



COURSE OUTLINE

JS100

JOB SEARCH

21 HOURS

1.5 CREDITS

PREPARED BY: Rodney Hulstein, Instructor

DATE: March 3, 2016

APPROVED BY: Margaret Dumkee, Dean

DATE: March 4, 2016

APPROVED BY ACADEMIC COUNCIL



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JOB SEARCH 100

INSTRUCTOR: Rodney Hulstein

OFFICE HOURS: By appointment

OFFICE LOCATION: A2435

CLASSROOM: A2406

E-MAIL: rhulstein@yukoncollege.yk.ca

TIME: 1:00pm to 2:30pm

TELEPHONE: (867) 668-8703

DATES: March 24 - April 19, 2016

COURSE DESCRIPTION

Job Search 100 covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour services.

PREREQUISITES

BUSC 200, OP 100

EQUIVALENCY OR TRANSFER

None

LEARNING OUTCOMES

Upon completion of this course, students will have an understanding of the job search process. This process involves becoming familiar with the current opportunities in the job market, selecting a current job opportunity suited to one's strengths and interests, and employing techniques to secure that employment.

Upon completion of the course, students will be able to

- Assess their work skills and job readiness.
- Employ a variety of job search and career planning strategies and research techniques, including networking, reading newspaper advertisements, interpreting Yukon Government job postings, and searching the Internet.
- Effectively interpret a statement of qualifications in order to target a resume, accurately and effectively complete application forms, and prepare for an interview.
- Design a professional looking resume and cover letter that highlight employment-related skills, abilities, and achievements.
- Prepare for and practice fielding various types of interview questions in role-play situations while maintaining a positive attitude and professional image.

DELIVERY METHODS/FORMAT

The instructor's role is to facilitate learning in a workshop format. Course content will be delivered using lectures, videos, role-playing, and handouts. We are also privileged to have guest speakers volunteer their time to come to our class. For effectiveness and value of the learning process, your attendance and full participation in class sessions are essential.

ASSESSMENTS

Attendance and participation

Regular student attendance and participation are essential. Because the material covers a variety of topics (some of which are covered in handouts), missing classes will put you at a disadvantage.

If you do miss a class(es), please let the instructor know (in advance if possible), and the instructor can tell you how to make up for the missed class(es). Upon returning to class after any absence, you are responsible for checking with the instructor for work or handouts missed during your absence(s).

Assignments

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually. All assignments must be handed in *before the beginning of class* on the day requested unless previous arrangements have been made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. The last day that a student may formally withdraw from JS100 without academic penalty is **Friday April 8, 2016**. Failure to complete the course from that date will result in an "F" on your transcript.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a signed, dated letter that clearly outlines the course name, number and section.

EVALUATION

Students will be evaluated through selection of a current job posting, the production of a targeted resume and cover letter, and participation in a practical interview. Overall participation will also be taken into account.

A final grade for this course will be assigned on a pass/fail basis. In order to receive a passing mark for the course, students must successfully complete the following activities:

- 1) Select a specific position/posting
- 2) Create a targeted resume and cover letter
- 3) Participate in mock interviews
- 4) Attend and participate in all classroom activities

GRADES ON TRANSCRIPT

For transcript purposes, final marks will be translated into either a “P” (pass) or an “F” (fail).

TEXT AND MATERIALS

1. Kilgour, Lauralee, et al., Administrative Procedures for the Canadian Office, 9th Ed., Prentice Hall, Toronto, Ontario, 2014.
2. Guffey, Loewy, and Almonte Essentials of Business Communication, 8th Ed., Nelson, Toronto, Ontario, 2016.
3. File folders, pens, pencils, looseleaf paper, binder.

Handouts will be provided for workshops as required. You will need a binder to organize your course materials. Please ensure that you receive all handouts.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

CONDUCT

In the interest of minimizing distractions during class, students are asked not to perform the following activities during class time:

- Sending or receiving email, chatting online, or text messaging
- Surfing the Internet
- Downloading or transferring files from the Internet
- Playing computer games

There may be instances where your instructor may ask you to do the above during class, in which case these activities would be acceptable. Students will receive a verbal warning the first time they are caught doing the above. The second time a written warning will be given. A third offence will result in being required to leave the class.

Students are asked not to use cell phones during class. Cell phone ringers must be turned off during class time.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism.

Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment/assessment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

CHEATING

Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of Yukon College. The penalties for academic dishonesty are severe and are described in section 4.02 and 4.03 of Yukon College's Academic Regulations and Procedures.

Examples of cheating include the following:

Taking unauthorized material into an evaluation and/or talking or communicating with another student during an evaluation. Unauthorized material in an evaluation will be regarded as attempted deception. Unauthorized material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an iPhone). If after the evaluation has started it is discovered that you have unauthorized material in your possession, including any information written on a part of your body or on clothing, it will automatically be assumed that cheating has taken place. **The consequence will be the award of a mark of zero for the evaluation affected.** Talking or communicating with another student during an evaluation is also considered cheating. You are not allowed to talk or communicate in any way with another student whilst you are in the evaluation room. **Talking or communicating with another student during an evaluation may result in you receiving a mark of zero for the evaluation**

affected.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

Job Search 100 Course Outline

SUBJECT TO CHANGE - PLEASE BE FLEXIBLE!

CLASS	DATE	TOPICS	ASSIGNMENT DUE
1	March 22	Course Outline and Job Search	
2	March 24	The Resume (Guest Speaker)	
3	March 29	Applying to Yukon Government (Guest Speaker from PSC)	Position
4	March 31	The Resume Work Period	
5	April 5	Cover Letter Work Period	
6	April 7	Resume/Cover Letter Work Period	Resume and Cover Letter
7	April 12	The Interview (Guest Speaker(s) from YC HR Dept.)	
8	April 14	Labour Standards (Guest Speaker)	
9	April 19	Mock Interview	Interview