

EDPS 490 C

Career Opportunities

Course Policies

Course Objective:

Overall the focus of this course is on developing a student's proficiency in resume writing and job interviewing.

Grades

The overall course grade will be based on 10 assignments. Each assignment is worth 10 points, the interviews are 5 points each. In order to receive full points for 2 interviews, the student must complete both interviews on time.

Over 2 **absences will result in an automatic "F" for the course.** An absence is defined as illness, the death of an immediate family member, religious holidays, etc. Without prior notification, there will be no make up work accepted. Any make up work is at the discretion of the instructor. Overall course letter grades will be assigned as follows.

A	100% - 90%
B	90% - 80%
C	80% - 70%
D	70% - 60%
F	< 60%

Course Assignments

	<u>Due In Class Week#</u>
1. Exercise #1	2
2. Exercise #2	3
3. Exercise #3 A	4
4. Exercise #3 B	5
5. Resume Draft	6
6. Resume	7
7. Exercise #4	8
8. Cover Letter Draft	11
9. Cover Letter	12
10. Interview 1 5pts	14
Interview 2 5pts	15

Textbook

Resume Writing Made Easy

The text may be purchased at University Bookstore.

Course Instructor

It is important that students maintain close contact with the instructor. The HORIZONS' instructor is a valuable resource that can assist the student in many ways. It is important that the student contact their instructor as soon as possible concerning absences or difficulties with assignments. All instructors have their offices in the HORIZONS' office in Schleman Hall Room 230. Office hours are 7:30 AM to 5:00 PM, Monday through Friday.

Course Instructor:

Trina Zych

494-6492

HORIZONS' Office:

Sindie Hornbeck (Office Manager)

47094

HORIZONS' office, Schleman Hall 230

EDPS 490C Syllabus

Week		Topics	Requirements
1		Getting Started: Expectations and Responsibilities	
2		Information About Resumes and Job Search	Read Chapter #1 Due: Exercise #1
3		The Job Search Campaign	Read Chapter #2 Due: Exercise #2
4		Laying the Groundwork for Your Resume	Read Chapter #3 Due: Exercise #3 A
5		Laying the Groundwork for Your Resume	Chapter #3 Continued Due: Exercise #3 B
6		Preparing Your Resume	Read Chapter #4 Due: Resume draft
7		Preparing Your Resume	Chapter #4 Continued Due: Final copy of resume
8		Resume for Entry-Level Job Seekers	Read Chapter 5 Due: Exercise #4

9		Resumes for People Seeking Advancement & People Changing Careers	Read Chapters #6 & 7 .
10		SPRING BREAK 3/9-3/17	
11		The Cover Letter	Read Chapter # 9 Due: Cover letter Draft
12		The Cover Letter	Chapter # 9 Continued Due: Final draft cover letter
13		The Interview	Read Chapter # 11 .
14		The Interview	First Video Taping.
15		The Interview	Second Video Taping
16		Closure	Read Chapter #12