JOB SEARCH STRATEGIES
EDCP 108J
Section 101/Wednesday at 1PM and some online Instruction
www.careercenter.umd.edu

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Office Hours: by Appointment

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. Participation online for quizzes and discussions are also part of the learning process. Failure to participate in online activities will affect participation points. Late arrivals also affect participation points.
• Students must download or have access to a media player in order to view MP4 videos.
• 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 unless otherwise arranged with the instructor. High print quality is expected for printed copies, when applicable.
• Students are expected to submit assignments ON TIME. Assignments are due prior to the beginning of class time, 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.
• Your cell phone, computer, and Blackberry must be turned off during class. Text messaging and e-mailing during class time is not allowed. **Those students wishing to take notes on their computers need to discuss this option with the instructor.**

**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](http://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](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: Descriptions of all assignments are included on the following pages of the syllabus and are also available on Canvas.

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>9/11</td>
<td>Course overview, syllabus, assessing skills</td>
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<td><strong>Assignments due next week:</strong></td>
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<td></td>
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<td>Pre-Course Assessment</td>
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<td><strong>Reading for next week:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Read about career center programs/services, transferrable skills, networking, about internships, and job search strategies (pp.5-8, 26-27, 31)</td>
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<tr>
<td>Class 2</td>
<td>9/18</td>
<td>Job Searching, Networking, Personal Brand</td>
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<td><strong>For next week:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Create a Careers4Terps Account</td>
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<td></td>
<td></td>
<td>Search indeed.com for jobs/internships of interest</td>
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<td></td>
<td></td>
<td>Read pages on resumes, references and recommendations (p.11-21, 24)</td>
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<tr>
<td>Class 3</td>
<td>9/25</td>
<td>Instruction Online/No in person class – Resume writing</td>
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<td><strong>Assignments due next week:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Watch Resume Powerpoint video</td>
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<td>Take Resume Quiz</td>
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<td></td>
<td>Draft Resume due next week</td>
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<td></td>
<td><strong>Reading due next week:</strong></td>
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<td></td>
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<td>Read pages on job fairs (pp.30)</td>
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<tr>
<td>Class 4</td>
<td>10/2</td>
<td>Resumes and Reference review, SMART statements, job fairs</td>
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<td><strong>Reading due next week:</strong></td>
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<td></td>
<td></td>
<td>Review pages on social networking (pp.32-35)</td>
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<td><strong>Assignments due next week:</strong></td>
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<td>Final resume and job/internship description</td>
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<tr>
<td>Class 5</td>
<td>10/9</td>
<td>Instruction Online/No in person class - Social Media and the Internet, LinkedIn Review</td>
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<td><strong>Assignments due next week:</strong></td>
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<td></td>
<td></td>
<td>Watch Social Media video and Online Image video</td>
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<td></td>
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<td>Take Social Media Quiz</td>
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<td>Create your LinkedIn profile and complete LinkedIn Assignment</td>
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<td></td>
<td><strong>Reading due next week:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Read pages on correspondence letters and email correspondence (pp. 22-25)</td>
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<tr>
<td>Class 6</td>
<td>10/16</td>
<td>Communication</td>
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<td><strong>Assignments Due next week:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Cover letter and job/internship description</td>
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<td></td>
<td></td>
<td>Thank You Letter</td>
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<td></td>
<td></td>
<td><strong>Reading due next week:</strong></td>
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<td></td>
<td></td>
<td>Read all pages related to interviewing (pp. 42-50)</td>
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</tbody>
</table>
Class 7
10/23

Interviewing Part 1: GUEST SPEAKER

**Reading:**
Review pages on interviewing (pp. 42-50)

**Assignments due next week:**
Informational Interview

Class 8
10/30

Online Instruction – No in person class - Interviewing Part 2

**Assignments due next week:**
Watch Interviewing PowerPoint Video
Watch Interviewing Video and participate in online discussion
Virtual Mock Interview

**Reading:**
Review page on Cost of Living Index and Budget Worksheet (pp. 54-55)

Class 9
11/6

Skills for Workplace Success/ Generational Differences: GUEST SPEAKER

**Assignments due next week:**
Post-course assessment

**Reading due next week:**
Read pages on negotiation, evaluation of offers, and benefits (pp. 51-53)

Class 10
11/13

Salary negotiation, benefits, job offers

*Major scheduled grading event – missing class on last day will result in losing 10 points from final grade.*
Grading Information:

Grades are based on a point scale out of 115 total points. **Grades will not be rounded up.** For example, if you get a total number of 108 out of 115 points and do not complete extra credit, your percentage equals 93.9%. This will not be rounded up to an A.

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 are always the decision of the instructor.**

Percentages:
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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Resume Writing Quiz on Canvas</td>
<td>5</td>
</tr>
<tr>
<td>1st Resume Draft (bring to class)</td>
<td>5</td>
</tr>
<tr>
<td>Final Resume and job description:</td>
<td>20</td>
</tr>
<tr>
<td>Social media Quiz</td>
<td>5</td>
</tr>
<tr>
<td>LinkedIn Assignment</td>
<td>15     (10 for Profile and 5 for answering questions)</td>
</tr>
<tr>
<td>Cover Letter and job description:</td>
<td>10</td>
</tr>
<tr>
<td>(2 points deducted for no job announcement)</td>
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<tr>
<td>Thank You Letter:</td>
<td>5</td>
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<tr>
<td>Informational Interview:</td>
<td>15</td>
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<tr>
<td>Online Discussion – interviewing</td>
<td>5</td>
</tr>
<tr>
<td>Virtual Mock Interview:</td>
<td>15</td>
</tr>
<tr>
<td>Attendance and Participation:</td>
<td>15</td>
</tr>
<tr>
<td>(10 attendance points will be deducted for an unexcused absence on last day of class)</td>
<td></td>
</tr>
<tr>
<td>Assessments: 2 points extra credit</td>
<td></td>
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<tr>
<td>Pre-Course Assessment:</td>
<td>1</td>
</tr>
<tr>
<td>Post-Course Assessment:</td>
<td>1</td>
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</tbody>
</table>

**TOTAL:** 115 points (plus 2 extra credit points)
**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 reading of newspapers, texting, checking e-mail, falling asleep, etc.)
- active engagement in class activities, discussions and online exercises
- quality of contributions to class activities, discussions and online exercises
- 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  
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 – includes resume draft for in class exercise and submission of final resume on Canvas)

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 UCC guidelines outlined in the Terp Career and Resource Guide.

If you do not have a resume or feel that your resume is not employer ready, you may schedule a Same Day Assistance (SDA) appointment at the University Career Center. SDAs are half hour appointments where a trained counselor gives feedback on your resume. Call the Resource Room at (301) 314-5668 on the day you would like to come in to schedule an appointment. Scheduling an SDA is strongly encouraged for this assignment, especially for students who have never created a resume or who do not have a current resume.

The resume assignment is due in multiple steps:
1. Week of Class 4, you must watch the online resume power point video, take the online resume quiz, and bring a draft resume to class.
2. A final resume is due by Class 5, and you should take into consideration any feedback you received from your peer review and instructor feedback.

LinkedIn Assignment (Online and Canvas)
(15 points – 10 for profile completeness and 5 for answering the questions)

Create your LinkedIn Profile using the following guides to help you.
http://learn.linkedin.com/students/step-1/
http://learn.linkedin.com/new-users/

Complete all areas of the profile, including a professional picture, summary, experience, education, skills and expertise, connections (connect with at least 5 connections), and join one group. Answer the following questions and submit to Canvas:
1. What group did you join and why?
2. What types of discussions were people having in the group you joined?
3. How was the process of setting up your LinkedIn Profile?

If you already have a LinkedIn Profile, join two additional groups and connect with 5 additional contacts. Also, find a company you are interested in and start following them. Answer the following questions and submit to Canvas:
1. What additional groups did you join and why?
2. What types of discussions were people having in the group you joined?
3. What company did you start following and what did you learn about them?
Cover Letter 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 Career and 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). 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 Guide.

Informational Interview  
(15 points, turned in via Canvas)  

Informational Interview (DUE: Class 8)  
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 NOT CONDUCT THE INTERVIEW WITH A FAMILY MEMBER WITHOUT PRIOR APPROVAL. You may want to consult p.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 interview – what were the main topics that you discussed?  
• What did you learn from the interview?  
• What steps will you take to follow-up after the interview?
Virtual Mock Interview Assignment  
(15 points, completed online) 

Please do 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). When you answer the questions, pretend you are interviewing for the job/internship you have been using for your resume/cover letter.

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

Or follow the directions below: 
1. Open the University Career Center website at www.careercenter.umd.edu  
2. Click on the “Student” tab on the top left of the page.  
3. Under the “Prepare for a Job or Internship Search” heading at the bottom of the page, click on “Virtual Mock Interviewing”.
4. Click on “New Users” or “Returning Users” (if you have previously used the system).
5. If you are a new user you will need to create an account before you can complete your interview.

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.