

CAREER SERVICE SYLLABUS

Career Assignment #1: Getting Started With Your Job Search

Due Date: Saturday, July 8th

Description: Career Homework 1 - Learn the fundamentals of beginning the job search in a new field; understanding job titles, descriptions and local resources to assist in your job research. You will research and discover opportunities in web development that appeal to your skills and preferences.

Instructions:

- Watch the [Video Lesson](#) and use the [market resource resource guide](#) and [national guide](#) to log into different job search sites to start researching open opportunities in the web development field
- Start searching for jobs with the following titles (you are not limited to these job titles but this is a good place to start)
 - Full Stack Developer
 - Frontend Web developer
 - Backend Web Developer
 - Product Manager
 - Technical Project Manager
 - QA and Test Engineer
 - Software Developer
 - Application Development Manager
 - Computer Programmer
 - Web Designer
 - Email Developer
 - Java Developer
 - Technical SEO Specialist
 - Web Producer
 - Technical Business Analyst
- Find 2-3 jobs that are particularly appealing to you. Save the links to the job leads and add them to a Google Doc
- Write a short description as to why these positions appeal to you to give your Career Coach an understanding of your career goals. Add this description to the same google doc
- Upload the link to this Google Doc to the BCS homework assignment. Ensure your sharing preferences are set to "Anyone with this link can edit". Watch this [video](#) to show you how

Career Assignment #2: Building Your Bio and Perfecting Your Pitch

Due Date: Saturday, July 29th

Description: Learn to perfect your Elevator Pitch by writing your BCS bio, and think through your translatable skills. This assignment will help you also start thinking about your resume summary and LinkedIn profile.

Instructions:

- [Watch the Video Lesson](#). Use the "Flower Diagram" To start thinking through and writing about the translatable skills you have developed through your past experience and education.
- Use a Google Doc to create the petals of the flower diagram. For Petals 1-7 - list 2-3 items for each petal.
- On the same Google Doc write a 300 character bio to be used for your BCS Career Profile
- Upload the link to this Google Doc to the BCS homework assignment. Ensure your sharing preferences are set to "Anyone with this link can edit"

One More Thing...

Your Profile Coach will be providing comments and feedback directly on your Google Doc. Please check back for comments two weeks after the due date for this assignment. Incorporate the feedback and suggestions immediately.

Career Assignment #3: Redacting Your Resume

Due Date: Saturday, Sept. 9th

Description: Learn to redact and polish your technical resume

Instructions:

- [Watch the Video Lesson.](#)
- Either revise your current working resume or create a new technical resume according to the lesson in a Google Doc. Review [these examples](#) for assistance
- Upload the link to this Google Doc to the BCS homework assignment. Ensure your sharing preferences are set to “Anyone with this link can edit”

One More Thing...

Your Profile Coach will be providing comments and feedback directly on your Google Doc. Please check back for comments two weeks after the due date for this assignment. Incorporate the feedback and suggestions immediately.

Career Assignment #4: Creating and Editing Your Online Presence

Due Date: Saturday, October 21st

Description: Learn to establish and edit your LinkedIn profile to reflect your new career goals, update and clean up your GitHub, and create or work on a polished and professional personal Portfolio

Instructions:

- Watch the [video lecture](#) to get you started with this lesson
- Update your LinkedIn profile according to the [tutorial](#)
- Clean up your Github code and create Readmes for each of the pinned projects according to the [tutorial](#)
- Create or update your personal Portfolio site or use a template to create your personal Portfolio according to the tutorial
- Upload the links to each of these, LinkedIn profile, Github, and personal Portfolio, to complete this assignment.

One More Thing...

Your Profile Coach will be providing comments and feedback through the “Comments” section on your BCS Career Profile. Please check back for comments two weeks after the due date for this assignment. Incorporate the feedback and suggestions immediately.

Career Assignment #5: Targeting the Job You Want

Due Date: Saturday, November 18th

Description: Revise past Career Homework assignments based on feedback and upload updated links to their BCS Career Profile; Bio, Resume, LinkedIn Profile, Github, and Portfolio to complete your Career Profile.

Instructions:

- [Watch the Video Lesson](#)
- Ensure the following are revised according to feedback and comments from Profile Coach: Bio, Resume, LinkedIn, Github, and Portfolio
- Upload the links to each of these on your BCS Career Profile

One More Thing...

Your Profile Coach will be providing comments and feedback through the “Comments” section on your BCS Career Profile. Please check back for comments two weeks after the due date for this assignment. Incorporate the feedback and suggestions immediately.

Career Assignment #6: Networking Practice

Due Date: Saturday, December 2nd

Description: Attend at least 1 networking event in the tech community and write a short 500 word summary of the experience and results.

Instructions:

- Utilize your Market Resource Guide to find different tech events to attend
- Use <https://www.meetup.com/> to also find you find a meaningful event to attend
- Write a 500 word summary of the event including the name, location, and date of the event attended. Discuss the experience; pros and cons, who you met, and what you learned about your networking abilities.