

A. Division: Education & Student Services Date: September 1987

B. Department: Student Services & Developmental Education New Course: ☒

Revision of Course Information Form: ☐

Dated: _____

C. HUD 145 D. Job Search Skills E. 1.5
Subject & Course No. Descriptive Title Semester Credits

F. Calendar Description:

Using polished job search skills can often make the difference in landing a job. In this seven week course students will clarify their job goals, identify sources of job leads, learn skills to research occupations, and identify prospective employers. There will be opportunity to write a resume, practise interviewing skills, and explore issues important to job success. The course will benefit students seeking a first job as well as career changes.

Summary of Revisions:
(Enter date and Section Revised)
e.g. 1982-08-25
Section C,E,F, and R.

G. Type of Instruction:		Hours Per Week / Per Semester	H. Course Prerequisites:
Lecture	_____	Hrs.	HUD 142 or 144 recommended
Laboratory	<u>1</u>	Hrs.	I. Course Corequisites:
Seminar	<u>3</u>	Hrs.	N11
Clinical Experience	_____	Hrs.	J. Courses for which this Course is a Pre-requisite:
Field Experience	_____	Hrs.	N11
Practicum	_____	Hrs.	K. Maximum Class Size:
Shop	_____	Hrs.	25
Studio	_____	Hrs.	
Student Directed Learning	_____	Hrs.	
Other (Specify)	_____	Hrs.	
Total	<u>4</u>	Hrs.	

L. College Credit Transfer	<input type="checkbox"/>	M. Transfer Credit: Requested	<input type="checkbox"/>
College Credit Non-Transfer	<input checked="" type="checkbox"/>	Granted	<input type="checkbox"/>
Non-Credit	<input type="checkbox"/>	(Specify Course Equivalents or Unassigned Credit as Appropriate)	
		U.B.C.	
		S.F.U.	
		U. Vic.	
		Other	

Alexa Strauss
Course Designer(s)

P. H. Angus
Director / Chairperson

P. H. Angus
Divisional Dean

P. H. Angus
Registrar

N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

Students will be required to purchase one or more of the following:

Bolles, Richard N., The New Quick Job Hunting Map. Berkeley, California: Ten Speed Press, 1985.

Gaymer, Rosemary, Teach Yourself How To Find A Job. Toronto: University and College Placement Association, 1980.

Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;
Q. Method of Instruction; R. Course Evaluation**O. COURSE OBJECTIVES**

The purposes of the course are to help each student:

- understand the process involved in job hunting
- clarify a job goal and related alternatives
- develop skills for resume writing, completing application forms, interviewing, and telephoning
- identify sources of potential job leads
- identify the skills, personal qualities and experiences necessary for presentation to prospective employers
- increase awareness of the role individual jobs play in the context of a long range career path.

P. COURSE CONTENT

Students will receive instruction in the following:

1. self-assessment as preparation for presentation to an employer
2. preparing a resume
3. completing application forms
4. writing letters eg. cover letters
5. interviewing skills
6. maintaining a job

The following topics will be discussed:

1. how to clarify and achieve a job goal
2. how to develop a network of contacts of prospective employers
3. how to obtain experience while job hunting
4. how to deal with unemployment
5. employer-employee rights
6. how to fit in at a new job
7. how to be successful in a job and move upward

.../3

Q. METHOD OF INSTRUCTION

Some or all of the following methods will be used:

- small group discussion
- class discussions
- lectures
- demonstration of career research skills
- structuring independent learning assignments
- demonstration and coaching of interview skills
- facilitations of self-awareness exercises
- presentation of audio-visual materials

R. COURSE EVALUATION

Due to the experiential nature of the course, attendance is necessary to maximize the learning of the students. Items 1 through 5 are required for the final evaluation. Items 6 and 7 may be included at the discretion of the instructor. The specific weighting of the items will be determined by the instructor.

1. completion of assignments and exercises, for example, sample application form, covering letter, etc.
2. completion of a skills assessment
3. preparation of a resume
4. participation in practise job interviews
5. submission of a weekly journal in which the student records his or her reactions, experiences, and learning as related to the course
6. submission of a report describing a job goal and appropriate contacts for work in that field
7. submission of a report summarizing information interviews