

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

Syllabus – Spring 2017

COURSE DESCRIPTION:

This online 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, 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.

DELIVERY METHOD: online

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REQUIRED:

- You must have access to reliable internet, email, and a webcam throughout the semester to complete the coursework. If you do not feel you will have these resources, you will need to drop the course.
- All assignments should be turned in by the assigned due dates.
- Since this class is taught online, communication relies on email. If your KU email account is not your main account, make sure your non-KU account is connected to your KU account.
- You will need to check your KU email account and access Blackboard regularly (at least once per week at the beginning of each week minimally).
- This course requires you to have had certain experiences and/or be willing to participate in certain experiences over the course of the semester in order to complete some assignments. This is explained fully in the assignments section in Blackboard.

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:

The Career Advancement Program (CAP) is a 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. By completing this course, you will fully complete the Career Advancement Program, a program offered by the University Career Center. When you earn at least an 80% (typically 8 out of 10) on specific assignments, you will also earn skill-based badges based on the seven dimensions of employability. These badges may be represented on your resume and/or displayed on the web on social media, blogs, etc.



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
- 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 an online mock interview setting

COURSE EXPECTATIONS:

Writing/Grammar

As upper level college students, it is expected that your writing for assignments will adhere to standard 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.

Grading scale for grammar and punctuation:

- Assignment is well-written, easy to read and understand, and has few, if any, grammar and punctuation errors: **-0**
- Assignment is well-written, easy to read and understand, has some significant grammar and punctuation errors (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-1**
- Assignment doesn't flow as well as it could and is sometimes difficult to follow; significant grammar and punctuation errors exist (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-2**
- Assignment is not well-written, is not easy to read and understand, and has several significant grammar and punctuation errors (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-3**

Grades Scored Between	Will Equal
97 % and 100 %	A+
93 % and Less Than 97 %	A
90 % and Less Than 93 %	A-
87 % and Less Than 90 %	B+
83 % and Less Than 87 %	B
80 % and Less Than 83 %	B-
77 % and Less Than 80 %	C+
73 % and Less Than 77 %	C
70 % and Less Than 73 %	C-
67 % and Less Than 70 %	D+
63 % and Less Than 67 %	D
60 % and Less Than 63 %	D-
0 % and Less Than 60 %	F

Late assignments

Assignments will be submitted in Blackboard and are due by 11:59 p.m. on the indicated due date. 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. Because there are no exams in the class, your entire grade is based on your assignments. Therefore, it is extremely important to pay attention to deadlines and submit your assignments on those due dates. **Late assignments will not be accepted unless you have an emergency and coordinate arrangements with your instructor.**

NOTICE: If you have a technological issue or other emergency, you need to contact your instructor IMMEDIATELY—issues relayed after the due date will not be considered. Call your instructor and leave a message if necessary or send an email. Also, be sure to CHECK YOUR GRADES REGULARLY to ensure assignments were received. If there is a discrepancy, please contact your instructor within 1 WEEK OF THE DUE DATE OF THE ASSIGNMENT.

Blackboard

Course assignments, announcements, and grades will be posted in Blackboard. You will also submit nearly all of your assignments in Blackboard. Your username and password are the same as those used for your KU exchange account. If you do not use a KU exchange account, go to the Blackboard login page for instructions on how to register your username and password. Also, if the University does not have a record of the e-mail account that you use, you should register your e-mail account on the Blackboard main page under "Personal Information." If you do not do this, e-mails sent to you will be returned to sender, and you will be deleted as a user of Blackboard. To access the site, go to <http://courseware.ku.edu/>.

The Nature of an Online Course

All assignment descriptions, materials, and examples are described or listed in Blackboard. Please reference these materials **before** completing the assignments. Please call or email your instructor with additional questions, or set up an appointment.

Response time: Your instructor will attempt to respond to any emails or phone calls from students received during normal business hours (M-F, 8a.m. – 5p.m.) within 24 hours; however, a 24 hour response may not always be possible. Emails received over the weekend may take longer.

Academic Misconduct

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>

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.

Tips for Success in an online course

1. Technology can fail, so always save a copy of an assignment in your records.
2. Make sure you read and follow the syllabus and refer to the “Assignments” tab in Blackboard each week before completing your assignments or asking questions.
3. Read the weekly emails for updates and due dates. Know that all assignments are due on a Friday.
4. Turn assignments in on time. If you have an emergency that will interfere with an assignment, contact your instructor immediately before the assignment due date to make arrangements.
5. Check grades often in Blackboard, and notify instructor if you find a discrepancy immediately (within one week of the posting date).
6. Please refer to the syllabus, course Blackboard site, and course emails before contacting your instructor with a question, as most questions can be answered through these documents
7. Proofread ALL assignments before submitting, as points will be taken off for grammar and punctuation errors. If needed, utilize the KU Writing Center, which is available to both on-campus and online students. Also, consider typing your assignments in Word and use grammar and spellcheck before submitting to Blackboard.
8. If you are having any issues with assignments or technology, make an appointment to speak with instructor. You can communicate via phone or Skype for Business, if needed. If wifi goes down on campus, find a public place that has wifi to complete your assignments.

Schedule of assignments and due dates for course:

You will receive an email every Monday; it is required that you read these emails, as they contain important information regarding assignments and the class to help you stay on track.

Week 1 assignments due 1/20

- Submit Initial Career Survey

Week 2 assignments due 1/27

- Course orientation assignments:
 - 5 question quiz
 - discussion intro
 - intro assignment submission

Week 3 assignments due 2/3

- Academic Learning modules and reflection

Week 4 assignments due 2/10

- Focus assessment

Week 5 assignments due 2/17

- Professional Skills modules and two reflections

Week 6 assignments due 2/24

- Keyword and job title assignment
- Occupational research worksheet

Week 7 assignments due 3/3

- Experiential Learning modules and two reflections

Week 8 assignments due 3/10

- Action Plan Worksheet

Week 9 assignments due 3/17

- Career Maturity Reflection

Week 10 Spring Break!**Week 11 assignments due 3/31**

- Meaningful Connections modules and two reflections

Week 12 assignments due 4/7

- Career Management modules
- Live resume webinar and quiz

Week 13 assignments due 4/14

- Resume assignment

Week 14 assignments due 4/21

- Global Perspective modules and two reflections
- Live interview webinar and quiz

Week 15 assignments due 4/28

- Mock interview assignment

Week 16 assignments due 5/5

- Final career survey
- Evaluations