

**Division of Applied Science & Management
JS 100, Section AZ
Job Search Strategies
1.5 Credit Course
Winter, 2021**



COURSE OUTLINE

JS 100 JOB SEARCH STRATEGIES

1.5 CREDITS

PREPARED BY: Meg Walker, Instructor

DATE: November 2, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean

DATE: November 11, 2020

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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JOB SEARCH STRATEGIES, SECTION AZ

INSTRUCTOR: Meg Walker

OFFICE LOCATION: Zoom/phone

E-MAIL: mwalker@yukonu.ca

TELEPHONE: 867-456-8575

OFFICE HOURS: Mondays 11 a.m. – noon

CLASSROOM: online

TIME: Combination: asynchronous online; tutorials Mondays 1:30 – 2:30 p.m.; and synchronous Wednesdays 1 – 2:30 p.m.

DATES: March 16 – April 13

COURSE DESCRIPTION

Job Search 100 covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour standards.

PREREQUISITES

BUSC 200, OP 100

RELATED COURSE REQUIREMENTS

JS 100z is a fully online course. Students must have consistent access to a reliable internet connection and a reliable computer with Microsoft Office software. Students must use their Yukon College-provided email for communication with the instructor. Logging in to the course website at least three times per week is required.

EQUIVALENCY OR TRANSFERABILITY

None

LEARNING OUTCOMES

Upon completion of this course, students will have an understanding of the job search process. This process involves becoming familiar with the current opportunities in the job market, selecting a current job opportunity suited to one's strengths and interests, and employing techniques to secure that employment.

Upon completion of the course, students will be able to:

- Assess their work skills and job readiness.
- Employ a variety of job search and career planning strategies and research techniques, including networking, reading newspaper advertisements, interpreting Yukon Government job postings, and searching the Internet.
- Effectively interpret a statement of qualifications in order to target a resume, accurately and effectively complete application forms, and prepare for an interview.
- Design a professional looking resume and cover letter that highlight employment-related skills, abilities, and achievements.
- Prepare for and practice fielding various types of interview questions in role-play situations while maintaining a positive attitude and professional image.

COURSE FORMAT

The instructor's role is to facilitate learning in a workshop format. Course content will be delivered using lectures, videos, role-playing, and handouts. We are also privileged to have guest speakers volunteer their time to come to our class. For effectiveness and value of the learning process, your attendance and full participation in class sessions are essential.

ASSESSMENTS

Attendance & Participation

Regular student attendance and participation are essential. Because the material covers a variety of topics (some of which are covered in handouts), missing classes will put you at a disadvantage.

If you do miss a class(es), please let the instructor know (in advance if possible), and the instructor can tell you how to make up for the missed class(es). Upon returning to class after any absence, you are responsible for checking with the instructor for work or handouts missed during your absence(s).

Assignments

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually. All assignments must be handed in *by the deadline* on the due date unless previous arrangements are made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

EVALUATION

Students will be evaluated through selection of a current job posting, the production of a targeted resume and cover letter, and participation in a practical, staged interview. Overall participation will also be taken into account.

A final grade for this course will be assigned on a pass/fail basis. In order to receive a passing mark for the course, students must successfully complete the following activities:

1. Select a specific position/posting
2. Create a targeted resume and cover letter
3. Participate in mock interviews
4. Attend and participate in all classroom activities

REQUIRED TEXTBOOKS AND MATERIALS

1. Rankin, Shumack and Turczyniak. *The Administrative Professional: Procedures and Skills, 4th Canadian Edition*. (Same text as OP 100)
2. Guffey, Loewy, and Almonte. *Essentials of Business Communication (Canadian Ed.), 9th Edition*, Nelson Thomson Learning. (Same text as BUSC 200)
3. File folders, pens, pencils, loose-leaf paper, binder.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations, which are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge

and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

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TOPIC OUTLINE: OP 100 SYLLABUS (SUBJECT TO CHANGE) March 15 – April 13

Week	2021	TOPIC	Due 11 p.m. on date listed
1	Mon Mar 15 – Sat Mar 20	<i>MONDAY</i> Course Outline and Job Search Overview	Thurs Mar 15: Forum: Realities of Job Search
		<i>WEDNESDAY</i> Applying to Yukon Government; Guest Speakers from Public Service Commission; The Resume - overview	
2	Mar 21 - 27	<i>MONDAY</i> Resume Work Period	Wed Mar 24: Position selected and submitted Sat Mar 27: Forum: Career Objective
		<i>WEDNESDAY</i> Guest Speaker from Employment Central	
3	Mar 28 – Apr 3	<i>MONDAY</i> Cover Letter Work Period	Wed Mar 31: Draft Resume and Cover Letter
		<i>WEDNESDAY</i> The Interview Guest Speaker(s) from YC HR Dept.	
4	Apr 4 – 10 (Easter Monday is a holiday)	<i>MONDAY</i> Resume/Cover Letter Work Period	Wed Apr 7: Final Resume and Cover Letter Sat Apr 10: HR + Employment Standards activity
		<i>WEDNESDAY</i> Labour Standards (students work in pairs)	

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5	Monday April 12	<i>MONDAY</i> Mock Interviews	Tues April 13: Interview Reflections
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