Instructor information:
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Course Description
This course stresses the value of the arts and sciences degree in the labor market and develops basic job search skills to help students navigate the job search process. Students will learn to perform an effective job search by evaluating the skills and knowledge gained through the students' academic curriculum at The University of Kansas and applying it to their personal career goals. Emphasis is placed upon identification of individual career goals, analysis of the job market, and effective use of employment search tools (e.g., resumes, cover letters, interviewing, networking and management of career pathways).

LA&S 475 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. It is designed 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: Academic Learning and Career Management. 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

Academic Learning: developing and excelling at a course of study that provides both breadth and depth combining academic strengths, interests, and specialized knowledge in the context of career aspirations

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

Requirements:
- 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 need to 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).

Americans with Disabilities Act: The KU office of Disability Resources coordinates accommodations and services for all students who are eligible. If you have a disability for which you wish to request accommodations and have not contacted DR, please do so as soon as possible. Their office is located in 22 Strong Hall; their phone number is 785-864-2620 (V/TTY). Information about their services can be found at http://disability.ku.edu. Please also contact me privately in regard to your needs in this course.

The following is Article II, Section 6 of the Rules and Regulations of the University Senate, revised as of August 2006.
2.6.1 Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; **knowingly misrepresenting the source of any academic work**; unauthorized changing of grades;

unauthorized use of University approvals or forging of signatures; falsification of research results; **plagiarizing of another's work**; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

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 to talk via phone or Skype for Business.

Course Grading
All assignments will be graded on critical thinking, spelling accuracy and grammar, as well as the other items mentioned in their respective descriptions on the website. Since you are aware of all assignments and due dates from day one of the semester, late work WILL NOT be accepted. 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.

Grammar and Punctuation
It is expected that your assignments will be written using proper grammar and punctuation, as the work for this class should reflect the professionalism you should exude in a professional workplace.

Here is the technical grading scale:
2 errors: minus 1 point
3-4 errors: minus 2 points
5-6 errors: minus 3 points
7+ errors: no credit will be given for the assignment

Tips for Success in an online course

1. Technology can fail, so always save a copy of a document 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 Thursday.

4. Turn assignments in on time. Late work will not be accepted! 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.

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.

Schedule of assignments and due dates for course (Late work will NOT be accepted!)

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 8/27
- Professional communication article and video
- Read "The People Make the Place"
- Discussion Board 1 (worth 10 points)
- Focus assessment (20 points)
- Initial career survey and consent form (5 points): <mark>MOVED TO WEEK 2</mark>

Week 2 assignments due 9/3
- Read "Mentor Networks and Career Success"
- Discussion Board 2 (worth 10 points)
- Educational/learning materials
- LinkedIn assignment (worth 15 points)
- Initial career survey and consent form (5 points)

Week 3 assignments due 9/10
- Read "Recruitment of Applicants"
- Discussion Board 3 (worth 10 points)
- Company/organization research assignment (worth 15 points)

Week 4 assignments due 9/17
- Read "Job Analysis for a Changing Workplace"
- Discussion Board 4 (worth 10 points)
- Resume tips material
- Tailored resume assignment (worth 25 points)

Week 5 assignments due 9/24
- Read "What's Your Personal Social Media Strategy"
- Discussion Board 5 (worth 10 points)
- Cover letter tips material
- Tailored cover letter assignment (worth 25 points)

Week 6 assignments due 10/1
- Read "The Employment Interview"
- Discussion Board 6 (worth 10 points)
- Educational/learning materials
- Mock interview assignment (worth 20 points)
- Mock thank you letter assignment (worth 5 points)

Week 7 assignments due 10/8
- Read "The Changing Nature of the Employment Relationship"
- Discussion Board 7 (worth 10 points)
- Salary & benefits negotiation materials
- Mock budget/cost of living calculator assignment (worth 15 points)

Week 8 assignments due 10/15
- Read "Career Decision Making"
- Discussion Board 8 (worth 10 points)
- Informational interview and thank you letter (worth 20 points)
- Group project response (worth 30)
- Final career survey (worth 5 points)