

# COURSE SYLLABUS



COURSE TITLE: EDCP 093 Innovative Job Search Skills and Strategies

CLASS SECTION: DX01

TERM: W2023

COURSE CREDITS: Elective credit toward BC Adult Graduation Diploma

DELIVERY METHOD(S): 100% Online with synchronous and asynchronous components

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Diane Gilliland & Val Neaves

EMAIL: [gillilandd@camosun.ca](mailto:gillilandd@camosun.ca); [neavesv@camosun.ca](mailto:neavesv@camosun.ca)

OFFICE: CBA 157 or virtual

HOURS: 11 – 12 pm Tuesday to Friday or by appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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Research shows that 70% of all jobs are not published publicly on jobs sites (CNBC 2019). Learners will develop the skills and strategies to effectively search and apply for jobs that align with their interests, strengths, abilities, and values. Using a range of tools and strategies, learners will create effective resumes and cover letters. Hands-on, practical activities provide learners with the opportunity to develop networking and interviewing skills.

PREREQUISITE(S): Attendance at an information session

## COURSE LEARNING OUTCOMES / OBJECTIVES

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By the end of this course, learners will be able to:

- a) Plan the major steps of the job-search process
- b) Use research skills to support the job-search process
- c) Build and expand personal and professional networks to support the job-search process
  - i. Maintain connections established through the job-search process (e.g., information interviews)
- d) Use a variety of job-search resources
  - i. Use technologies, social media, and other relevant resources to focus the job-search process
  - ii. Identify relevant community resources to support the job-search process
- e) Apply effective interview skills and strategies
  - i. Articulate strengths, values, and transferable skills for interview purposes
- f) Create effective resumes and cover letters using current standards and conventions
- g) Develop skills and strategies to prepare for career transitions
- h) Gain exposure to a work or training situation to help focus the job or career search
- i) Identify qualities of a respectful workplace in order to inform the job-search process and related decisions
  - i. Co-create guidelines for working effectively and respectfully in group settings
  - ii. Identify indicators for respectful and healthy relationships in workplace settings (e.g., WorkSafe BC; 'respect in the workplace' guidelines)

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Attend required program information session

Computer access with internet, microphone and camera

Read Welcome emails which include Getting Started information

D2L Curriculum adapted from BC Campus, Education and Career Planning Open Course

Mary Shier, College of the Rockies, Allison Schubert, Vancouver Community College

Updated 2020

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Getting Started, Respect in the Workplace	
2	Transferrable Skills and Strengths	
3	Information Interviews and Networking	
4	Volunteering, Job Shadows, Co-ops and Internships	
5	Effective Resumes and Cover Letters	
6	Effective Job Interviewing	
7	Job-Search Steps and Resources	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page \(http://camosun.ca/services/accessible-learning/exams.html\)](http://camosun.ca/services/accessible-learning/exams.html)

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Assignments are graded using a competency-based grading system as complete or incomplete <a href="https://camosun.ca/registration-records/student-records/camosun-grading-systems">https://camosun.ca/registration-records/student-records/camosun-grading-systems</a>	C or NC

## COURSE GUIDELINES & EXPECTATIONS

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Assignments: Completion of a variety of education and career assessments and research assignments, as well as active participation in in-class exercises

Student evaluation (completion) based on: 1) 80% Synchronous Attendance, 2) 80% Completion of Asynchronous Assignments

Adherence to Group Guidelines for Respect

## SCHOOL OR DEPARTMENTAL INFORMATION

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<https://camosun.ca/programs-courses/school-access>

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.