COURSE SYLLABUS

Job Search Skills

POFT 1120-4801
Number

1 - 0 - 1
Lecture - Lab - Credit

None
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By                                         Date

__________________________  __________________
Patricia Reid                        4/20/15

Reviewed By

__________________________  __________________
Troy Williamson                   4/20/15
Division Director/Desigee          Date
I. Instructor Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Patti Reid</th>
<th>Phone: 254-559-7720</th>
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<tbody>
<tr>
<td>Campus Office:</td>
<td>4BKC, Room 112</td>
<td></td>
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<tr>
<td></td>
<td>TSTC Breckenridge</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:patricia.reid@tstc.edu">patricia.reid@tstc.edu</a></td>
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<tr>
<td>Office Hours:</td>
<td>Monday-Friday</td>
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<td></td>
<td>8:00 a.m.-5:00 p.m.</td>
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<tr>
<td>Department Chair:</td>
<td>Troy Williamson</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:troy.williamson@tstc.edu">troy.williamson@tstc.edu</a></td>
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II. Class Times, Location

POFT 1120-4801 Wednesdays 12:00p – 12:55p
Breckenridge Center (4BKC) Room #105
Moodle Access https://mycourses.tstc.edu/

III. Program Outcomes

N/A - Interdisciplinary course, required course for all programs

IV. Course Description & Introduction

Development of skills required to seek and obtain employment in business and industry.

V. Learning Outcomes

A. Assess career aptitude

The student will:
- Determine what knowledge, skills, and abilities they were born with, gained through life experiences, or learned through education
- Determine how they were successful at achieving these skills through previous experiences or employment
- Differentiate between job-specific skills and transferrable skills
- Through job research, analyze each job posting to determine if their job skills match the employer’s recommendations

B. Describe job search procedures

The student will:
- Update TSTC JOBSTAR profile
- Create a list of networking individuals for prospective job leads or letters of recommendation
- Determine salary required to meet current family demands and research salaries that their career will offer
- Research and find job postings for their degree from three different sources such as newspaper, website, magazines or professional journals
• State the requirements/responsibilities of the job (including essential skills), pay scale, and benefits stated in the job posting

C. Prepare employment documents
The student will:
• Review different types of resumes and create one resume
• Determine what should be included in a well-written cover letter and produce one for the resume they created
• Properly fill out an online application

D. Participate in a mock interview
The student will:
• Exhibit proper business attire for the interview
• Exhibit positive and confident body language
• Demonstrate preparation for the interview
• Use concise and articulate language

E. Create a professional career portfolio relevant to his career
The student will:
• Submit a professional career portfolio that includes a corrected and revised final resume

F. Analyze a job offer and review what should be accomplished the first month on the job
The student will:
• Determine how to evaluate the culture of the company and the different management styles of employers
• Analyze diversity and how to handle diversity on the job
• Review additional training that a new employee goes through the first month on the job-sexual harassment, EEOC, and various certifications companies receive

Students may vary in their competency levels on these abilities. You can expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.
VI. Assessment Methods & Grading Policy

Grading Policy
Overall grading is based on the 100% scale where
A = 90+, B = 80-89, C = 70-79, D = 60-69, F = 0-59.
This is a credit course. A passing grade is C or better. Students receiving a grade of D or less will have to repeat the class.

POFT 1120 grading is computed as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
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<tr>
<td>Discussion Questions</td>
<td>10%</td>
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<tr>
<td>Weekly Assignments</td>
<td>20%</td>
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<tr>
<td>Mock Interview</td>
<td>30%</td>
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<tr>
<td>Semester Project: Career Portfolio</td>
<td>30%</td>
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Assignments/Discussion Posts
Assignments will be graded on spelling, grammar, punctuation, quality of work, and how well you follow instructions. Discussion posts will be graded on spelling, grammar, punctuation, how well you communicate your idea, and how completely you answer the question. Weekly assignments are due each Sunday by 11:55 p.m.

Late Work
Points will be deducted for any work turned in after the due date.
- Late 1 day, your grade starts at an 80.
- Late 2 days, your grade starts at a 60.
- After 3 days, it’s an automatic 0.

Always refer to Due Dates shown in Moodle. Allow yourself plenty of time to submit the work and don’t try to submit in the last 5-10 minutes because your clock could be set a few minutes off.

Semester Project – Career Portfolio
Throughout the course of this class, we will be working on different items to help you build your career portfolio. These items include:
- A complete resume
- A cover letter
- A list of references
- One letter of recommendation
- Copy of certifications (if any)

You will submit your career portfolio during Week 14 as your final project for the class.
VIII. Textbook/Reference Materials

No textbook is required for this course
Internet access is required
Jump drive or flash drive is required

IX. Additional Resources & Supplies

Microsoft Word & Excel *(Microsoft Works & Word Perfect are not acceptable)*
Adobe Reader/Flash Player
Yahoo Instant Messenger

X. Class Participation Policy & Student Conduct

*Academic Integrity*
All work turned in must be your own. Any work turned in represented as yours that is not will be considered plagiarism. The punishment for plagiarism will be removal from the course with a grade of F and possible removal from the program and/or college.

*Attendance Policy*
You will receive a 100 for every day of class you attend, and a 0 for days you are absent without prior notification to your instructor. You will be allowed one sick day, and one vacation day to use at your discretion without penalty for the semester, but you must notify your instructor at least 1 hour prior to the start of the class. If you are in class 15 minutes after the start of class you will be counted as absent.

XI. Safety

- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
- *Do Not* re-enter a building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.
XII. Special Needs

If you have a documented disability that will impact your work in this class, please contact the ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call (325) 236-8292 or email amy.freeman@tstc.edu.

XIII. Course Schedule

Week 1: Introduction
   Discussion Post
   Assignment: Syllabus Quiz
   Program Evaluation
   Apply for Graduation

Week 2: Resumes (Part I): Summary & Skills
   Discussion Post
   Assignment: Submit Resume

Week 3: Resumes (Part II): Education, Work History, Activities/Honors
   Discussion Post
   Assignment: Submit Resume

Week 4: Networking/References
   Discussion Post
   Assignment: Submit Corrected Resume, Submit References Page

Week 5: Online Job Boards/JOBSTAR
   Discussion Post
   Assignment: Update JOBSTAR Profile, Upload Resume to JOBSTAR

Week 6: Job Search
   Discussion Post
   Assignment: Submit 3 Job Postings

Week 7: Cover Letters
   Discussion Post
   Assignment: Submit Cover Letter

Week 8: Job Applications
   Discussion Post
   Assignment: Submit Completed State Application

Week 9: Interviewing
   Discussion Post
   Assignment: Submit Interview Questions

Week 10: Interview Process/Professional Dress
   Discussion Post
   Assignment: Schedule Mock Interview
   Submit Corrected Cover Letter

Week 11: Recommendations & Negotiations
   Discussion Post
   Assignment:Submit Letter of Recommendation

Week 12: Company Culture & Different Management Styles
   Discussion Post
   Assignment: Share Company Culture

Week 13: Understanding Your Rights & Benefits
   Discussion Post
   Assignment: Complete Mock Interview
   Sexual Harassment Quiz

Week 14: Career Portfolio
   Discussion Post
   Assignment: Submit Career Portfolio

Week 15: Final Discussion & End of Course Evaluation
   Discussion Post
   Assignment: End of Course Survey
   Update Contact Information
XIV. Instructor CV – Patti Reid

**Education**

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<tr>
<th>Name of Institution</th>
<th>Degree Earned</th>
<th>Date Earned</th>
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<tbody>
<tr>
<td>Midwestern State University</td>
<td>Bachelor of Applied Arts &amp; Sciences</td>
<td>December 2007</td>
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<tr>
<td>Texas State Technical College</td>
<td>Associate of Applied Science</td>
<td>August 2004</td>
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**Certifications**

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<th>Name of Certification</th>
<th>Date Expires</th>
<th>Date Earned</th>
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**Industry, Teaching or Training, and Other (Examples: publications and memberships)**

**Experience Relevant To Course**

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<thead>
<tr>
<th>Description of Experience Related To Course</th>
<th>Date Ended</th>
<th>Date Began</th>
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<tbody>
<tr>
<td>Texas State Technical College – Instructor of Job Search Skills</td>
<td>1997-present</td>
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<td>Coordinator of Student Support Services</td>
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<td>Bookstore Manager</td>
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<tr>
<td>Assistant Supervisor of Continuing Education</td>
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<td>Administrative Assistant, Continuing Education Department</td>
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<tr>
<th>Received the Avery Award for Staff Excellence</th>
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Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course POFT 1120 4801 Job Search Skills. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

__________________________________  ________________________________
Student Printed Name    Signature

________________________
Date