



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

COURSE OUTLINE

ETP 022 EFFECTIVE JOB SEARCH SKILLS - FALL SEMESTER 2019

Instructor: Mark Fournier
Office: Interurban Campus, Portable A, Room 102A
Office Hours: MO 8:30-9:45 & 12:00-12:30; TU-TH 8:30-9:45 & 3:00-3:30.
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COURSE PURPOSE:

This course helps students to build the knowledge, skills and practices needed to undertake an effective job search. This is done by engaging students in a job search. Students, not currently looking for work will be asked to apply these skills towards future career goals and/or towards other life goals.

COURSE OUTCOMES

Upon completion of this course a student will be able to:

- Identify potential employment opportunities related to one's employment specialization
- Apply job search skills to start and maintain a job search.
- Identify employment resources in the community and utilize these if necessary.

PREREQUISITES

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

ATTENDANCE AND PARTICIPATION

Please arrive on time ready to learn. Taking action and being accountable are important for getting a job. The learning activities in this course mirror the activities of a job search. It is your responsibility to do the work and to get help when you need it. This is easier when you attend class. Students are responsible for assignments, learning activities and lessons delivered during their absence. Students are expected to practice accountability by notifying the instructor of any absences and by making arrangements to catch up on missed content. If arriving late please join

us quietly.

REQUIRED MATERIALS:

Students will be provided a copy of the workbook: Harford, K. (2000). *Finding the Right Job* (2nd Ed.) Picton, ON: Prince Edward Learning Centre. Students are responsible for the following materials:

- Replacement cost of lost workbooks.
- Attire appropriate for a job interview.
- 3 ring binder, pens, paper and a book bag.
- Calendar, schedule or device to keep track of appointments and commitments.
- Meals, snacks, water.

Support is available to students who do not have access to these items.

OFFICE HOURS

Please use office hours to get the most out of this course. I am available during these times (see above) to support your learning in any way needed. You are responsible for your learning and for seeking help when you need it. Please see me if you are either overwhelmed or would like more challenge in this course. Together we can customize a learning plan to ensure that you are challenged at just the right level.

EVALUATION PLAN

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Lessons, activities and assignments can be modified to meet your learning needs and to make your learning fun, interesting and relevant. Please approach the instructor if you would like to talk about any changes. Your learning will be measured through a number of assignments. It is recommended that you do all the assignments; however it is possible to do just the ones that best fit with your learning needs. In other words you can do more of one thing and less of another. Each assignment will be explained as the course develops. Please see me during office hours if you have any questions, concerns or comments about any of this.

GRADE	DESCRIPTION OF GRADES
COM 50 points	Complete: The student has met the goals, criteria, or competencies established for this course.
DST 85 points	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course.
NC Less than 50 points	Not Complete: The student has not met the goals, criteria, or competencies established for this course.