CS2080 – Career Management  
3 Credit Hours  
Prerequisite: Junior or Academic Dean Approval

**Course Description:** This course prepares the student to manage his/her career through the job transitions that occur in the course of a lifetime. The course encourages students to maintain work/life balance, fostering positive feelings and values about work activities. It also helps graduating students secure professional employment. Students will prepare a resume and cover letter, learn interview techniques, develop a "skills" language, networking techniques, and the means to meet employer expectations.

**Objectives of the Course:** Upon successful completion of this course, the student will be able to:

1. Develop a career plan that is supported and enhanced by the education received at National American University.  
   Knowledge and skills leading to mastery of this competency:
   a. Establish and implement short- and long-term career goals.
   b. Describe and give examples of his/her skills as they relate to employment.
   c. Describe how his/her major course work relates to the job search.

2. Use networking skills effectively in the work environment.  
   Knowledge and skills leading to mastery of this competency:
   a. Use the concept of "networking" as an important job search method.
   b. Identify networking opportunities in one's professional field.

3. Monitor the employment and economic environment on a continuous basis.  
   Knowledge and skills leading to mastery of this competency:
   a. Identify and use sources of career information.
   b. Perform a thorough research of companies.

4. Develop marketing tools and strategies to promote personal and professional development.  
   Knowledge and skills leading to mastery of this competency:
   a. Complete an application for employment without including negative information.
   b. Develop a professional resume.
   c. Produce professional quality cover letters.
   d. Apply the seven phases of the job interview process.
   e. Answer interview questions confidently and clearly.
   f. Communicate effectively his/her skills in the interview.
   g. Dress and groom appropriately for interviews and the workplace.
   h. Establish and implement effective follow-up procedures.
   i. Negotiate salary and benefits in a mock interview.
   j. Identify the purpose and elements of a career portfolio.

**Instructional Materials:**

Please refer to the course learning plans for assigned readings.
Welcome to CS2080, Career Management!

Congratulations on your decision to take this class at this time; for most it means you are nearing the completion of your degree. Career Management is a course that encourages you to look at your career goals and take steps now to reach those goals. As we progress through this course over the next 11 weeks; we will set career goals as well as develop and/or update resumes and cover letters. You will learn interviewing techniques, and determine how to make choices in selecting positions that are right for you.

The object of this course is not to find you a job, but give you tools, strategies and direction that will greatly enable you to make positive choices and position yourself well in today's job market. As a former student and current practitioner with valuable experience, "I can assure you that you will only get out of this course what you put into it." By this, I mean that if you simply want to go through the paces and submit assignment, then the growth that you will realize will be marginalized. If, on the other hand, you read and take to heart all of the assignments, I hope that you will be astounded with the potential that this opportunity will afford you in the way of personal growth.

I am very much looking forward to working with each of you and hope you find the learning experience as enjoyable as I have. Please let me hear from you on how I can make this a most productive experience for you.

Instructional materials for this course
Electronic Instructional Materials (EIM) are used for this course, which are not actual textbooks, but instructional material that is designed to be more directed and specific than textbook material. The EIM is available in a downloadable format through the links provided below. If you have any problems downloading the material, please contact Technical Support. We hope you enjoy the convenience of EIM in your course.

Using the EIM requires Adobe Acrobat Reader.

You can download it free here.

Click Here to Download the Electronic Instructional Materials for this course
Learning Plan 1: Career Goals

Overview

Establishing large and short term career goals is one of the first steps needed to create a career development plan. Just as you may need a road map when you take a cross country vacation, goals help you plan and determine the direction you want to head in your professional life and how you will get there. This lesson will cover Objective 1.a. Establishing and implementing short-and long-term career goals.

Target Competency

You will be able to...

1. Develop a career plan that is supported and enhanced by the education received at National American University.

Learning Objectives

You will learn to:

1. Establish and implement short- and long-term career goals.
2. Describe and give examples of his/her skills as they relate to employment.
3. Describe how his/her major course work relates to the job search.

Performance Standards

Your performance will be successful when you:

1. State your short- and long-term goals using the SMART formula (Specific, Measurable, Action, Realistic, Time Specific.)
2. Complete "Planning Your Career" thoroughly using complete statements.
3. Identify and justify three adaptive, three transferable, and three job related skills relevant to your career by thoroughly completing "What Are You Good At."
4. Complete your final project by meeting all the criteria as listed on the Final Project Checklist.

Learning Activities

You will learn when you:

1. INTRODUCE yourself.
2. REVIEW the course syllabus.
3. DISCUSS what success means to you and how your career plans and dreams fit into your definition of success. Also, SHARE the
difference between career management and a job search and why proactive career management is advantageous.

4. **REVIEW** "Planning Your Career", using it as a springboard to explain career attitudes and goals.

5. **DIFFERENTIATE** between goals that are SMART and those that are not.

6. **COMPLETE** "Planning Your Career" on your own.

7. **COMPLETE** the "Chapter 1: "Skills Check".

**Assessment Activities**
You will show that you have learned when you:

1. **COMPLETE** the "Chapter 1:Skills Check".

2. **DISCUSS** what success means to you and how your career plans and dreams fit into your definition of success. Also, **SHARE** the difference between career management and a job search and why proactive career management is advantageous.
Learning Plan 2: Labor Market Information

Overview

Knowledge of the labor market helps you discover where the jobs are. When you gain information, you are more likely to make a good decision about the direction of your career plans. The following objectives will be covered in this lesson:
Objective 3.a. Identify and use sources of career information.
Objective 3.b. Perform a thorough research of companies.

Target Competency
You will be able to...
3. Monitor the employment and economic environment on a continuous basis.

Learning Objectives
You will learn to:

1. Identify and use sources of career information.
2. Perform a thorough research of companies.

Performance Standards
Your performance will be successful when you:

1. Identify and review three occupations to locate information about qualifications needed, future outlook and salary.
2. Provide at least 10 facts about two organizations for which you think you would like to work.

Learning Activities
You will learn when you:

1. THINK ABOUT how you got your current job or how you expect to get your next one.
2. EXAMINE the website for the Bureau of Labor Statistics, and locate the national unemployment rate and the unemployment rate in your state.
3. VIEW the types of information available at www.bls.gov.
REPORT what Website you looked at and REPORT the information that is available and most helpful to you.

5. **IDENTIFY and REVIEW** two occupations of potential interest to you and complete a "Company Information" form for each of them.

6. **REVIEW** why and where you would research a company.

7. **Practice** how you would locate a company website on the Internet.

8. **PERFORM** a search to find a website of a company you would like to research and bookmark the URL for future use.

9. **RESEARCH** three industries or career opportunities that you are interested in by completing the "Web Field Trip: A Closer Look at Industries".

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**Assessment Activities**

You will show that you have learned when you:

1. **RESEARCH** three industries or career opportunities that you are interested in by completing the "Web Field Trip: A Closer Look at Industries".

2. **DISCUSS** the information you found helpful from the websites in "Web Field Trip: Industry Research: Get the Facts," including the NAU career services site at [www.national.edu/careerservices/](http://www.national.edu/careerservices/) and the Occupational Outlook Handbook site at [www.bls.gov/oco](http://www.bls.gov/oco). REPORT what Website you looked at and REPORT the information that is available and most helpful to you.
Learning Plan 3: Your Interests and Skills

Overview

Identifying and qualifying your skills affects every area of your job search. Communicating your skills effectively will allow you to move ahead in your career. Knowing your interests and skills and connecting those to jobs and careers will help you be more satisfied in your professional life. This lesson will cover Objective 1.b. Provide examples of his/her skills as they relate to employment.

Target Competency
You will be able to...
1. Develop a career plan that is supported and enhanced by the education received at National American University.

Learning Objectives
You will learn to:

1. Establish and implement short- and long-term career goals.
2. Describe and give examples of his/her skills as they relate to employment.
3. Describe how his/her major course work relates to the job search.

Performance Standards
Your performance will be successful when you:

1. State your short- and long-term goals using the SMART formula (Specific, Measurable, Action, Realistic, Time Specific.)
2. Complete "Planning Your Career" thoroughly, using complete statements.
3. Identify and justify three adaptive, three transferable, and three job related skills relevant to your career by thoroughly completing "What Are You Good At."
4. Complete your final project by meeting all the criteria as listed on the Final Project Checklist.

Learning Activities
You will learn when you:

1. RECALL experiences you may have had with assessment tools and what you remember about them.
2. THINK ABOUT the value and limitations of assessment tools.
3. COMPLETE on-line personality tests at
http://www.humanmetrics.com/cgi-win/JTypes2.asp, http://www.cmi-lmi.com/kingdomality.html, or www.careerkey.org/english ($9.95). Describe your personality and interests and whether or not you believe they were accurate or helpful.

4. **DISCUSS** how the "results" of the assessments fit your personality and interests and whether or not you believe they were accurate or helpful.

5. **THINK ABOUT** how this information may be helpful to individuals developing their career management plan.

6. **DEFINE** adaptive, transferable and job-related skills.

7. **CLASSIFY** skills according to type.

8. **IDENTIFY** skills you possess on the checklist of adaptive and transferable skills.

9. **SELECT** the three skills (from each list - adaptive and transferable) most relevant to the next job you would like to have.

10. **THINK ABOUT** how to clearly explain or prove your skills to a potential employer.

11. **COMPLETE** Web Field Trip: Does your major fit your career intent? Decide if your major is a good fit for your career intent.

12. **IDENTIFY** adaptive or transferable skills that can be further developed through general education courses.

13. **IDENTIFY** three job related skills you have developed from your major coursework.

14. **COMPLETE** "What Are You Good At?"

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1. **COMPLETE** "What Are You Good At?"

2. **DISCUSS** how the "results" of the assessment fit your personality and interests and whether or not you believe they were accurate or helpful.
Learning Plan 4: Networking Effectively

Overview

Most people network everyday without even thinking about it. More and more people are including formal networking as part of their regular activities. Formal networking is organized, planned and mutually beneficial. It is also essential to move ahead in your career. This lesson will cover the following:

Objective 2.a. Use the concept of "networking" as an important job search method.
Objective 2.b. Identify networking opportunities in one's professional field.

Target Competency

You will be able to...

2. Use networking skills effectively in the work environment.

Learning Objectives

You will learn to:

1. Use the concept of "networking" as an important job search method.
2. Identify networking opportunities in one's professional field.

Performance Standards

Your performance will be successful when you:

1. Provide a list of at least three contacts and complete contact information.
2. Attend a meeting for the purpose of networking and respond to each question on "Networking Through Organizations."

Learning Activities

You will learn when you:

1. THINK ABOUT the first thing you would do if you began your job search today.
2. READ ABOUT The Four Stages of a Job Opening and where traditional and non-traditional job search techniques are in those stages.
3. RATE your networking skills as listed on the worksheet.
4. READ ABOUT the importance of networking in your career and the network approaches for warm and cold contacts.
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<tr>
<td>5. <strong>DEVELOP</strong> strategies for networking techniques using the &quot;Rate Your Networking Skills&quot; as a guide.</td>
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<td>6. <strong>BRAINSTORM</strong> to identify people, organizations or service groups that could serve as sources for networking contacts.</td>
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<td>7. <strong>COMPLETE</strong> a list of contacts and information for at least three more contacts on &quot;Keeping Track of Your Contacts.&quot;</td>
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<tr>
<td>8. <strong>READ ABOUT</strong> handshaking as used in the business world and its importance to networking.</td>
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<tr>
<td>9. <strong>READ and IDENTIFY</strong> the purpose and components of a 30-second commercial that you would use when networking.</td>
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<tr>
<td>10. <strong>CONTRIBUTE</strong> to the discussion on the Discussion Board about the purposes of TV and radio advertising and how networking is a marketing strategy for you. <strong>WRITE</strong> a 30-second commercial for yourself that you could use at future networking opportunities.</td>
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<td>11. <strong>PRACTICE</strong> the 30-second commercial until you can say it easily and comfortably from memory.</td>
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<td>12. <strong>COMPLETE</strong> the <em>Networking Tool: Your Networking Business Card or Mini Resume</em> and turn it in for a grade.</td>
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**Assessment Activities**

You will show that you have learned when you:

1. **CONTRIBUTE** to the discussion about the purposes of TV and radio advertising and how networking is a marketing strategy for you. **WRITE** a 30-second commercial for yourself that you could use at future networking opportunities.

2. **COMPLETE** the *Networking Tool: Your Networking Business Card or Mini Resume* and turn it in for a grade.
Learning Plan 5: Application Forms

Overview

Employment applications are an important part of your job search as it is an opportunity to sell your qualifications. Because many companies receive hundreds or thousands of application forms each year, they look for ways to "screen out" applicants. This lesson will help you do everything possible to keep from getting screened out. We will be covering Objective 4.a. Complete an application for employment without including negative information.

Target Competency

You will be able to...

4. Develop marketing tools and strategies to promote personal and professional development.

Learning Objectives

You will learn to:

1. Complete an application for employment without including negative information.
2. Develop a professional resume.
3. Produce professional quality cover letters.
4. Apply the seven phases of the job interview process.
5. Answer interview questions confidently and clearly.
6. Communicate effectively his/her skills in the interview.
7. Dress and groom appropriately for interviews and the workplace.
8. Establish and implement effective follow-up procedures.
9. Negotiate salary and benefits in a mock interview.
10. Identify the purpose and elements of a career portfolio.

Performance Standards

Your performance will be successful when you:

1. Complete an application for a job at the employer of your choice by meeting the criteria on the Application Form Checklist.
2. Develop your resume and reference list based on the criteria on the Resume and Reference List Checklist.
3. Write a cover letter to accompany your resume meeting the criteria on the Cover Letter Checklist.
4. Answer interview questions with the assignment "Know How to Answer These Problem Questions" by using the three step process and prove it technique.
5. Complete a follow-up letter based on the criteria discussed in class.

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<td>You will learn when you:</td>
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<tr>
<td>1. <strong>LOOK</strong> at completed application form and determine if you would call this person in for an interview based on what you see.</td>
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<td>2. <strong>DISCUSS</strong> any new tip you can share about applications or any unusual experience you wish to share about filling out applications.</td>
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<td>3. <strong>READ ABOUT</strong> selecting references and contact information required on application forms.</td>
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<tr>
<td>4. <strong>REVIEW</strong> job application forms and <strong>IDENTIFY</strong> problem areas.</td>
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<td>5. <strong>READ ABOUT</strong> strategies to completing a professional looking application form.</td>
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<td>6. <strong>EVALUATE</strong> sample completed applications using the &quot;Application Form Checklist.&quot;</td>
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<td>7. <strong>COMPLETE</strong> &quot;Now you: Application Workshop&quot; and <strong>EXPLAIN</strong> three valuable tools or tips you learned from the Workshop.</td>
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<td>1. <strong>DISCUSS</strong> any new tip you can share about applications or any unusual experience you wish to share about filling out applications.</td>
</tr>
<tr>
<td>2. <strong>COMPLETE</strong> &quot;Now you: Application Workshop&quot; and explain three valuable tools or tips you learned from the Workshop.</td>
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Learning Plan 6: Important Job Search Tools - Resumes and Portfolios

Overview

Much preparation goes into an excellent resume. Resumes must be skills-based and clearly target your objectives as well as the needs of the employers. While what you say to employers in your resume is important, how you say it to them is just as important. Use the information discussed in this lesson to develop your own professional resume. You will also be introduced to career portfolios. This lesson will cover: Objective 4.b. Develop a professional resume and Objective 4.j. Identify the purpose and elements of a career portfolio.

Target Competency

You will be able to...

4. Develop marketing tools and strategies to promote personal and professional development.

Learning Objectives

You will learn to:

1. **Complete** an application for employment without including negative information.
2. **Develop** a professional resume.
3. **Produce** professional quality cover letters.
4. **Apply** the seven phases of the job interview process.
5. **Answer** interview questions confidently and clearly.
6. **Communicate** effectively his/her skills in the interview.
7. **Dress** and groom appropriately for interviews and the workplace.
8. **Establish** and implement effective follow-up procedures.
9. **Negotiate** salary and benefits in a mock interview.
10. **Identify** the purpose and elements of a career portfolio.

Performance Standards

Your performance will be successful when you:

1. Complete an application for a job at the employer of your choice by meeting the criteria on the Application Form Checklist.
2. Develop your resume and reference list based on the criteria on the Resume and Reference List Checklist.
3. Write a cover letter to accompany your resume meeting the criteria on the Cover Letter Checklist.
4. Answer interview questions with the assignment "Know How to Answer These Problem Questions" by using the three step process and prove it technique.
5. Complete a follow-up letter based on the criteria discussed in class.

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<tr>
<td>You will learn when you:</td>
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<tr>
<td>1. <strong>THINK ABOUT</strong> the importance of making a good first impression by having a professional resume.</td>
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<tr>
<td>2. <strong>READ ABOUT</strong> resumes and reference lists.</td>
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<td>3. <strong>EXAMINE</strong> sample resumes to <strong>OBSERVE</strong> formatting, print styles, types of resumes, etc... and <strong>REPORT</strong> what you like or do not like about them.</td>
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<td>4. <strong>EVALUATE</strong> a sample resume and reference list using the &quot;Resume and Reference Checklist&quot;.</td>
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<td>5. <strong>REVIEW</strong> the NAU Career Services site at <a href="http://www.national.edu">www.national.edu</a> for additional information on resumes and <strong>READ</strong> how to post your resume on the site</td>
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<td>6. <strong>DISCUSS</strong> &quot;What is the purpose of a career portfolio?&quot; and &quot;How might you use one?&quot;</td>
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<td>7. <strong>READ</strong> about &quot;Career Portfolios&quot; and <strong>VIEW</strong> the &quot;Career Portfolios&quot; worksheet.</td>
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<td>8. <strong>LIST</strong> ten items you would include in your career portfolio.</td>
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<td>9. <strong>COMPLETE</strong> &quot;Now you: Resume Workshop&quot; to gain experience with resume writing.</td>
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<tr>
<td>10. <strong>DEVELOP</strong> your resume and reference list according to what have learned and using the criteria on the &quot;Resume and Reference Checklist.&quot; <strong>COMPLETE</strong> your resume and reference list and hand it in to your instructor to be graded.</td>
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<tr>
<td>1. <strong>DISCUSS</strong> &quot;what is the purpose of a career portfolio?&quot; and &quot;How might you use one?&quot;</td>
</tr>
<tr>
<td>2. <strong>DEVELOP</strong> your resume and reference list according to what have learned and using the criteria on the &quot;Resume and Reference Checklist.&quot; <strong>COMPLETE</strong> your resume and reference list and hand it in to your instructor to be graded.</td>
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Learning Plan 7: Cover Letters that Work

Overview

The cover letter, or letter of application, is your opportunity to personalize your resume and target your skills. Cover letters can be sent in response to an advertised job opening, a referral from a networking contact, or directly to an employer. This lesson will cover Objective 4.c. Write a professional cover letter.

Target Competency

You will be able to...

4. Develop marketing tools and strategies to promote personal and professional development.

Learning Objectives

You will learn to:

1. **Complete** an application for employment without including negative information.
2. **Develop** a professional resume.
3. **Produce** professional quality cover letters.
4. **Apply** the seven phases of the job interview process.
5. **Answer** interview questions confidently and clearly.
6. **Communicate** effectively his/her skills in the interview.
7. **Dress** and groom appropriately for interviews and the workplace.
8. **Establish** and implement effective follow-up procedures.
9. **Negotiate** salary and benefits in a mock interview.
10. **Identify** the purpose and elements of a career portfolio.

Performance Standards

Your performance will be successful when you:

1. Complete an application for a job at the employer of your choice by meeting the criteria on the Application Form Checklist.
2. Develop your resume and reference list based on the criteria on the Resume and Reference List Checklist.
3. Write a cover letter to accompany your resume meeting the criteria on the Cover Letter Checklist.
4. Answer interview questions with the assignment "Know How to Answer These Problem Questions" by using the three step process and prove it technique.
5. Complete a follow-up letter based on the criteria discussed in class.

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<tr>
<td>You will learn when you:</td>
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<tr>
<td>1. <strong>BRAINSTORM</strong> the purposes of a cover letter.</td>
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<tr>
<td>2. <strong>REVIEW</strong> the steps to a successful cover letter and helpful hints.</td>
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<tr>
<td>3. <strong>IDENTIFY</strong> the steps to a successful cover letter as found on the sample cover letter.</td>
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<tr>
<td>4. <strong>CRITIQUE</strong> sample cover letters from the link in &quot;Now You: CRITIQUE a sample cover letter.&quot;</td>
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<tr>
<td>5. <strong>WRITE</strong> your cover letter. COMPLETE &quot;Now you: Write a Cover Letter.&quot; Hand your cover letter to your instructor to be graded.</td>
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<td>You will show that you have learned when you:</td>
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<tr>
<td>1. <strong>CRITIQUE</strong> sample cover letters from the link in &quot;Now You: CRITIQUE a sample cover letter.&quot;</td>
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<tr>
<td>2. <strong>WRITE</strong> your cover letter. COMPLETE &quot;Now you: Write a Cover Letter.&quot; Hand your cover letter to your instructor to be graded.</td>
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Learning Plan 8: Winning Job Interviews

Overview

Establishing a positive impression is vital to the job search and career growth. Impressions are established before the interview even begins by the appearance of our marketing tools, the way we answer the telephone and any other contact the potential employer may have with us prior to the formal interview. During the formal interview, our appearance and attitude make an immediate statement. Why are you the best person for the job? This is the question we are trying to answer in the interview. This lesson will allow you to practice answering interview questions to convince the potential employer that you are the best candidate. This lesson will cover Objective 4.d. Apply the seven phases of the job interview process; Objective 4.e. Answer interview questions confidently and clearly; Objective 4.f. Communicate effectively his/her skills in the interview; and Objective 4.g. Dress and groom appropriately for interviews and the workplace.

Target Competency

You will be able to...

4. Develop marketing tools and strategies to promote personal and professional development.

Learning Objectives

You will learn to:

1. Complete an application for employment without including negative information.
2. Develop a professional resume.
3. Produce professional quality cover letters.
4. Apply the seven phases of the job interview process.
5. Answer interview questions confidently and clearly.
6. Communicate effectively his/her skills in the interview.
7. Dress and groom appropriately for interviews and the workplace.
8. Establish and implement effective follow-up procedures.
9. Negotiate salary and benefits in a mock interview.
10. Identify the purpose and elements of a career portfolio.

Performance Standards

Your performance will be successful when you:

1. Complete an application for a job at the employer of your choice by meeting the criteria on the Application Form Checklist.
2. Develop your resume and reference list based on the criteria on the
Resume and Reference List Checklist.
3. Write a cover letter to accompany your resume meeting the criteria on the Cover Letter Checklist.
4. Answer interview questions with the assignment "Know How to Answer These Problem Questions" by using the three step process and prove it technique.
5. Complete a follow-up letter based on the criteria discussed in class.

Learning Activities
You will learn when you:

1. SHARE previous interview experiences.
2. REVIEW the seven phases of a job interview.
3. READ "interview bloopers" as found at [www.funny2.com/interviews.htm](http://www.funny2.com/interviews.htm)
4. READ ABOUT phase one of the interview - establishing a positive impression before the interview starts.
5. THINK ABOUT how conducting your research prior to the interview can help you create a more positive impression.
6. THINK ABOUT steps for getting to and waiting for the interview.
7. READ ABOUT phase two of the interview - appearance, behavior, and establishing a relationship.
8. REVIEW the Website "Dress to Impress" from Washington State University at [http://amdt.wsu.edu/](http://amdt.wsu.edu/)
9. READ ABOUT what to wear to an interview.
10. LIST three things you learned about dressing for the interview.
11. READ "Interview Questions to Practice."
12. REVIEW the 3 step process to answering interview questions and the "prove it" technique.
13. PRACTICE answering problem questions.
14. READ ABOUT the principles of answering interview questions to complete "Know How to Answer These Problem Questions" on your own.
15. DEVELOP questions you would find important to ask in an interview and PROVIDE RATIONAL as to why those questions would be good questions for you to ask. Compose two questions you would ask and explain why you chose them.
16. READ "The Interview - Questions to Ask" including the questions not to ask.
17. REVIEW "Interview Checklist" paying close attention to preparation and termination of interview.
18. PARTICIPATE in a mock interview using the Interview checklist and WRITE in 350 words how the interview went and what you could improve for the next one. Find someone who has
experience interviewing to interview you. You can give them the list of interview questions in the EIM (e-book) or they can use their own questions. After the interview, use the interview checklist found in the EIM (e-book) and write up how the interview went for you. What went well? What would you like to improve?

**Assessment Activities**

You will show that you have learned when you:

1. **SHARE** previous interview experiences.
2. **LIST** three things you learned about dressing for the interview.
3. **DEVELOP** questions you would find important to ask in an interview and PROVIDE RATIONAL as to why those questions would be good questions for you to ask. Compose two questions you would ask and explain why you chose them.
4. **PARTICIPATE** in a mock interview using the Interview checklist and WRITE in 350 words how the interview went and what you could improve for the next one. Find someone who has experience interviewing to interview you. You can give them the list of interview questions in the EIM (e-book) or they can use their own questions. After the interview, use the interview checklist found in the EIM (e-book) and write up how the interview went for you. What went well? What would you like to improve?
Learning Plan 9: Follow Up and Making a Decision

Overview

Now the formal interview has been completed. What is the next step? How do you follow-up with an employer? Learn how to use written correspondence for follow-up. Also, discover ways to negotiate salary and benefits when you receive the job offer. This lesson will cover Objective 4.h. Implement effective follow-up procedures, and Objective 4.i. Negotiate salary and benefits in a mock interview.

Target Competency

You will be able to...

4. Develop marketing tools and strategies to promote personal and professional development.

Learning Objectives

You will learn to:

1. Complete an application for employment without including negative information.
2. Develop a professional resume.
3. Produce professional quality cover letters.
4. Apply the seven phases of the job interview process.
5. Answer interview questions confidently and clearly.
6. Communicate effectively his/her skills in the interview.
7. Dress and groom appropriately for interviews and the workplace.
8. Establish and implement effective follow-up procedures.
9. Negotiate salary and benefits in a mock interview.
10. Identify the purpose and elements of a career portfolio.

Performance Standards

Your performance will be successful when you:

1. Complete an application for a job at the employer of your choice by meeting the criteria on the Application Form Checklist.
2. Develop your resume and reference list based on the criteria on the Resume and Reference List Checklist.
3. Write a cover letter to accompany your resume meeting the criteria on the Cover Letter Checklist.
4. Answer interview questions with the assignment "Know How to Answer These Problem Questions" by using the three step process
and prove it technique.
5. Complete a follow-up letter based on the criteria discussed in class.

<table>
<thead>
<tr>
<th>Learning Activities</th>
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</thead>
<tbody>
<tr>
<td>You will learn when you:</td>
</tr>
<tr>
<td>1. <strong>REFLECT</strong> on how you feel when you receive a thank you card in the mail or some other token of thanks.</td>
</tr>
<tr>
<td>2. <strong>THINK ABOUT</strong> the importance of follow-up after an interview as well as ways that follow-up can be conducted.</td>
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<tr>
<td>3. <strong>REVIEW</strong> basic parts of a follow-up letter.</td>
</tr>
<tr>
<td>4. <strong>EVALUATE</strong> sample follow-up letters.</td>
</tr>
<tr>
<td>5. <strong>COMPLETE</strong> The &quot;Web Field Trip: Job Negotiation Tips&quot; and <strong>DISCUSS</strong> tips (at least three) that you found helpful from the sites you visited regarding negotiation.</td>
</tr>
<tr>
<td>6. <strong>THINK ABOUT</strong> how to deal with rejection in the job search.</td>
</tr>
<tr>
<td>7. <strong>READ ABOUT</strong> how to decide whether or not to accept a job offer.</td>
</tr>
<tr>
<td>8. <strong>WRITE</strong> a sample follow-up letter.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Activities</th>
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</thead>
<tbody>
<tr>
<td>You will show that you have learned when you:</td>
</tr>
<tr>
<td>1. <strong>WRITE</strong> a sample follow-up letter.</td>
</tr>
<tr>
<td>2. <strong>COMPLETE</strong> The &quot;Web Field Trip: Job Negotiation Tips&quot; and <strong>DISCUSS</strong> tips (at least three) that you found helpful from the sites you visited regarding negotiation.</td>
</tr>
</tbody>
</table>
Learning Plan 10: Your Career Management Plan

Overview

This lesson will allow you to summarize what you have learned during the course. You will look at how you can take what you have learned in college ahead into your career. This lesson will cover Competency 1. Develop a career plan that is supported and enhanced by the education received at NAU.

Target Competency

You will be able to...

10. Develop a career plan that is supported and enhanced by the education received at National American University.

<table>
<thead>
<tr>
<th>Learning Objectives</th>
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</thead>
<tbody>
<tr>
<td>You will learn to:</td>
</tr>
<tr>
<td>1. Establish and implement short and long-term career goals.</td>
</tr>
<tr>
<td>2. Describe and give examples of his/her skills as they relate to employment.</td>
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<tr>
<td>3. Describe how his/her major course work relates to the job search.</td>
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<thead>
<tr>
<th>Performance Standards</th>
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<tbody>
<tr>
<td>Your performance will be successful when you:</td>
</tr>
<tr>
<td>1. State your short and long-term goals using the SMART formula (Specific, Measurable, Action, Realistic, Time Specific.)</td>
</tr>
<tr>
<td>2. Complete &quot;Planning Your Career&quot; thoroughly using complete statements.</td>
</tr>
<tr>
<td>3. Identify and justify three adaptive, three transferable, and three job related skills relevant to your career by thoroughly completing &quot;What Are You Good At.&quot;</td>
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<thead>
<tr>
<th>Learning Activities</th>
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<tbody>
<tr>
<td>You will learn when you:</td>
</tr>
<tr>
<td>1. DISCUSS personal experiences with job change or loss by completing &quot;Now You: Discuss Job changes or Job loss with class.&quot;</td>
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<tr>
<td>2. DEFINE lifelong learning.</td>
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<tr>
<td>3. LIST strategies and techniques for lifelong learning.</td>
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</table>
4. **COMPLETE** the final.

<table>
<thead>
<tr>
<th><strong>Assessment Activities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>You will show what you have learned when you:</td>
</tr>
<tr>
<td>1. <strong>COMPLETE</strong> the final exam.</td>
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</table>
GRADING

<table>
<thead>
<tr>
<th>Graded Activity</th>
<th>Point Value</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Projects</td>
<td>500</td>
<td>50%</td>
</tr>
<tr>
<td>Discussions</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Online Final Exam</td>
<td>300</td>
<td>30%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,000</strong></td>
<td><strong>100%</strong></td>
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</table>

Due Dates/Late Assignments

All graded activities are due no later than midnight Sunday night (MT) of the week in which it is due, or as otherwise directed in the course or by the instructor. Any graded activity submitted after its due date is subject to a 10% deduction of the total possible points for the first week it is late, 50% of the total possible points for the second week it is late, and 0% of the total possible points if it is more than 2 weeks late. Extenuating circumstances may justify exceptions, which are at the sole discretion of the instructor.

*Note: The following policy does NOT apply to exams. Exams MUST be taken during the prescribed times to receive ANY credit.

Check Your Grades

You may check your grades by clicking the Check Your Grades icon that appears within the course. Please note that your overall grade in the course will be determined by prorating the points earned in each area (final, midterm, cases, discussion, assignments, and terminology labs) to the percentage noted above.