Instructor: Wendy Stubbs, MA
Email: <access via course>
Course Number: A&S 301 U821T
Office Phone: (605) 658-6156
Class Meetings: Online using Collaborate
Office Hours: 8-5, M – F unless arranged after hours

Welcome!
Welcome to A&S 301: Job Searching in the 21st Century online! My name is Wendy Stubbs and I will be your instructor this semester. My background is in Career Counseling, (MA in Counseling Psychology from USD) Career and Life Coaching as well as Instructional Design. I am currently the Online Academic Advisor / Coach for Continuing and Distance Education at USD. I am looking forward to a great semester.

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.

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.

General Course Requirements and Expectations
The South Dakota Board of Regents 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 three hours per week in the course. As this is an online course, we will not be meeting face-to-face, so this engagement requirement will be reproduced by the following activities: weekly discussion postings, weekly discussion responses, completing the weekly assignments, and connecting with the instructor during optional weekly virtual office hours. Please see the syllabus for more details.

IMPORTANT: This will not be a self-paced or correspondence-like course. You will be required—and given points based upon your performance—on the weekly requirements. Failure to do so may result in a reduced grade in the course, or being dropped from the course.
Getting Started
First, you will want to access the course in Desire2Learn (D2L). This can be done via the USD student portal, http://myu.usd.edu, or directly via https://d2l.sdbor.edu. The course should be listed under “My Courses.”

IMPORTANT: You will not be able to access the course until the start date listed in WebAdvisor.

Next, you should familiarize yourself with the CDE Online Orientation, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:
1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage.
2. Orient yourself to the course components: News, Content (where all course materials reside), Discuss, Dropbox, Course Mail, etc.
3. Read the materials in Content for Week 1.
4. Post your introduction in the first week’s discussion topic under Discuss.
5. Complete the first week’s assignment, posted under Content. You will need to submit it in the Dropbox.

Contacting Me
My contact information is listed at the top of this document. The best way to contact me is via the course in D2L mail, which can be accessed within the course. I will do my utmost to respond to your requests within twenty-four (24) hours during the weekdays, or forty-eight (48) hours on the weekends. Note: please do not use the pager tool to contact me.