



## ETP 022 COURSE OUTLINE - FALL SEMESTER 2015

### *EFFECTIVE JOB SEARCH SKILLS*

**Class Times:** Monday 10:00 - 12:00; September 14, 2015 – December 7, 2015

**Classroom:** Interurban Campus, Portable A, Room 104

**Instructor:** Mark Fournier

**Office:** Portable A – Room 102A (Interurban Campus)

**Office Hours:** Monday, Tuesday: 9:30-10:00 & 3:00-3:15; Wednesday: 9:30-10:00

**Telephone:** 250 370-3839

**Email:** [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)

### COURSE PURPOSE:

This course engages students with barriers to employment and education in building the knowledge, skills and practices needed to undertake an effective job search.

### COURSE OUTCOMES

Upon completion of this course a student will be able to initiate a job search either independently or with the support of appropriate community agencies or services. By the end of this course, students will be able to do the following:

- Demonstrate an understanding of the behavioral expectations an employer has when looking for a potential employee
- Develop a personal network to assist and support a job search
- Contact appropriate community agencies and services to assist with a job search.
- Engage in networking and to keep a log of networking activities.
- Prepare a resume with help (if needed) from available resources.
- Search job postings using the internet.
- Apply for appropriate jobs with help (if needed) from available resources.
- Practice appropriate protocols and responses in an employment interview.
- List the key activities and strategies needed to start and maintain a job search.

### PREREQUISITES

Permission from instructor is required to register in this course. Candidates must demonstrate readiness to learn, willingness to engage in the activities of a job search, ability to travel and function independently in the community and capacity to contribute effectively to a team.

## REQUIRED MATERIALS

Learning material will be presented by the instructor from a variety of sources including:

- Harford, K. (2000). *Finding the Right Job* (2nd Ed.) Picton, ON: Prince Edward Learning Centre.
- Huegli, V. (2008). *Employment Skills, OLWG Individual Life Skills Unit 19*. LaSalle, QC: Quebec Literacy Working Group.

Students are responsible for the following materials:

- Clean clothing in good repair.
- 3 ring binder, pens, paper, book bag.
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

## EVALUATION

Students will participate in a performance evaluation conducted by the instructor. Performance on course outcomes will be assessed according to input from the following sources:

- Attendance: students are expected to arrive on time to all scheduled classes and placements ready to learn and work. Where this is not possible students will contact the instructor with sufficient notice.
- Individual and group assignments: completed on time to the best of the student's ability.
- Classroom Activities: students are expected to demonstrate progress, teamwork, initiative and collaboration.
- Mock Interview: students demonstrate appropriate behaviour, attire, protocols and responses.
- Job Search Log: is organized, includes all essential information for each entry, and reflects significant effort in searching for a job.
- Class Conduct: students are expected to maintain a professional approach to class as if they were actively networking with potential employers. This includes an appropriately professional approach to attire, attitude, communication, behaviour, demeanour and social formalities.

## COMPETENCY BASED GRADING SYSTEM

Grade	Description
COM	<b>Complete:</b> The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	<b>Complete with Distinction:</b> The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	<b>Not Complete:</b> The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.
I	<b>Incomplete:</b> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<b>In progress:</b> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)
CW	<b>Compulsory Withdrawal:</b> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, at Registration, and on the College web site in the Policy Section.

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>