

Job Search Preparation and Career/ Life Planning

COUN 2970-007 Distance Education

Instructor: Addye Buckley-Burnell, NCC, LPC

Email: AddyeBB@auburn.edu

Office Location: Martin Hall 303

2 Credit Hour Course

Class Location: Online (Canvas)

Office Phone: (334) 844-4744

Office Hours: By Appointment

COUN 2970:Job Search and Career/ Life Planning assists students who have selected an academic major and who are beginning internship or full-time job searches, or who are making decisions on graduate and professional school. The course is designed to help students in developing a career plan and investigating the work world in terms of the students' career/life goals. Students will learn the dynamics of decision-making, the importance of gaining experience in their field of interest, and job search skills. They will engage in career research, resume writing, portfolio development, interviewing, networking and other career development practices. The transition from college student to professional will be discussed including first year on the job advice, finances, relocations, and adjustment.

OBJECTIVES

- Students will create useful career-related documents, including resumes, cover letters/inquiry letters, statements of purpose, educational philosophy statements, ePortfolios, etc.
- Students will better understand their role in the job search and career planning.
- Students will learn about and engage in the creation of effective methods of connecting with employers and/or graduate schools about opportunities.
- Students will learn to find sources of information including salaries, job benefits, employer annual reports, trade journals, and salary negotiation tools using the library's databases, periodicals/newspapers, and internet.
- Students will learn to find and utilize sources of information about job openings.
- Students will learn how to create and utilize a professional network to facilitate a job search.
- Students will learn to market themselves effectively in person, online, and through correspondence.
- Students will learn how to be effective in panel interviews, individual interviews, telephone interviews, interviews over food, and video interviews.
- Students will learn the basics of effectively transitioning into the work world including budgeting/finances, housing, relocating, etc.

REQUIRED BOOK OR TECHNOLOGY

There is no textbook required for this online course but access to technology is required including -

- *Canvas*- <https://auburn.instructure.com/login>
- *Career Center Handbook*- <http://www.auburn.edu/career/students/handbook.pdf>
- *Tiger Recruiting Link Account*- <http://jobs.auburn.edu/>

*there is no cost for these programs

MEANS OF INSTRUCTION

All activities, discussions, and assignments can be found on Canvas along with instructions and due dates. Material will be delivered via videos, presentations, and Career Center Handbook. Discussions will take place in Canvas and any questions can be asked in the question discussion board or by contacting the instructor by email or phone. **All assignments will be turned in via Canvas or email in a Word document or PDF by 8:00 am on due date.**

ATTENDANCE/PARTICIPATION

This online class will have no set meeting time so attendance will not be counted. However, participation in this online class is the responsibility of each student. Because so much of this course involves discussion activities and assignments, lack of participation will adversely affect your grade.

LATE ASSIGNMENT POLICY

Since the course assignments are interrelated, they must be turned in by the due date. **Late work will not be accepted.**

DISABILITY ACCOMMODATIONS

Students who need special accommodations in class, as provided for by the American Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes – or as soon as possible if accommodations are needed immediately. You must email a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with The Program for Students with Disabilities, 1244 Haley Center, 844.2096 (V/TT).

ACADEMIC HONESTY POLICY

All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

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COUN 2970-007, Spring 2014 Online Course

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Week	Dates	Topic	Assignment	Due Date	Points
1	Jan. 8-10	Introductions Review Syllabus Career vs. Job Transferable skills	<ul style="list-style-type: none"> Post introduction on Canvas with photo Skills sheet showing and how you can demonstrate them Discussion Question 1 	Monday, Jan. 13	10 10
2	Jan. 13-17	Motivation/Influences Values Résumé Writing	<ul style="list-style-type: none"> Complete values assessment Motivation worksheet Create a résumé using correct formatting and condense to 1 page if possible Discussion Question 2 	Thursday, Jan. 16 Monday, Jan. 20	10 10 20
3	Jan. 20-24	What to do with your major Staying flexible Decision-making Résumé Writing 2	Decision-making worksheet: <ul style="list-style-type: none"> Research different possible careers using your major. Create list of 5-6, compare and contrast the positions Final drafts of résumé Discussion Question 3 	Thursday, Jan. 23 Monday, Feb. 3	10 20
4	Jan. 27-31	Career Fair Preparation 30 second commercials Thank You Following-up	<ul style="list-style-type: none"> Write out draft of 30 second commercial Create a thank you letter Discussion Question 4 	Thursday, Jan. 30 Monday, Feb. 3	10 10
EC	Jan. 28 10:00-1:00	Internship and Part-time Job Fair	Student Center Ballroom		
5	Feb. 3-7	Job Search Presentation Job Search Strategies Job Search resources Graduate School Search	<ul style="list-style-type: none"> Create list of all web and print resources available to use for your search Take StrengthsQuest Complete assignment for Strengths 	Thursday, Feb. 6 Monday, Feb. 10	10 15

			<ul style="list-style-type: none"> • Discussion Question 5 		
6	Feb. 10-14	Networking Social Media Networking ePortfolios and online presence	<ul style="list-style-type: none"> • Create LinkedIn Profile and connect with Addye • Discussion Question 6 • Create an ePortfolio and send link to Addye 	Thursday, Feb. 13 Monday, Feb. 17 Thursday, Feb. 20	10 20
EC	Feb. 11 3:00-7:00	Engineering and Technical Career Expo	Hotel at AU and Dixon Conference Center		
7	Feb. 17-21	ePortfolio continued Informational Interviews	<ul style="list-style-type: none"> • Discussion Question 7 • Conduct an informational interview or job shadow and write 1-2 page reflection paper 	Monday, Feb. 24 Thursday, Apr. 10	100
8	Feb. 24-28	Application process Job Descriptions Government Jobs Writing Cover letters Inquiry Letters Personal Statements	<ul style="list-style-type: none"> • Reaction paper to 2 separate blog postings on Student Branding Blog • Draft either a cover letter or letter of inquiry based on a job description • Discussion Question 8 	Thursday, Feb. 27 Monday, Mar. 3	15 20
9	Mar. 3-7	Road Trip Nation Advice from Employers	<ul style="list-style-type: none"> • Response Paper for Road Trip Nation • Revise draft of cover letter • Discussion Question 9 	Thursday, Mar. 6 Monday, Mar. 17	15 20
EC	Mar. 5 9:00-3:00	Communication & Media Career Day	Student Center Ballroom		
Mar. 10-14		Spring Break			
10	Mar. 17-21	Employer Expectations Dress for Success	<ul style="list-style-type: none"> • Discussion Question 10 	Thursday, Mar. 20	
11	Mar. 24-28	Interviewing/ Behavioral Interviewing	<ul style="list-style-type: none"> • Write out answers to 5 common interview questions and one of the behavioral questions on the interviewing handout • Conduct Mock Interview using Interview Stream • Discussion Question 11 	Thursday, Mar. 26 Monday, Mar. 31	10 50

12	Mar. 31- Apr. 4	Accepting/Declining offers Salary Negotiations Benefits Basics Advice from alumni	<ul style="list-style-type: none"> • Write a draft of an acceptance or rejection letter • Take TypeFocus personality assessment • Discussion Question 12 	Thursday, Apr. 3 Monday, Apr. 7	20
13	Apr. 7-11	Take TypeFocus personality assessment Working with others: Generational differences	<ul style="list-style-type: none"> • Write a 1-2 page self-reflection paper on TypeFocus preferences and how you plan to incorporate those in your job search and/or future career • Discussion Question 13 	Thursday, Apr. 10 Monday, Apr. 14	15
EC	Apr. 8 3:00-7:00	All Majors Career Expo	Hotel at AU and Dixon Conference Center		
14	Apr. 14-18	Multicultural/International Awareness Gratitude Budgeting	<ul style="list-style-type: none"> • Thank you letter to someone who has impacted your life • Fill out budget worksheet • Discussion Question 14 	Thursday, Apr. 17 Monday, Apr. 21	10 10
15	Apr. 21-25	Transitioning from college to professional Stress reduction and self-care	<ul style="list-style-type: none"> • SMART Goals for first year on the job • Discussion Question 15 	Thursday, Apr. 24	
16		Final project due in lieu of final examination		Monday, Apr. 27 8:00 am	50

Point Values of Activities/Assignments

Assignment	Due Date	Point Value	Points Earned
Introduction Post on Canvas		10	
Skills sheet		10	
Motivation Worksheet		10	
Values Assessment		10	
Résumé/CV Draft		10	
Résumé/CV Final Draft		20	
Decision Making worksheet		10	
30 Second Commercial		10	
Sample Thank you letter		10	
List of Resources		10	
Strengths Assignment		20	
LinkedIn Profile		10	
ePortfolio- rough version		20	
Cover Letter/Letter of Inquiry Draft 1		10	
Student Branding Blog Response		10	
Response to Road Trip Nation		10	
Cover letter/ Letter of Inquiry Final		20	
Informational Interview		100	
Interview Questions/Answers		10	
Mock Interview		20	
Acceptance/Rejection letter		10	
MBTI Reflection		20	
Letter of gratitude		10	
Budget Worksheet		10	
SMART goals for first year on the job		10	
ePortfolio for Job Search (Final)		50	
Discussion Participation		150	
Total*		600	

GRADING SCALE: A= 90%-100%

B= 80%-89%

C= 70%-79%

D= 60%-69%

F= <=59