

CWE 101: Portfolio, Job Search & Interviewing Spring/2009

Instructor

	<u>Email</u>	<u>Phone</u>	<u>Office</u>	<u>Office hours</u>
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Class Format and Schedule

CWE 101 Portfolio, Job Search & Interviewing meets every Tuesday and Thursday from 1:30pm to 2:30pm in room IB 3406. The class consists largely of interactive activities and brief lectures/presentations.

Class Description

The Portfolio, Job Search & Interviewing course provides students 2 academic credits through 22hrs of instruction and in-class projects based on developing effective cover letters, resumes, portfolios, job search strategies and interviewing techniques. By the end of the course students will have a completed cover letter, resume, portfolio, an understanding of job search strategies & techniques, networking skills, conduct 3 informational interviews with professionals in their field, and participate in mock interviews. Students will also learn how to most effectively utilize and leverage these tools in the application process for internships, jobs and transferring to other educational institutions.

Course Outline & Objectives:

- A. Preparation for work or to transfer
 - 1. Research, refine and target the career or program
 - 2. Identify an opportunity
 - 3. Develop and draft a targeted cover letter
 - 4. Develop and draft a targeted resume
 - 5. Develop and draft a portfolio
 - 6. Conduct first informational interview with a professional in the field

- B. Develop a job search strategy
 - 1. Research, refine and target the career or program
 - 2. Understand the hidden job market and identify resources
 - 3. Develop networks
 - 4. Getting beyond Human Resources or admissions
 - 6. Conduct a second informational interview with a professional in the field

- C. Interviewing
 - 1. Research methods and strategies
 - 2. Role play using the portfolio
 - 3. Conduct a third informational interview with a professional in the field
 - 5. Conduct critiqued mock interview

- E. Obtain an Internship/ Job/Acceptance to a 4 year

Expectations and Evaluation

The class is designed to be an active/experiential learning community. A large part of what we will learn in this class will come from everyone's knowledge and experience woven together with the materials and exercises.

The success of this learning community depends on regular class attendance, arriving to class on time and prepared, everyone's full engagement and participation, and completion of assignments and projects when they are due. Remember whatever it is that you do you will only get out of it what it is that you put into it!

A key component of a learning community is derived from a willingness to share and listen to a wide range of ideas whether or not you personally agree with them. In this vein, it is expected that everyone will have the opportunity to express his or her opinions and ideas without the fear of ridicule or embarrassment. It is also expected that everyone in the learning community will model the mission of North Seattle Community College and abide by the rules of conduct set forth by North Seattle Community College.

All students will be evaluated on class attendance, preparedness, participation and timely completion of assignments and projects. Students will receive a written performance/progress evaluation mid-quarter and at the end of the quarter. In addition, students will also receive a grade at the end of the quarter. It is also expected that each student will complete a written qualitative instructor evaluation of his performance throughout the class as well as a self-evaluation of your performance throughout the class.

Grading Schematic

Cover Letter = 15 points (15% of your grade)

Resume = 15 points (15% of your grade)

Portfolio = 15 points (15% of your grade)

Informational Interviews = 15 points (15% of your grade)

Mock Interviews = 15 points (15% of your grade)

Attendance/Class participation/homework = 25 points (25% of your grade)

For everyday you are late you will lose .5 points. For everyday you miss you will lose 1 point. If you are going to miss class please notify me in advance via email or a phone call.

A = 3.9 – 4.0	99 – 100 points
A- = 3.5 – 3.8	95 – 98 points
B+ = 3.2 – 3.4	92 – 94 points
B = 2.9 – 3.1	89 – 91 points
B- = 2.5 – 2.8	85 – 88 points
C+ 2.2 – 2.4	82 – 84 points
C = 1.9 – 2.1	79 – 81 points
C- = 1.5 – 1.8	75 – 78 points
D+ = 1.2 – 1.4	72 – 74 points
D = .9 – 1.1	69 – 71 points
D- = .7 - .8	67 – 68 points
E = 0	66 and below