JOB SEARCH STRATEGIES
EDCP 108J
Section 201/Thursday at 2 p.m.
www.Careers.umd.edu

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Course Description:
This course is designed for students who want to learn more about strategies for finding an internship or full time employment and succeeding at work. Themes include resume writing, writing correspondence, interview preparation, determining fit and appropriateness of positions, setting realistic expectations for salaries and duties, appropriate work etiquette, networking, selecting references, on-the-job success, and managing work culture and dynamics. The expectations for this course parallel those expected at a job, so instructors will assess student work and behaviors by the same standards as employers expect of their employees.

Required Text:
TERP Career and Job Search Guide – available from instructor

Recommended Resource:
Careers4Terps registration with 24-hour access to internship/job listings, resume referral, on-campus interviewing, and updated information about upcoming events.

Course Objectives:
EDCP 108J will provide students the opportunity to:
• Practice and apply various aspects of the internship/job search process including resumes, writing correspondence, networking, researching organizations, interviewing, and follow-up.
• Identify and describe work skills and behaviors necessary to become successful employees.
• Increase awareness of employer needs and expectations.
• Foster awareness about diversity issues in the workplace.
• Prepare for the transition from college to the world of work.
• Develop documents necessary to search for an internship/job.

Course Requirements:
• Attendance and class participation are an integral part of the learning process for this class. Students are expected to attend class on time and to prepare for class to facilitate meaningful participation. Points will be deducted for each absence and extended absences – except in extenuating circumstances – and will affect your grade. Late arrivals also affect participation points.
• The final day of class is a Major Scheduled Grading Event. Students who miss this class without prior permission will lose 10 points from their final grade.
• All assignments must be typed unless otherwise indicated. Assignments submitted via Canvas should be submitted as Microsoft Word documents or as a PDF. High print quality is expected for printed copies, when applicable.
• Students are expected to submit assignments ON TIME. Assignments are due at the beginning of class, with the exception of the post-course assessment, and will automatically lose one point per 24-hour period for each day late. Exceptions to this requirement are rare, and provisions are made on a case-by-case basis.
• It is students’ responsibility to ensure that assignments are submitted correctly and on time, particularly those assignments due via Canvas.
• No incomplete (“I”) grades are granted for this course.
• This course is available on Canvas. Course documents, assignments, handouts, and messages are posted regularly. Students are expected to check Canvas and email periodically to stay up to date on their coursework. Please do not use Canvas for course communication with the instructor. Direct email is preferred (eely@umd.edu).

• Your cell phone must be on silent during class. Laptops, iPads and other media for note-taking is permitted. Texting, e-mailing, and using any form of social media during class time is not allowed unless permitting by the instructor for class purposes.

Submitting Assignments From Other Classes:
Some assignments in this class may have been introduced in another class. Students who wish to submit assignments used in previous classes must receive permission to do so from both instructors prior to turning in a duplicate assignment. Students must provide permission, in writing (e-mail is acceptable), of the other course instructor’s permission.

Course Evaluations
Your participation in the evaluation of courses through CourseEvalUM is a responsibility you hold as a student member of our academic community. Your feedback is confidential and important to the improvement of teaching and learning at the University as well as to the tenure and promotion process. CourseEvalUM will be open for you to complete your evaluations near the end of the semester. You can go directly to the website (www.courseevalum.umd.edu) to complete your evaluations. By completing all of your evaluations each semester, you will have the privilege of accessing the summary reports for thousands of courses online at Testudo.

Code of Academic Integrity at the University of Maryland:
The University has a code of academic integrity available on the web at http://www.inform.umd.edu/JPO/AI/aicode.html. This code prohibits academic dishonesty by cheating, fabrication, plagiarizing or facilitating academic dishonesty. Students are responsible for understanding and complying with this code.

University of Maryland Honor Pledge:
The University has a nationally recognized Honor Code, administered by the Student Honor Council. The Council proposed and the University Senate approved an Honor Pledge. It reads:

“I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.”

Documented Disabilities:
If you have a documented disability and wish to discuss academic accommodations, please contact the instructor in the first week of class.
Class Outline

NOTE: Reading and assignments are listed by the class in which they are DUE, meaning reading should be done and assignments should be submitted prior to class (or at the beginning of class for any assignments to be turned in by hard copy). Descriptions of all assignments are included on the following pages of the syllabus and are also available on Canvas.

Class 1: Course overview, syllabus, assessing skills
9/12

Class 2: Resumes, Job Fairs, 30 Second Commercial
9/19
   Reading Due:
   Read about resume writing (pp. 11-21) and job fairs (pp.29-30)

   Assignment Due:
   Pre-course assessment (online)
   If not attending class on 9/26 because of the Career & Internship Fair, a printed Thursday class schedule is required. Printed copy must have a timestamp no earlier than September 17.

• FALL CAREER AND INTERNSHIP FAIR – SEPTEMBER 24, 25, AND 26, 2013 •

Class 3: Resumes Continued
9/26
   Reading Due:
   Read page on references and recommendations (p. 24)

   Assignment Due:
   Draft resume for class and bring job description for a job/internship (hard copy) (2 Points)

Class 4: Job Search Process Part I
10/3
   Reading Due:
   Read about Career Center programs/services, transferrable skills, desired qualities in new college graduates, networking, internships, and job search strategies (pp. 5, 8, 10, 26-27, 31, 35)

   Assignment Due:
   Resume and job description/internship (Bring Hard Copy to Class)
   If not attending class on 9/26 because of the Career & Internship Fair, please see pp. 9 of this syllabus for required assignments to make up for missed class

Class 5: Job Search Process Part II: Social Media and the Internet, LinkedIn Review
10/10
   Reading Due:
   Read pages on social networking (pp. 32-34)

Class 6: Communication
10/17
   Reading Due:
   Read pages on correspondence letters and email correspondence (pp. 22-25)

   Assignments Due:
   LinkedIn Profile and LinkedIn Questions/Answers
   Start contacting people for informational interview assignment

Class 7: Interviewing Part 1: GUEST SPEAKER
10/24
   Reading Due:
   Read all pages related to interviewing (pp. 42-50)
Assignments Due:
Resume – revision (optional, in class)
Cover letter and job/internship description (Canvas)

Class 8: Interviewing Part 2
10/31
Reading Due:
Review pages on interviewing (pp. 42-50)

Assignment Due:
Thank you letter (Canvas)

Class 9: Skills for Workplace Success/ Generational Differences: GUEST SPEAKER
11/7
Reading Due:
Review page on Cost of Living Index and Budget Worksheet (pp. 54-55)

Assignments Due:
Virtual Mock Interview (online)
Informational Interview (Canvas)

Class 10: Salary negotiation, benefits, job offers
11/14
Reading Due:
Read pages on negotiation, evaluation of offers, and benefits (pp. 51-53)

Assignment Due:
Post-course assessment (online)
Grading Information:

Grades are based on a 100 point scale. Students are expected to hand in documents that are “employer ready,” or ready to give to a potential employer. For every written assignment, points will be deducted for spelling and grammar mistakes, missed questions, incorrect or incomplete information, and low print quality.

Final grades will be determined on the basis of the following rubric. Please note: to ensure fairness, all numbers are absolute, and will not be rounded up or down at any stage. Thus a B- will be inclusive of all scores of 80.00 through 83.999. Final grades are always the decision of the instructor.

A = 94-100
A- = 90-93
B+ = 87-89
B = 84-86
B- = 80-83
C+ = 77-79
C = 74-76
C- = 70-73
D+ = 67-69
D = 64-66
D- = 60-63
F = 0-60

Points are awarded as follows
Informational Interview: 15 points
Resume & job description: 25 points
(2 points deducted for not bringing a hard copy to Class 4)
Cover Letter & job description: 10 points
(2 points deducted for no job announcement)
Thank You Letter: 5 points
Virtual Mock Interview: 15 points
LinkedIn Assignment 15 points (10 for Profile and 5 for answering questions)
Attendance & Participation: 15 points
(10 attendance points will be deducted for an unexcused absence on last day of class)
Assessments: 2 points extra credit
  Pre-Course Assessment: 1
  Post-Course Assessment: 1

TOTAL: 100 POINTS (102 with extra credit)
**Attendance and Participation**

This class is a developmental process so attendance and active participation are crucial. Participation grades will be based on:

- attentiveness during class (no texting, checking e-mail, falling asleep, reading newspapers, etc.)
- active engagement in class activities and discussions
- quality of contributions to class activities and discussions
- preparedness for class (including completion of readings prior to class)

Failure to actively participate in class will result in a deduction of up to 1 point per class session.

As students who are not present for some or all of the class cannot participate, points will also be deducted from the final participation grade for absences, late arrivals, and early departures from class:

Absences: -1 point per class session
- see pp. 9 for information on excused Career & Internship Fair attendance

Late arrival: -.5 point per class session

Early departure: -.5 point per class session

**10 POINTS WILL BE DEDUCTED FOR AN UNEXCUSED ABSENCE ON THE LAST DAY OF CLASS**

Students must make previous arrangements **within the first two weeks of class** for known absences (including religious observances and athletic commitments). Students are expected to communicate regularly and in a timely manner with their instructor regarding any absences, and instructors reserve the right to request documentation. The university’s attendance policy, including dates of religious observances, is available at this link:

http://www.faculty.umd.edu/teach/attendance.html

**There are a number of class sessions for which we will have employers visiting the class as guest speakers. As these are people who have taken time out of their busy schedules to assist in your job search, it is particularly rude to be absent, show up late or leave early, or not participate in class. Therefore, the above deductions are doubled on the days of guest speakers**
Resume Assignment
(25 points, due in hard copy – see below)

A well-constructed resume is essential to any job search. In order to ensure every student comes away from this course with an employer-ready resume, students work closely with their instructor to produce a resume that effectively communicates transferable skills, meets each student’s needs, and follows University Career Center & The President’s Promise guidelines outlined in the Terp Internship & Job Search Guide.

The resume assignment is due in multiple steps:
1. During Class 3, bring a hard copy of your resume and a job/internship description of interest to class. You will receive two points for bringing these documents to class.
2. Prior to Class 4, revise your resume based on the feedback you receive in Class 3. The instructor will either give you feedback and a grade on your resume (up to 23 points) or will request that you make an appointment with a counselor in the Center for additional assistance, and then revise and resubmit your resume.
3. Prior to Class 7, anyone who was required to revise and resubmit their resume, or anyone who would like additional feedback and an opportunity to improve their resume grade, should bring a revised copy of their resume to class.

LinkedIn Assignment (Online and Canvas)
(15 points – 10 for profile completeness and 5 for answers to the questions, turned in via Canvas)

Create your LinkedIn Profile using the following guide to help you:
Building a Great Student Profile: http://linkd.in/15ZtFNg
(found on university.linkedin.com)

Complete all areas of the profile, including a professional picture, summary, experience (internships, part-time jobs, leadership, research, etc), class projects, skills and expertise and education. After your profile is complete, connect with at least 5 connections. Remember to always customize your connection requests with a friendly note and, if necessary, a reminder of where you met and the organization you have in common. Finally, join one group associated with your chosen career field.

Please answer the following questions and submit to Canvas:
1. When you requested to connect with one person, provide the customized message you sent along to that individual.
2. In no less than 75 words, what group did you join and why? How many members were associated with that group?
   a. Under the “Members” tab in the group, search for “University of Maryland”. How many results are provided?
3. In no less than 75 words, what types of discussions were people having in the group you joined?

Cover Letter and Job/Internship Description Assignment
(10 points, turned in via Canvas)

Find an announcement for a job or internship in which you are interested in applying. This should be a job for which you are currently qualified, or one for which you would be qualified soon after graduation. You may use any of the resources discussed during the job leads exercise in class (Internet, C4T, etc). Write a cover letter using the specifications outlined in the Terp Internship & Job Search Guide and discussed in class. You are not required to apply for the job or internship – this is just an exercise (though you are welcome to apply). The full job description must be included in the same document as the cover letter for full credit. Do not just include a link to the job description or upload a separate document.
Thank You Letter Assignment  
(5 points, turned in via Canvas)

Write a formal thank you letter for the same job you applied for in the cover letter assignment, following the example in class. You will find a sample thank-you letter in your Terp Internship & Job Search Guide on pp. 23.

Informational Interview  
(15 points, turned in via Canvas)

Informational Interviews (or “networking meetings”) can be a great way to expand your professional network and learn more about a particular career field. For this assignment, find a person working in a job that you would someday like to have and schedule an informational interview with that person. You may want to consult pp.28 in the Terp Guide for tips on questions to ask during informational interviews and networking meetings. After the informational interview, write a 2 to 3 page (double spaced, 12-pt Times New Roman font) essay reflecting on the experience. Please address the following questions:

- With whom did you meet and why?
- For what organization does this person work, and what is his or her job?
- How did you go about setting up the informational interview?
- Describe the informational interview – what were the main topics that you discussed?
- What did you learn from the informational interview?
- What steps will you take to follow-up after the informational interview?

Virtual Mock Interview Assignment  
(15 points, completed online)

Please complete this assignment early. The system can get backed up with so many 108J users.

A virtual mock interview is a practice interview using an online program that asks you questions and records your answers. To complete this assignment, you will need to create an account, book an appointment online (if using the Career Center kiosk), and then complete your interview using your own computer with a webcam or the kiosk located in the University Career Center. A minimum of five questions must be answered. The instructor will watch your video. You may choose to complete either the standard interview or a custom interview (the custom interview allows you to choose your own questions).

To create an account and book an online appointment, go to this link:
http://umd.collegepark.interviewstream.com/

Points will be taken off for the following:
- Inappropriate dress – business casual or professional is expected
- Reading your answers from a script
- Taking longer than 2 minutes to answer one question

Assessments  
(2 points extra credit, completed online)

Every student is asked to fill out two online assessments, one at the beginning and one at the end of the semester. Each assessment is worth one point extra credit. Students who enroll in the course after the first day of classes may complete the assessment within one week of registering for the course. You can find a link under “Assignments” on Canvas.
Make-up Assignment from Missed Class
Fall Career & Internship Fair (9/26) Only

Class time is very important for your professional development, but so is the Career & Internship Fair. Students are permitted to miss class without penalty on 9/26 if you complete the following:

1. In class on 9/19, provide the instructor with your Thursday class schedule to prove the inability to attend the Career & Internship Fair at any time on Thursday because of other class commitments. The printed copy must have a timestamp no earlier than September 17.
   a. Scheduled classes are the only permitted excuse. Work, campus involvement, and research commitments are not permitted.

2. Receive one resume critique in the University Career Center & The President’s Promise during our special walk-in resume critique hours. After your resume is critiqued, it must be signed by the person who critiqued it. You will hand in your critiqued resume during class on 10/3 ALONG with the updated version of your resume.

   Resume Walk-in Hours in the University Career Center & The President’s Promise:
   Monday, 9/16:    2 p.m. – 4 p.m.
   Tuesday, 9/17:   1 p.m. – 3 p.m.
   Thursday, 9/19:  2 p.m. – 4 p.m.
   Friday, 9/20:    12 p.m. – 2 p.m.

If you fail to complete these two steps, you will lose two (2) attendance points for the day.