|  |  |  |  |
| --- | --- | --- | --- |
| **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 | **Room** | IA201B |

**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, computer lab and use of campus resources.

**SUBMISSION INSTRUCTIONS:** Assignments can be submitted either in hard-copy or through Moodle. 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<https://identity.linnbenton.edu/>.

Before logging in for the first time, you will have to claim your account, also at<https://identity.linnbenton.edu/>. If you have any problems logging into Moodle, please let the Student Help Desk know (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. Emergency situations will be considered on a case by case basis. Please notify your instructor if you are unable to attend class and arrangements or alternative options will be discussed. All presentations and handouts will be available in Moodle.

**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 Career Fair/Networking

 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 Portfolio

 25 pts HW #9 Post-Survey

 70 pts J/R Journal/Reflection Question of the Day (10 pts each x 7 weeks)

 30 pts Peer Review: Resume, Cover Letter & Mock Interview (10 pts each)

 100 pts Final - Presentation

540 - 600 pts = A

480 - 539 pts = B

420 - 479 pts = C

360 - 419 pts = D

418 or below = F

**Extra Credit: Due by Week 10 6/3/2019**

 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.

|  |  |  |
| --- | --- | --- |
| WEEK/DATE | TOPIC(S) | ASSIGNMENT(S) |
| Week 1 04/01/2019 | INSERVICE - No Class |  |
| Week 2 04/08/2019 | Syllabus & IntroductionPresent: Career GoalsActivity: Career Goal | J/R #1HW #1: Pre-survey |
| Week 3 04/15/2019 | Present: Job Search/NetworkingActivity: Career Fair Preparation | J/R #2HW#2: Career Fair 4/17 |
| Week 4 04/22/2019 | Present: ResumeActivity: Hiring Committee | J/R #3HW#3: Resume Draft |
| Week 5 04/29/2019 | Present: Cover LetterActivity: Cover Letter Critique | J/R #4HW#4: Cover Letter Draft |
| Week 6 05/06/2019 | Present: InterviewingActivity: Interview Q & A | J/R #5HW #5: Interview Questions |
| Week 7 05/13/2019 | Job Search Skills PracticeActivity: Peer/Staff Review(Resume/Cover Letter/Mock Interviews) | Peer ReviewHW# 6: Resume FinalHW #7: Cover Letter Final |
| Week 8 05/20/2019 | Present: Portfolio/PresentingActivity: Portfolio Outline | J/R #6HW# 8: Portfolio |
| Week 905/27/2019 | HOLIDAY - No Class | ExCr: LinkedIn Profile |
| Week 10 06/03/2019 | Present: Professionalism/Industry SkillsPrep for Final | J/R #7HW#9: Post SurveyFinal: Presentations |
| Week 11 06/10/20193:00-4:50pm | FINAL: Presentations |  |