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).

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/>.

Grades Scored Between			Will Equal
93 % and	100	%	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

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.

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.

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 <u>WILL NOT</u> be accepted. If you have a technological issue or other emergency, you need to contact your

instructor <u>IMMEDIATELY</u>—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 <u>CHECK YOUR GRADES REGULARLY</u> to ensure assignments were received. If there is a discrepancy, please contact your instructor within <u>1 WEEK OF THE DUE DATE OF THE ASSIGNMENT</u>.

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.

All discussions, as well as other writing assignments will be graded on grammar and punctuation. Some assignments such as the resume, cover letter, thank you letter, and mock interview have their own rubric which includes grammar and punctuation points. Assignments that do not include a specific rubric will be graded on grammar and punctuation using the following:

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**

Tips for Success in an online course:

1. Technology can fail, so always save a copy of a document in your records. If for some reason you absolutely cannot post an assignment as directed, you can email it your instructor with an explanation.

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. 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. Read all instructional materials prior to completing the corresponding assignments.

8. 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.

9. If you are having any issues with assignments or technology, contact your instructor. You can communicate via phone or Skype for Business.

10. If for some reason internet access is suddenly, temporarily unavailable for you, it is your responsibility to find a public place in which you can access the internet to complete your assignments and/or communicate the issues with your instructor. The public library, KU, and several local restaurants are places to consider.

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 1/19
- Read and interact with the syllabus
- Course orientation activities (15 points)
- Read "The People Make the Place"
- Discussion Board 1 (10 points)
- StrengthsQuest assessment - $10.00 fee (25 points)
- Initial career survey (5 points)

Week 2 assignments due 1/26
- Read "What's Your Personal Social Media Strategy?"
- Discussion Board 2 (10 points)
- Educational/learning materials
- LinkedIn assignment (15 points)
- KU Career Connections activation
- Resume tips material: tailored resume assignment is introduced.
- Informational Interview assignment is introduced

Week 3 assignments due 2/2
- Read "Recruitment and Selection: Hiring the Right Person"
- Discussion Board 3 (10 points)
- Company/organization research assignment (15 points)
- Tailored resume draft due and sent to your peer review partner

Week 4 assignments due 2/9
- Read "Job Analysis for a Changing Workplace"
- Discussion Board 4 (10 points)
- Resume peer review is due in Blackboard and emailed to your partner (10 points)

Week 5 assignments due 2/16
- Read "Mentor Networks and Career Success"
- Discussion Board 5 (10 points)
- Final tailored resume is due (30 points)
- Cover letter tips material
- Tailored cover letter assignment (25 points)

Week 6 assignments due 2/23
- Read "The Employment Interview"
- Discussion Board 6 (10 points)
- Educational/learning materials
- Mock interview assignment (30 points)
- Mock thank you letter assignment (5 points)

Week 7 assignments due 3/2
- Read "The Changing Nature of the Employment Relationship"
- Discussion Board 7 (10 points)
- Salary & benefits negotiation materials
- Mock budget/cost of living calculator assignment (15 points)
- Informational interview and thank you letter (20 points)

Week 8 assignments due 3/9
- Read "Highly Human Jobs" and the document about career transitioning
- Discussion Board 8 (18 points)
- Mock search committee member project written reflection (30 points)
- Final career survey (5 points