Course Description
This course is designed for students who want to explore the various aspects of the modern-day job searching process. Students will use self-assessment, planning, identification and use of career resources and other activities to engage in discovering the tools needed for job searching in the 21st century.

Textbook & Materials
There is NO required textbook for this course. All materials will be provided within the course under Content, such as: lecture slides, handouts, articles, etc.

Instructional Method
This course will be instructed entirely online via Desire2Learn (http://d2l.sdbor.edu), which you will use to:
- Communicate with your classmates and the instructor via discussion and course mail
- View recordings of lectures
- View and complete all assignments
- Access all required course materials
- Access supplemental materials designed to assist you with the job search process
- Access your course progress and grades

Each week, a recorded lecture will be available via Collaborate, which students will be expected to view prior to completing the weekly assignments. Please note that a lecture recording does not need to be viewed all at once. You can begin watching the lecture, and then come back at a later time to watch the rest.

IMPORTANT: While this is an online class, it does not mean it is a self-paced or correspondence-like course. Each week you will be required to complete a number of tasks as outlined below.

Expectations
Students:
First and foremost, students are expected to read, understand, and abide by all policies and procedures outlined in this syllabus as well as those in the CDE Online Orientation, which can be accessed from the “Getting Started” section on the course homepage. The latter contains important information about the various academic, student, and technical resources and services available at USD.

In terms of time commitment, the South Dakota Board of Regents (SDBOR) defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. To that end, as this is a one-credit-hour course, students should expect to invest around 3 hours per week in the course.

Because this is an online course, and meant to be an asynchronous experience, we will not be meeting face-to-face, so the SDBOR engagement requirement will be reproduced by the following activities: posting in weekly discussions and responding to two other class members’ discussions, completing the required reading assignments and other activities, and connecting with the instructor during optional virtual office hours.
One important thing to remember: when all is said and done, this is *your* class; it is what you make of it. Your level of participation will be directly proportional to your class experience. In other words, you will get out of it what you put into it.

**Instructor:**
The instructor will strive to provide every possible opportunity for feedback and, unless otherwise stated, will respond to all communications within twenty-four (24) hours on weekdays, or within forty-eight hours (48) on the weekends. The instructor will also endeavor to return with feedback and suggestions in a reasonable amount of time—see the “Assessments” section below for more detail. Finally, the instructor will also abide by all policies set forth in this syllabus and those by the CDE Online Orientation, The University of South Dakota, and the SDBOR.

**Course Objectives:**
Students successfully completing this course will:
- Have a professional resume and know how to modify it for future use.
- Learn how to write a professional cover letter and adapt it to a variety of applications.
- Identify appropriate sites for job openings in their area of interest.
- Complete a mock interview and be aware of how to appropriately answer interview questions.
- Formulate a strategic action plan to successfully achieve job-searching goals in the internet age.

**Assessments:**
Because of the online nature of this course, it is important that students receive regular feedback on their progress. To that end, there will be weekly participation requirements and assessments to assure that ample feedback is provided and that sufficient opportunities are provided to ask questions about the various course topics.

**Discussion Postings**
For an online class, attendance is based on participation in the weekly discussion forums. These discussions are essential for this class. Each week, there will be a discussion on the week’s topic. Students will be required to post their thoughts on the question posed by the instructor for that week. Students will also need to respond to at least *TWO* group members responses to the question each week.

When posting in the discussions, each student needs to abide by the “Netiquette” section in the CDE Online Student Orientation, which can be found in the “Getting Started” section on the course homepage. Additionally, each student will need to post a substantive response to the question or questions posed by the instructor and then reply substantively to two other students’ postings. A substantive response is more than simply saying, “I agree,” or “I disagree;” rather, it will provide arguments to support the student’s response.

Discussion participation will be assessed at the conclusion of each discussion topic on the level and quality of participation. In general, the instructor will provide summary feedback to each group within a week of the due date.

**IMPORTANT:** Make up assessments will only be available under conditions such as serious illness, family emergencies, etc., and will be provided solely at the discretion of the instructor. When possible, students should notify the instructor prior to missing any assessment.

**IMPORTANT:** Initial responses to the instructor’s question are due by Friday @ 11:59 PM CST. If you do not post your initial response by this time, you will lose one point. Weekly discussions will be closed on Sunday @ 11:59 PM CST.
The discussions will be graded as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your substantive discussion post, based on the instructor’s response</td>
<td>10</td>
</tr>
<tr>
<td>Your substantive response to TWO group members posts</td>
<td>10</td>
</tr>
<tr>
<td><strong>WEEKLY TOTAL</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Weekly Activities**
Each week, students will complete one longer activity/assignment. These activities are meant to get students active in learning about themselves and the job search process. Assignments must be submitted as Word documents via the Dropbox in D2L—not through course mail. Graded assignments will be returned to students via the Dropbox within one week of the due date and each assignment is due by 11:59 PM CST on Sundays.

The assessments for this course are as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Taking Stock Worksheet</td>
<td>50</td>
</tr>
<tr>
<td>2. MBTI Assessment &amp; Worksheet</td>
<td>100</td>
</tr>
<tr>
<td>3. Three Job Descriptions</td>
<td>50</td>
</tr>
<tr>
<td>4. Professional Resume</td>
<td>120</td>
</tr>
<tr>
<td>5. Cover Letter &amp; Thank You Letter</td>
<td>100</td>
</tr>
<tr>
<td>6. 60-Second Summary</td>
<td>70</td>
</tr>
<tr>
<td>7. Mock Interview (in person or via telephone)</td>
<td>150</td>
</tr>
<tr>
<td>8. Final Paper</td>
<td>200</td>
</tr>
<tr>
<td>9. Discussion Postings and Responses (20/week x 8 weeks)</td>
<td>160</td>
</tr>
</tbody>
</table>

**TOTAL POINTS POSSIBLE**

1000 Points

Rubrics for the Resume, Cover Letter, Thank-you Letter, Mock Interview, and Final Paper can be found in the Content and Dropbox sections of D2L.

**Grading**
Your grade will be calculated using the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;600</td>
<td>&lt;60%</td>
<td>F</td>
</tr>
</tbody>
</table>

**General Course Schedule**
In general, a typical week in this course will be sequenced as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials, discussion topics, and assignments available. Open for independent work and discussions.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Friday</td>
<td>Initial discussion postings due by 11:59 PM CST. Open for independent work and discussions</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Sunday</td>
<td>Responses to discussion postings due by 11:59 PM CST. All weekly assignments due by 11:59 PM CST.</td>
</tr>
</tbody>
</table>

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Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started widget on the course homepage.

Student Resources:
The University of South Dakota provides a number of useful services to students:

- **CDE Online Orientation Guide (see link in the Getting Started section of the course homepage):**
  This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:
  - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
  - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
  - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

- **USD Portal (http://myu.usd.edu/):**
  The USD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:
  - WebAdvisor
  - I.D. Weeks Library

- **The USD Writing Center (http://www.usd.edu/academics/academic-commons/writing-center.cfm):**
  The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.

Plagiarism Policy:
Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment. Since it is impossible to evaluate a plagiarized paper, no credit can be given. At the discretion of the instructor, a student may be:

- reported to the program in which the student is majoring and that department may take additional action
- allowed to rewrite and resubmit the assignment for credit
- assigned a reduced grade for the course
- dropped from the course
- failed in the course

Freedom in Learning:
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the Academic & Career Advising Center at (605) 677-5381 to initiate a review of the evaluation.
**Disability Services:**

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605) 677-6389
http://www.usd.edu/ds/
dservices@usd.edu