

COL 499: Career Search Preparation Materials, Logistics, and Communication

Fall 2016

General Information

Pre-requisites: None

Class Schedule: Wednesday & Friday (6:30pm – 7:50pm) September 7 – October 14

Classroom: Blanc

Instructor: Mojan Ahmadi

Office Hours: Tuesday 10:30am – 11:30am /Thursdays 10:30am – 11:30am & by appointment

Office: Student Affairs Office (Dragon's Lair)

Contact: mahmadi@digipen.edu (425) 629-5014

Course Description:

This is a capstone course for students to prepare their application materials and learn how to effectively search for an entry-level job in their field. The goal of this course is to have a polished resume, cover letter, business card, and online/web presence by the end of the semester, as well as a search strategy for seeking employment.

Course Objectives:

This course will support students in preparing their application materials (including a polished resume, cover letter, business card, and online/web presence.) Students will also develop skills to job search, network, interview, and research companies effectively. The most important goal however, is for students to gain confidence in themselves and the career preparation process by the end of the semester.

Textbooks: None (You're welcome)

Course Materials:

Class Web Page – Moodle: www.distance.digipen.edu

Job Portal Account – www.digipen.edu/jobportal

LinkedIn Account – www.linkedin.com

Graded Assignments:

Resume (10 pts)

Cover Letter (10 pts)

Job Portal/LinkedIn Account (5 pts)

Portfolio Website (5 pts)

Special Topics Presentation (20 pts)

Final Professional Portfolio (50 pts)

70 points or higher will result in a passing grade in COL499.

Outline and Tentative Dates (Content is subject to change based on discretion of the instructor):

Class One 9/7/2016:

Introduction to COL499

Course Syllabus

Bring 1 copy of your resume next session

Class Two 9/9/2016:

Resume Lecture

Due Today: 1 paper copy of your resume

Class Three 9/14/2016:

Developing your Personal and Online Brand

Due Today: Resume (10 pts) – Hard & Electronic copy

Class Four 9/16/2016:

Organizing a Job Search Lecture

Company Research Activity

Due Today: LinkedIn Account (5 pts) – Submit link on Moodle by 6:30pm day of class

Class Five 9/21/2016:

Decoding Job Descriptions and Cover Letters Lecture

Due Today: Basic Portfolio/Website (5 pts) – Submit link on Moodle by 6:30pm day of class

Due Today: Special Topics – GROUP A (20 pts) 5

Class Six 9/23/2016:

Interviewing Lecture & Activity

Due Today: Cover Letter & Corresponding Job Description (10 pts) - Hard & Electronic copy

Due Today: Special Topics Presentation – GROUP B (20 pts) 4

Class Seven 9/28/2016:

Guest Lecturer Prof. Ellen Beeman– Technical Interview Preparation (*subject to change*)

Due Today: Special Topics – GROUP C (20 pts) 2

Class Eight 9/30/2016:

Guest Lecturer: Rachel Thompson—Networking

Due Today: Special Topics – GROUP D (20 pts) 3

Class Nine 10/5/2016:

Guest Lecturer: Alumni Panel & Portfolio Review

Class Ten 10/7/2016:

Salary Negotiation Lecture

Course Evaluations

Due Today: Special Topics – GROUP E (20pts) 4

NO Final Exam

***Due October 14, 2016 at 6:00pm: Final Professional Portfolio
(Resume, Sample Cover Letter w/ Job Posting, LinkedIn Profile, and Website) (50pts)***

Assignment Descriptions:

Resume

You will bring hard copies of your resume to the second class session to make changes during the lecture. In this class you will learn the basics of formatting, content creation, and how to tailor your resume to various jobs. Since the corrected version is not due until the following week, you are welcome to make an appointment with Career Services for assistance in the meantime.

LinkedIn Account

LinkedIn is a critical resource when it comes to job searching in the 21st century. This is a free professional social networking website that includes tools such as a robust job search engine, alumni tools, news posts, and online learning guides. In this class, you will learn how to use this tool effectively as well as what to include in your profile to attract recruiters and industry professionals.

Basic Portfolio/Website

Online portfolios, if done right, can make your application stand out tremendously. For those pursuing a creative field such as art, writing, or music, portfolios are essential. For the portfolio assignment you are expected to have the basic components of a website ready for submission.

Cover Letter & Corresponding Job Description

Cover letters are the subjective half to your objective, fact driven resume. This document reflects the “why” behind the “what”. With cover letters, you will allude to your resume, NOT repeat it. In this class you will learn the purpose of a cover letter, what to include, and how to customize it for each position you apply for using job descriptions.

Special Topics Presentation

You will present a 5-8 minute lecture on a topic that pertains to your career goal(s) in some way. You will be educating your peers who may not have the same knowledge base as you, so you want to make sure you craft and deliver your presentation in a manner that makes sense for “laymen”. Objectives for this presentation include improved public speaking skills, increased knowledge of an area, gained confidence, and learning how to share information effectively to various audiences. This presentation may be accompanied with presentation tools and aids such as PowerPoint, Google Slides, video, etc... Because professional presence and delivery is the purpose of the assignment, you may have limited use of these tools.

Final Professional Portfolio

The Final Professional Portfolio is a polished, revised compilation of assignments turned into COL499 so far, namely the resume, cover letter with corresponding job description, LinkedIn profile, and website. You will be given feedback on your assignments from your instructor throughout the semester and this feedback must be applied to the final portfolio materials to be considered complete. It is highly encouraged to make an appointment with Career Services before turning in your final product. The Final Professional Portfolio is worth 50 points and replaces what would be your “final exam”.

Policies and Procedures:

Grading and Attendance Policy

A Pass “P” or Fail “F” grade will be assessed upon completion of Week 5 based on the following 100 point rubric. A student with satisfactory completion of 70% of homework assignments, with no more than one unexcused absence, will result in a “P”. Homework will result in a passing grade as long as information presented is accurate and complete based on rubrics. The instructor reserves the right to assign additional homework not listed in the syllabus.

In addition, if you must be absent from class, please communicate that via email to the instructor as early as possible. More than one unexcused absence will result in a failing grade in the course.

Late Policy

Assignments are due at the beginning of class (6:30pm) on the date listed in the course syllabus. Late assignments will not be accepted for credit unless prior arrangements have been made with the instructor. Students can turn in assignments late (for no credit) to receive instructor’s feedback to make changes before Final Professional Portfolio is due on the last day of the five week session (October 14).

Academic Integrity Policy

Academic dishonesty in any form will not be tolerated in this course. Cheating, copying, plagiarizing, or any other form of academic dishonesty (including doing someone else’s individual assignments) will result in, at the extreme minimum, a zero on the assignment in question, and could result in a failing grade in the course or even expulsion from DigiPen.

Disability Support Services

If students have disabilities and will need formal accommodations in order to fully participate or effectively demonstrate learning in this class, they should contact the Disability Support Services Office at (425) 629-5015 or dss@digipen.edu. The DSS Office welcomes the opportunity to meet with students to discuss how the accommodations will be implemented. Also, if you may need assistance in the event of an evacuation, please let the instructor know.