**Job Search Skills: ED/Child and Family Studies**

**ED 7.725/ED 199: 1 credit**

**Mondays: 2:00 to 2:50 p.m.**

**INSTRUCTOR:** Aoife Rose Magee

**OFFICE:** LM 103

**CONTACT INFORMATION:** 541-917-4909 or mageea@linnbenton;edu

**OFFICE HOURS:** By appointment

**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.

**Student Learning Outcomes**

1. Conduct a search for work

2. Create a resume and letter of application

3. Examine professional skills required to work in the field of child and family studies

**Course Requirements**

Active participation and class attendance is important. Students must have access to computer and internet resources.

**Text**

*None. All readings will be posted to Moodle*

## Expectations

* **Please behave in a manner befitting a professional in all of your interactions.** In the college classroom and the on-line environment this includes using language that befits a future teacher and carrying on discourse in a way that benefits all of us as teachers and learners. As soon as you identify yourself as a future teacher, you become a role model. **Practice “role model” behavior** in the electronic college classroom as well as in the school and the community. Learn how to ask clarifying questions and be a coach for your classmates.
* **Professionalism includes all communication in speaking and writing.** In the college classroom, we spend time discussing job search skills. These skills are related to the behaviors you will use as a professional. When you listen thoughtfully it is quite probable that your perspective will shift and change. Be open to new points of view.

**Web Enhanced Class**

This is a face-to-face class taught with Web enhancement. You are expected to access Moodle at least once a week. As class members you will be enrolled on LBCC’s e-learning system as a portal to Moodle. Once you have accessed Moodle, you can bookmark it and enter it directly from your home computer. You will upload your assignments in Moodle.

**Statement of Inclusion**

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support the right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. (Related to Board Policy #1015)

**Course Schedule:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Reading/Assignments Due** |
| **Week 1**  April 3-9 | On the Hunt: Jobs, Salaries, Availability | Student Introduction |
| **Week 2**  April 10-16 | What do employers really want? | *Readings 1*  April 12th 10–2 pm Gym – Extra Credit |
| **Week 3**  April 17-23 | Social Media, Networking and More | Job ID list |
| **Week 4**  April 24-30 | Resume Writing & Cover Letters | *Readings 2*  Interview One Sheeter |
| **Week 5**  May 1-7 | Peer Review | *Readings 3*  Draft 1 Resume & Letter of Application |
| **Week 6**  May 8-14 | Interview Preparation | Draft 2 Resume & Letter of Application |
| **Week 7**  May 15-21 | Your Philosophy of Teaching and Your First Job | *Readings 4* |
| **Week 8**  May 22-28 | Professional Portfolio | Informational Interview Reflection |
| **Week 9**  May 29-June 4 | Holiday, No Class | No Assignments |
| **Week 10**  June 5-11 | Big Picture Career Planning |  |
| **Week 11** | Finals Week | Portfolio Materials |

**Grade**

Job ID List 25

Interview One Sheeter 50

Draft 1 Resume/Cover Letter 25

Draft 2 Resume/Cover Letter 100  
Informational Interview Reflection 100

In Class Activities 50

Portfolio 50

400

**Grading Scales**

90 – 100% A

80 – 89% B

70 – 79% C

60 – 69% D

Below 68% F

**Late Assignments**

All assignments should be turned in on time. The due dates selected are most optimal for your success and growth in the course. Please contact the instructor for consideration of special circumstances.

**Campus Resources**

Many resources such as the Learning Center, the Writing Desk, and Family Connections, are available to you as a student. They are described within the *Schedule*. If you have not accessed disability services and think you may need them, please contact Disability Services, 917-4789. If you have documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

**Assignment 1 - Job Identification List** (points 25)

*Due 4/17/17*

Do a search of three jobs and employers that are currently available. Please list how you found the job, the employer, and why it appeals to you.

**Assignment 2 - Interview One Sheeter** (points 50)

*Due 4/24/17*

Preparation is key to any job interview. This sheet is a good way to help you organize your ideas and answers to help you prepare for your interview. Using the worksheet provided, bullet the important information you want to share including: 5 key points (strengths), why you rock, areas for development,

Brilliant ideas, philosophy, questions, goals, challenges, and other.

**Assignment 3 - Draft 1 Resume/Cover Letter** (points 25)

*Due 5/1/17*

Submit a cover letter and resume for one of the jobs you identified. Resumes should include: name and contact info, education, experience, skills/qualifications. Cover letter should include: your name and contact info, the job title and employer, and address that you are applying for, something about you that makes them want to take a closer look. Points on submission only.

**Assignment 4 - Draft 2 Resume/Cover Letter** (points 100)

*Due 5/8/17*

Include all about info and additional feedback and information from class.

**Assignment 5 - Informational Interview Reflection** (points 100)

*Due 5/22/17*

Using the handout provided, conduct a search for work and schedule an informational interview with a professional in the field. Write a reflection to explore the encounter.

**Assignment 6 - In Class Activities** (points 50)

Each class there will be points awarded for activities and participation.

**Assignment 7 - Portfolio** (points 50)

Due Finals week

Students will prepare an electronic link to a folder of pertinent files including: resume, philosophy of education, curriculum plan, learning story and other suggestions will be provided.

**EXTRA CREDIT**

1. Extra credit (5 points) for attending the **Career Fair** and submitting a brief statement.
2. Extra credit (25 points) will be awarded to students who create an **eportfolio/website** and describe the steps taken to set it up.