business Career Fair</i> on Thursday, Sept. 17th in the Kansas Union (5th Floor), held during 1:00 to 4:00 p.m. *Take the career fair form with you to the fair to be signed when you exit.* Due: 9/22</p> |
| 9/17 | <p>Attend the <i>Business Career Fair</i> (*Note – occurs outside regular classroom time*)</p> | Bring <i>Career Fair Form</i> to event. Obtain signatures and complete form. | <p><u>Future Deadline:</u> -Career Fair Assignment – Due 9/22 -Upload final resume into KU Career Connections</p> |
| 9/22 | <p>-Recap Career Fair -Value of Liberal Arts Degree -Researching Employers -DWYA instructions</p> <p><u>Due Today:</u> -Career Fair Form/Assignment -Resume uploaded into your KU Career Connections account</p> | | <p><u>Future Deadline:</u> -Complete the Do What You Are assessment (\$20.00 fee) – Due: 9/27 (midnight)**</p> |
| 9/29 | -Review <i>Do What You Are</i> assessment (*Instructor will bring your results to class – due 9/27) | Job Choices (p.16-19) | |
| 10/6 | -Networking -Info Interviewing (& instructions) | Job Choices (p.22-26) | <p><u>Future Deadline:</u> -Informational Interview paper and Thank You note – Due: 11/3</p> |
| 10/13 | *Fall Break – NO CLASS* | | |
| 10/20 | -Online Image and Social Networking | <p><i>Resumes, References, and Cover Letters</i> Guide (p. 17-18)</p> <p>Job Choices (p. 20 and 38-41)</p> | <p><u>Future Deadline:</u> -Linkedin Profile Assignment – Due: 10/27 -Five questions for employers – Due: 10/27 -Informational Interview paper & Thank You Due: 11/3</p> |
| 10/27 | <p>Employer Round-Robin (*dress business casual)</p> <p><u>Due Today:</u> -Linkedin Profile Assignment -Five Questions for employers</p> | | <p><u>Future Deadline:</u> -Informational Interview paper & Thank You Due: 11/3</p> |
| 11/3 | <p>-Interview Tips Part I -Mock Interview Sign-ups</p> <p><u>Due Today:</u> Informational Interview paper & Thank You</p> | <p><i>Preparing for Job Interviews</i> guide (p. 2-14)</p> <p>Job Choices (p. 59-64)</p> | |

| | | | |
|-------|---|---|--|
| 11/10 | Interview Tips Part II | Job Choices: (p. 80-84) | <u>Future Deadlines:</u> -Complete mock interview and mock interview reflection paper –Due: 11/24 |
| 11/17 | -Job Offer/Negotiation and Personal Budgeting (<i>assignment handout</i>) -Trouble-shooting a challenging job search | Job Choices (p. 43-45) | <u>Future Deadlines:</u> -Cover Letter and Budget Research Assignment Due: 12/1 |
| 11/24 | -Professional Letters/Cover Letters <u>Due Today:</u> -Mock interview reflection paper and evaluation | <i>Resumes, References, and Cover Letters Guide</i> (p. 15-16) Job Choices: (p. 69-70) | <u>Future Deadlines:</u> -Cover Letter and Budget Research Assignment Due: 12/1 |
| 12/1 | -Transition from student role to professional role <u>Due Today:</u> -Cover Letter and Budget Research Assignment | Job Choices: (p. 28-30) | <u>Future Deadlines:</u> -Final Self-Evaluation paper and extra credit assignments – Due: 12/8 - Complete final CAP Survey (Bb) – Due: 12/8 |
| 12/8 | -Long distance/international jobs -Course Evaluations <u>Due Today:</u> -Final Self-Evaluation paper -Final CAP Survey completed (Bb) -any final extra credit assignments | | |