

Syllabus
**UNIV 200: Job Search
Essentials**
One Credit Hour, Online
Course Spring 2017

Instructor Information

Name:

Phone: (205) 934-4324

Email:

Course Description:

Welcome to UNIV 200 – Job Search Essentials. This course is an elective online course that teaches the basic, essential skills necessary to be competitive in your post-graduation job search. The modules build on one another and culminate into a final project that is built using a LinkedIn account. Each module will provide you with information on how to complete the assignments successfully, but much like the workforce itself, it will be up to you whether or not you use the tools provided to succeed.

Communication

Individual questions should be submitted to me via email. Please allow 24 business hours for a response to emails.

All assignments are to be submitted through Canvas or via your LinkedIn account (based on the assignment requirement) and not to my UAB email account.

Learning Objectives:

Upon successful completion of this class students will be able to:

- Verbalize, orally and in writing, their own career story that includes accomplishments and future goals
- Create an accomplishment-based resume
- Know and use behavioral-based interviewing
- Build and maintain an effective LinkedIn profile
- Learn how to use job search tools to effectively market oneself and accomplish career goals

Online Text & Resources (no cost to UAB students) –

Many of the resources used are accessible through [HireABlazer](#), which students can access with their BlazerID and Password. They will be covered in the course introduction and overview section, so we can use that going forward.

[UAB Career Resource Guide](#), a guidebook leading you through the steps of managing your career

[HireABlazer](#), UAB career management system with resume builder and database

[Career Videos](#), online videos with career tips and job overviews by industry and major

Assignments: There are 11 assignments that allow you to apply concepts you are learning towards the development of your course in some way. These count 50 & 100 points and collectively account for 50% of the course grade.

Quizzes: There are 4 quizzes which allow us to assess your learning before and after the course or module. The initial pre-course test is in the Getting Started section, and the post-course test is in the final wrap-up module. This will help me determine if you have learned and applied concepts. Each counts 100 points and collectively account for 25% of the course grade.

Discussions: There are 7 discussions throughout the course which allow you to reflect on the use of the concept and to comment on your classmates' perspectives. Each is worth 25 points and collectively account for 25% of the course grade.

Readings: Each module has required readings to complete before the session to further illustrate the meaning of the concept. Read all recommended pages so you will be prepared for class.

Policies Netiquette

Student to Student Etiquette: There are course expectations concerning etiquette or how we should treat each other online. It is important that we consider the following values during online discussions and emails with fellow students:

☐ **Respect:** Each student's opinion is valued as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way. Do not insult the person or their idea. Do not use negative or inappropriate language.

☐ **Confidentiality:** When discussing topics be sure to be discreet on how you discuss children, teachers, and colleagues. Do not use names of people or names of facilities.

☐ **Format:** When posting use proper grammar, spelling, and complete sentences. Avoid using ALL CAPITALS. This signifies that you are yelling. Avoid using shortcuts/text abbreviations such as 'cu l8r' for 'See you later.'

☐ **Relevance:** Think before you type. Keep posts relevant to the discussion board topic.

Student to Instructor Etiquette: In addition to the above values, I expect that each student will submit completed assignments in a timely manner.

Instructor to Student Etiquette: Students can expect that the instructor will also follow the values listed above by checking and responding to emails and grading assignments in a timely manner.

Assignments – Each Module unlocks at 12am (midnight) of the open date given

Topics	Lecture	Assignment / Assessment	Module Dates: open/close	Module Objectives
Getting Started	<ul style="list-style-type: none"> • Course Introduction • Meet your Instructor • Course Tour 	<ul style="list-style-type: none"> • Watch intro videos: <ul style="list-style-type: none"> • Course Introduction • Meet your Instructor • Read Career Guide (pg 3-5) • Download FREE Career Fair+ App • Discussion: Introduce yourself to class • Quiz: Complete Pre-course Test 	8/24-8/30 8/24-9/20 8/30 due 8/30 due	Upon completion of this module, you will be able to: <ul style="list-style-type: none"> • Identify purpose of UNIV 200: what skills will be taught and the value of gaining this knowledge for future career success
Module 1: Assessment	Introduce concept and value <ul style="list-style-type: none"> • Download transcripts and slides, if needed • View course video 	<ul style="list-style-type: none"> • Take Focus online career assessment • Fill out reflection worksheet • Discussion: respond to statements provided: <ul style="list-style-type: none"> • Rationale for major choice • Rationale for career choice 	8/31-9/6 9/6 due 9/6 due	Upon completion of this module, you will be able to: <ul style="list-style-type: none"> • Identify a major • Identify jobs/careers • Communicate rationale for choice • Confirm your decision • Identify additional information needed
Module 2: Job Research & Employability	Introduce concept and value <ul style="list-style-type: none"> • Download slides & transcripts, if needed • View course video 	<ul style="list-style-type: none"> • Read Career Guide (p7-9 & 14) • Watch CareerSpot: 7 Tips to Research Companies • Submit Jobs & Occupation Worksheet • Submit Job Skills Inventory • Review Employability Skills Exercise (to create one resume entry) 	9/7-9/13 9/13 due 9/13 due	Upon completion of this module, you will be able to: <ul style="list-style-type: none"> • Identify jobs and titles • Identify jobs and titles • Clarify skills and qualifications required • Describe experiences you have gained • Link your experiences & skills to skills required in the job(s) • Identify skills you need to develop
Module 3: Elevator Pitch	Introduce concept and value <ul style="list-style-type: none"> • Download transcripts and slides, if needed 	<ul style="list-style-type: none"> • Read Career Guide (p16) • Watch video simulations of a good “pitch” • Create a pitch using the worksheet 	9/14-9/20 9/20 due	Upon completion of this module, you will be able to: <ul style="list-style-type: none"> • Develop an Elevator Pitch • State why you chose the major/career field

	<ul style="list-style-type: none"> • View course video 	<ul style="list-style-type: none"> • Record your pitch on InterviewStream • Create a Profile section of your resume • Discussion: settings where you would use an elevator pitch 	<p>9/20 due</p> <p>9/20 due</p>	<ul style="list-style-type: none"> • Target your skills and interest to the audience • Develop your brand • Integrate your elevator pitch into your resume
Module 4: Resume	<p>Introduce concept and value</p> <ul style="list-style-type: none"> • Download transcripts and slides, if needed • View course video 	<ul style="list-style-type: none"> • Read Career Guide (p 10 & 22-29) • Watch video on creating a great resume • Fill out Brainstorm sheet • Complete Resume worksheet • Review sample resumes • Submit a Complete Resume for Feedback into Assignments • Build and upload a resume on HireAblazer 	<p>9/21-10/18</p> <p>10/4 due</p> <p>10/18 due</p>	<p>Upon completion of this module, you will be able to:</p> <ul style="list-style-type: none"> • Identify the purpose of the resume • Create/hone your resume • Target content to desired audience • Create effective elements in the resume
Module 5: Informational Interviewing & Networking	<p>Introduce concept and value</p> <ul style="list-style-type: none"> • Download transcripts and slides, if needed • View course video 	<ul style="list-style-type: none"> • Read Career Guide (p 10 & 17) • Watch Candid Career video on Networking 101 • Fill out Informational Interview Preparation Plan • Conduct informational interview • Submit Informational Interview Report • Discussion: Reflect on your informational interview and discuss pros and cons of the experience 	<p>10/19 – 11/1</p> <p>10/19 – 11/1</p> <p>11/1 due</p> <p>11/1 due</p>	<p>Upon completion of this module, you will be able to:</p> <ul style="list-style-type: none"> • Identify people to contact • Establish meeting goals • Conduct a professional networking meeting • Identify next steps • Establish a follow-up plan
Module 6: LinkedIn	<p>Introduce concept and value</p> <ul style="list-style-type: none"> • Download transcripts and slides, if needed • View course video 	<ul style="list-style-type: none"> • Read Career Guide (p18-19) • Watch LinkedIn video • Create LinkedIn profile using rubric provided • Add link to your profile in the contact section of your resume • Join 2 professional groups • Discussion: comment on the “who, what, where, and when” of connecting • Complete pre- and post-quiz 	<p>11/2 – 11/15</p> <p>11/15 due</p> <p>11/15 due</p>	<p>Upon completion of this module, you will be able to:</p> <ul style="list-style-type: none"> • Build a professional LinkedIn profile • Add skills & recommendations • Find jobs & internships • Join groups & join the conversation

<p>Module 7: Interviewing</p>	<p>Introduce concept and value</p> <ul style="list-style-type: none"> • Download transcripts and slides, if needed • View course video 	<ul style="list-style-type: none"> • Read Career Guide (p 32-34) • Watch CandidCareer video: How to Ace your Face-to-Face! • Complete the Interview Preparation Worksheet • Complete the Interview Skills Practice Worksheet • Complete the interview assignment on Interview Stream • Discussion: using the feedback sheet, critique 1 classmate's interview and receive feedback on yours 	<p>11/16 – 12/6</p> <p>12/6 due</p> <p>12/6 due</p>	<p>Upon completion of this module, you will be able to:</p> <ul style="list-style-type: none"> • Tell your career story effectively • Understand what “behavioral interviews” are and how to respond • Formulate good questions to ask during the interview • Conduct an interview and practice using InterviewStream
<p>Module 8: Wrap-up</p>	<p>Final thoughts on completing course so you increase your employability and professionalism</p>	<ul style="list-style-type: none"> • View Closing video • View Student video on effective use of Career & Professional Development office • Tweet about your story or experience on @uabcareerserve • Complete post-test for course • Complete course evaluation 	<p>12/7-12/11</p> <p>12/11 due</p>	<p>Upon completion of this module, you will be able to:</p> <ul style="list-style-type: none"> • Know how to use all job search materials created in the course and how to target documents to the audience and job • Participate in #TellYourStoryUAB campaign, post on @uabcareerserve

The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim or sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit <http://www.uab.edu/titleix> for UAB's Title IX Policy and UAB's Equal Opportunity and Anti-Harassment Policy.

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit <http://www.uab.edu/dss>.