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| **Instructor** | Marci Johnston | **Credits** | 1 |
| **Office** | T-101 | **Grading** | A-F |
| **Office Hours** | 9:00am - 4:00pm | **CRN** | 43764 |
| **Telephone** | 541-917-4786 | **Class Meets** | Mondays 2:00-2:50pm |
| **E-mail** | johnstm@linnbenton.edu | **Zoom Room** | <https://linnbenton.zoom.us/j/9242846700> |

**TEXTBOOK:** *No textbook required – Supplemental resources will be used*

**COURSE DESCRIPTION**: Learn how to search for work in the field of child and family studies. Develop your resume, letter of application and professional skills for successful employment.

**COURSE OUTCOMES:**

* Upon successful completion of this course, students will be able to:
  + Identify steps of effective job search and create supportive materials.
  + Examine professional skills needed in the field.

**METHODS OF INSTRUCTION:** Lecture, small group collaboration, and use of campus resources.

**SUBMISSION INSTRUCTIONS:** Assignments can be submitted through Moodle. Some may be shared via Google Drive. You are not required to visit your Moodle shell before our first class, but please make sure that you are able to log in to Moodle via your Single Sign On at<https://identity.linnbenton.edu/>. If you have any problems logging into Moodle, please contact Student Help Desk 541-917-4630, student.helpdesk@linnbenton.edu.

**ABSENCES & LATE WORK**

Attendance is critical in real world employment situations. Employers expect employees at work every day and on time. The same expectation is required for this course - to login to Zoom on Mondays at 2:00pm. If you are unable to logon at the time of class, please notify your instructor ahead of time so alternative options will be discussed. All presentations, handouts and homework assignments will be available in Moodle. Late work may be accepted for extenuating circumstances. Please notify instructor (just like you would an employer) that you cannot complete assignment by deadline and why. Instructor will work with you to make acceptable arrangements.

**LBCC/COURSE ACADEMIC DISHONESTY POLICY**

Students at LBCC are responsible for pursuing their studies with honesty and fairness. Acts of academic dishonesty including such activities as plagiarism or cheating, are regarded by the college as very serious offenses. An instructor has the right to issue an “F” grade for the course in which the instructor believes the student has cheated or plagiarized and should report all acts of dishonesty to the Assistant Dean of Student Services. Students are encouraged to ask the Writing Desk for a copy of “What’s Plagiarism and How Can you Avoid It?” and to be familiar with “Students’ Rights, Responsibilities, and Conduct.” LBCC Comprehensive Statement of Nondiscrimination.

**GRADING**

25 pts HW #1 Pre-Survey

50 pts HW #2 Networking & Informational Interview

50 pts HW #3 Resume Draft

50 pts HW #4 Cover Letter Draft

50 pts HW #5 Interview Preparation

50 pts HW #6 Resume Final

50 pts HW #7 Cover Letter Final

50 pts HW #8 Mock Interview Evaluation

25 pts HW #9 Post-Survey

100 pts Final - Portfolio & Presentation

450 - 500 pts = A

400 - 449 pts = B

350 - 399 pts = C

300 - 349 pts = D

299 or below = F

**Extra Credit: Due by Week 9 06/01/2020**

25 pts LinkedIn Profile

REQUEST FOR SPECIAL NEEDS OR ACCOMMODATIONS: Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://www.linnbenton.edu/board-policies-and-administrative-rules). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public\_report](http://linnbenton-advocate.symplicity.com/public_report)

Syllabus subject to change due to situational need for adjustment. Students will be notified by Moodle and in class when adjustments are made.

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| WEEK/  DATE | TOPIC(S) | ASSIGNMENT(S) | DUE |
| Week 0  03/30/2020 | TERM DELAYED BY ONE WEEK |  |  |
| Week 1  04/06/2020 | Syllabus & Introduction  Present: Job Search/Networking | HW #1: Pre-survey  HW #2: Networking & Info Intvw | 04/13  06/01 |
| Week 2  04/13/2020 | Present: Resume  Activity: Hiring Committee | HW #3: Resume Draft | 04/20 |
| Week 3  04/20/2020 | Present: Cover Letter  Activity: Cover Letter Critique | HW #4: Cover Letter Draft | 04/27 |
| Week 4  04/27/2020 | Present: Interviewing  Activity: Interview Q & A | HW #5: Interview Questions | 05/04 |
| Week 5  05/04/2020 | Present: Portfolio/Presenting  Activity: Portfolio Outline | HW #6: Resume Final | 05/11 |
| Week 6  05/11/2020 | Present: Professionalism  LinkedIn info | HW #7: Cover Letter Final | 05/18 |
| Week 7  05/18/2020 | Mock Interviews | HW #8: Mock Interview Evaluation  Reminder: Complete HW #2 | 06/01 |
| Week 8  05/25/2020 | HOLIDAY - No Class | ExCr: LinkedIn Profile | 06/01 |
| Week 9  06/01/2020 | Prep for Final | HW #9: Post Survey | 06/08 |
| Week 10  06/08/2020 | FINAL: Portfolio/Presentation |  |  |