

LA&S 470
Job Search Strategies for Liberal Arts & Sciences Students

Syllabus – Spring 2018

COURSE DESCRIPTION:

This online course is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on 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

INSTRUCTOR:

Erin Wolfram: 785-864-7676 / ewolfram@ku.edu

Carly Klynsma (GA): 785-864-5672 / carlyk@ku.edu

Ashley Kuznia (GA): 785-864-5672 / akuznia@ku.edu

REQUIRED:

- You must have access to reliable internet and email 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 by 11:59 p.m.
- 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).

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.

COURSE OBJECTIVES:

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

- Develop a career-focused action plan and progress through supporting goals during the semester
- Identify marketable skills developed from a liberal arts education and demonstrate how to convey the value of transferable skills to employers
- Identify future employment alternatives
- Construct a professional resume and cover letter that clearly outlines student's unique skills and qualifications
- Effectively use online tools to identify appropriate jobs, internships, or graduate school programs
- Demonstrate an understanding of the dynamics of interviewing by effectively presenting unique contributions in an online mock interview setting
- Demonstrate knowledge of appropriate salary expectations and how one's personal value can provide room for negotiation

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. Grammar and punctuation evaluation will be built into rubrics for specific assignments.

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 you have a question about a grade or submission, please contact your instructor within **1 WEEK OF YOUR GRADE BEING POSTED**.

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

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.

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. All assignments are due by 11:59 p.m. on the designated due date.

Week 1 assignments due 1/19

- Initial career survey, 5 points

Week 2 assignments due 1/26

- Course orientation quiz, 5 points
- Course orientation assignment submission, 5 points

Week 3 assignments due 2/2

- Introductory career reflection, 20 points
- Start preparing for networking assignment (due 12/1)

Week 4 assignments due 2/9

- Reading assignments
- Action Plan Worksheet, 20 points

Week 5 assignments due 2/16

- Activate your KU Career Connections account and check mock interview link
- Browse Careers & KU Majors

Week 6 assignments due 2/23

- View the STAR interviewing method e-learning module
- STAR interviewing quiz, 8 points
- Professional skills reflections, 20 points total

Week 7 assignments due 3/2

- Reading assignments
- View employability/transferable skills e-learning module
- Position matching assignment, 10 points

Week 8 assignments due 3/9

- Mid-semester action plan check-in reflection, 10 points

Week 9 assignments are due 3/16

- Resume webinar (and content quiz), TBA

Week 10 Spring Break!!!

Week 11 assignments are due 3/30

- Reading assignments
- Resume tips guide
- Resume quiz, 10 points
- Tailored resume, 25 points

Week 12 assignments are due 4/6

- Reading assignments
- Cover letter tips guide
- Tailored cover letter, 20 points

Week 13 assignments are due 4/13

- Interviewing webinar (and content quiz), TBA

Week 14 assignments due 4/20

- Reading assignments
- Thank you letter tips guide
- Mock interview, 30 points
- Thank you letter, 10 points

Week 15 assignments are due 4/27

- Reading assignments
- Salary negotiation assignment, 10 points
- Networking assignment, 20 points

Week 16 assignments are due 5/4

- Action plan final reflection, 18 points
- Final career survey, 5 points
- Course feedback

Extra credit

- Locate and complete the two extra credit activities within the interactive syllabus in Blackboard (3 points total available).
- Make an appointment with your GA to discuss the course or your personal career development or job/graduate school search (5 points). This appointment must be separate from an in-person mock interview you might choose to do or an in-person appointment for your networking assignment you might choose to do.
- You will have one additional surprise option available to you later in the semester to earn some points back. Look for an email about this. Eventually information will be included in Blackboard also.

Tips for Success in an online course

- Contact your instructor if you have any questions or concerns. Meet your instructor in-person, if possible.
- Technology can fail, so always save a copy of an assignment in your records.
- 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.
- Read the weekly emails for updates and due dates. Know that all assignments are due on a Friday.
- 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.
- Check grades often in Blackboard, and notify instructor if you find a discrepancy immediately (within one week of the posting date).
- 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
- Proofread ALL assignments before submitting, as points will be taken off for grammar and punctuation errors based on the corresponding rubrics. 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.
- If you are having any issues with assignments or technology, make an appointment to speak with your instructor. You can communicate via phone or Skype for Business, if needed. If Wi-Fi goes down on campus, find a public place that has Wi-Fi to complete your assignments.