

**General Studies 205 Careers/Job Search**  
**Sample Syllabus Fall & Spring Quarters**  
Tues/Thurs 1:30 to 2:30 p.m.

Instructor: Melanie Butler, Career Counselor, 654-3034  
Office: Career Development Center (CDC), CAF 102  
Required Text: CDC Guide (provided).

Email: mbutler@csb.edu  
Office Hours: 8 to 5, M-F (lunch 11:30)  
Website: www.csub.edu/cdc

Course Goal

After completing this course and upon graduation, students will have the ability to effectively market themselves for a professional career.

Course Objectives

Students will be able to:

- Make career decisions based on their assessments of interests, personal values, and options
- Declare a major and/or choose a career path/occupation
- Prepare job search materials (resume and cover letter)
- Research jobs and organizations for the purposes of applying and interviewing for specific positions
- Further their career goals by using known job search and interviewing techniques
- Access services provided by the Career Development Center

Grading

Grading Policy

This is a graded two-unit class. Your grade is based on exercises, written assignments, and attendance/participation (including discussions). There are no midterms, term papers, or final tests. You should refer back to this syllabus frequently, so that you can have assignments done and turned in on time.

Assignment

<u>Assignment</u>	<u>% of grade</u>
Attendance/Participation	10
Exercises/Oral and Written Assignments	20
Resume	30
Cover Letter	30
Mock Interview (credit/no credit)	10

**Attendance/Participation**

Attendance and participation are required. In order to get the most out of this class, you should (1) be on time, (2) have done the reading and assignments, and (3) bring note taking materials and your book to class. Thus prepared, you will be able to participate knowledgeably in the discussions. **When you share your unique perspective and experience you will help others in the class in their job search and you will, in turn, learn from them.**

You are expected to attend every class. If you must miss a class, please call me at 654-3034 or come by my office in CAF 102 to arrange to pick up any handouts. You may ask a classmate to share their notes with you. Two classes missed will result in the lowering of your grade. More than two missed classes may result in your being dropped from the class, but do not assume I will officially withdraw you from the class.

**While you are attending this class or any other, please shut off cell phones and pagers.**

Calendar

<u>Week</u>	<u>Activity / Readings / Assignments</u>
1	<b>Introduction to class</b> Read: CDC Guide pp. 4 <b>How to Choose a Major</b> Assignment: Take interest survey, print out results list and 2 or 3 occupations that require a bachelors degree
2	<b>Skills (building your resume)</b> DUE: Survey results list and 2 or 3 occupations. Read: CDC Guide pp.8-16 <b>Resume</b> Assignment: Draft Resume
3	<b>Researching Options</b> Assignment: Choose a Job Announcement Read: CDC Guide p.5, CDC Guide pp. 23-25 <b>Job Search</b> DUE: Draft resume (Sign up for resume review appointment) Read: CDC Guide p. 19 (Researching potential employers & What facts are you looking for?)
4	<b>Researching a Company</b> DUE: Job Announcement Assignment: Research a Company, one page answer to questions, Questions 1 through 10 on p. 19 Read: CDC Guide p. 30 <b>Advanced Job Search/Networking</b> DUE: Final Resume
5	<b>Discussion: Company Research</b> DUE: Answers to questions on company research (p.19) <b>Guest Speaker</b> Read: CDC Guide pp. 9-10 (Preparing your cover letter), &17
6	<b>Cover Letters</b> Assignment: Draft Cover Letter <b>How to Choose a Career</b>
7	<b>In-Class Cover Letter Critique</b> DUE: Draft Cover Letter Read: CDC Guide pp. 6-7, 18-22, and 26-27 <b>Interviewing</b> Assignment: Mock Interview appointment (sign up)
8	<b>Decisions/Goals</b>  <b>Work Ethics/Life Mission</b>
9	<b>Guest Speaker</b> DUE: Final Cover Letter (draft, final, job announcement, checklist) <b>Salary Negotiation</b>
10	<b>Personal Beliefs and Assumptions</b> Read: CDC Guide p.31 <b>Keeping Track of Accomplishments/Jeopardy</b>