

Topical Outline:

Session	Activity
1	Seminar overview; developing learning outcomes
2	Learning outcomes draft 1 due; Introduction to Resume Writing
3	Components of resume due; complete resume writing sessions
4	Resume due; Workplace ethics overview. Article assignment
5	Workplace ethics 2 page paper due; Ethics discussion
6	Tips and Techniques for Interviewing; videos of interview sessions
7	Questions for Interviews due; Videos of interview sessions
8	Experience Sharing; What Has Happened – What to Expect
9	Review of Outcomes: Assessment of Experience

Grading:

The course is graded on a pass/fail basis. To pass, the student must:

1. Complete and turn in satisfactory resume, cover letter, and thank-you note.
2. Read assigned article and submit 2-page workplace ethics paper.
3. Take part in class discussion.
4. Participate in a practice or informational interview, and present a report to the class.
5. Complete and submit a list of learning outcomes for your co-op experience.

Policies:

There will be on-campus meetings throughout the quarter. Students are required to attend these meetings.

The instructor reserves the right to change the content of the course material as may be necessary.

General/Miscellaneous:

This syllabus is for student and instructional planning. It will be followed as closely as possible. Any student having a need for special accommodations is encouraged to make his/her needs known to the instructor during the first class of the quarter. Cheating or plagiarism may be cause for an individual to be dismissed from the class and/or the institution. See the Student Handbook for additional information regarding college policy.