**CPP 1001**

**Group Assignment**

**Frequently Asked Questions (FAQ)**

**I don’t know how to choose a groupmate for this assignment, I don’t know anyone in the class.**

This is the perfect opportunity to work with someone else and review their job postings, resume, and cover letter and give some feedback, similar to what you would do in the work world. Go to Week 3 and “Select your Groupmate” and choose someone to work with. If you don’t choose, your Instructor will assign remaining members to a group.

**My groupmate won’t respond to my emails.**

This happens sometimes with group work. The recommendation is that you contact your Instructor right away and let them know what has happened and they will make suggestions as to how you should proceed. This is a reminder not to leave any assignments to the last minute, the more time you have for a solution, the better.

**What kind of job postings should I look for?**

This is a great question. For this assignment, you are not looking for your typical part time job opportunities that you might want to find to work at right now. You are looking for a position that you would apply to for your co-op or after you graduate. Generally, you would look for job postings that demonstrate skills that are related to the skills/outcomes you are developing in your Lambton program.

**Do I have to retype all the Job Postings?**

You don’t have to type them all, you could take screen shots of each posting you find and save them in one document or Print the screen to PDF.

**I don’t understand how you can view the feedback to my groupmates.**

One word of advice – it is usually easiest if you save your job descriptions and rough draft of the resume and cover letter as Word Documents. This way, your group mates can type into the documents to leave comments and editing suggestions (you can do this right on the page or you can go to the Review Tab in Word – and track changes).

**I need to update my Cover Letter and Resume, but I am not sure what information I should include.**

Everyone should update their cover letter and resume regularly, and it should be targeted for every job you apply for. Watch the Week 5 Resumes Module/Week 6 Module on Cover Letters for help with this. There are resources posted in our course and on job search sites, there are a lot of resources to help with seeking a job.

**I don’t have any work experience at all, I am not sure what to add to my resume.**

That’s okay if you don’t have work experience in your resume, everyone must start somewhere. If you don’t have work experience, you may have experience from school activities, volunteering, or relevant hobbies that can show employers your achievements and transferable skills. You can also refer to the Resume Module for more information on this.

**What documents should I upload for my submission?**

You will upload the following to Moodle – remember the submission is individual. You can upload multiple documents (3 max) or you can scan all into one pdf the following:

* 1. Title Page including your name and your group members name(s)
  2. All Job Postings shared by the group (min. 3 each)
  3. Your Cover letter and resume with editing suggestions by the group members included (make sure the editing suggestions are visible with who is making the comments) –only need your documents with their feedback as this is an individual submission.
  4. Your Resume and Cover Letter – the final version you want to have graded.
  5. You can upload 3 documents max in the DropBox so if you have more than 3 – you should scan them into 1 document.

**Do I upload my own documents or my groupmate’s documents as well?**

You upload your own documents. Your groupmate cannot upload for you.

**I have more than 3 documents, how do I upload them?**

You can upload 3 documents max in the Dropbox so if you have more than 3 – you should scan them into 1 document. If you don’t have access to a scanner, you can download an app on your phone to scan them in through your camera.

**How do I receive good grades in this assignment?**

Instructors are looking for the following:

* collaboration with your team
* that you made efforts to give constructive feedback to your teammate(s)
* a consideration of your skill set and what you have accomplished in your education and work
* that you took the time to create a thoughtful resume and cover letter to apply to the job posting you selected.
* An update to your resume as above with the typical personal details/declaration removed as they are not applicable in Canada.

**Help! I have reviewed all the materials and I am still not sure how to do this assignment.**

Okay, no problem, here is a scenario for you that might help you.

Gurpreet and Helena are in a group together. Gurpreet goes to Indeed.ca and finds a suitable full-time job that she would like to apply to when she is looking for her coop or when she graduates. She then finds 2 more job postings for a total of 3. She shares the 3 job postings with Helena.

Meanwhile, Helena is doing the same thing, she finds 3 job posting she likes. Both realize that they are looking into the future, neither one is going to apply to this job at this time, but it would be what they would be looking for later when it is time to apply for coop positions.

Both students spend some time considering the job postings they found. Gurpreet likes the job that Helena found and is going to prepare her resume and cover letter to apply to that job. Helena likes a different job posting that she found, and she is going to prepare her resume and her cover letter for that job posting. It’s okay that they apply to the same posting. It is also okay if they apply to different postings.

Both go ahead and prepare their cover letter and resume after reviewing Modules 5 and 6 and thinking about what they have accomplished, their skills and their experience, both from work and volunteer.

They then share their draft cover letter and resume with each other for feedback. Gurpreet types her feedback right onto Helena’s resume and cover letter in MS Word. They can do this in the Review tab in MS Word – track changes. Helena writes her feedback in pen on Gurpreet’s resume and cover letter and then scans both documents in to return to Gurpreet. Both teammates have made sure that their feedback is valid and thoughtful – they truly want to help each other have the best possible resume and cover letter.

The group part of this assignment is over when this feedback has occurred.

Now both students work individually and prepare their “Targeted Application Package” and for this example, we will use Helena’s example only. Helena takes Gurpreet’s feedback on her cover letter and resume and considers if she wants to use it or not. She makes some changes and finishes up her cover letter and resume and saves them into final drafts.

She prepares a title page with her name at the top and then the Group Number along with Gurpreet’s name and hers at the bottom to indicate they collaborated. She takes the 6 total job postings they found and her cover letter and resume with Gurpreet’s feedback on them and her final edited copies of the cover letter and resume (this is a total of 10 pages of documents) and scans them all into one document to upload to Moodle in the Group Assignment Dropbox. (Please note she doesn’t upload Gurpreet’s cover letter and resume, Gurpreet will do that).

She also makes sure she hits “Submit” and receives confirmation that she submitted the assignment – as Drafts will not be graded. Helena also makes sure that she uploads at least 2 hours before the due date because late submissions are not accepted.

If there was more than 2 people in the group, there would be more than 10 pages. Scanning them all into one document makes sense as there is a restriction by Moodle of accepting only 3 documents.

Then all members of the group wait for the feedback on their individual cover letter and resume and the assignment from their Instructor.