

Washtenaw Community College Comprehensive Report

ENG 245 Job Search Success Seminar Effective Term: Spring/Summer 2020

Course Cover

Division: Humanities, Social and Behavioral Sciences

Department: English & College Readiness

Discipline: English

Course Number: 245

Org Number: 11300

Full Course Title: Job Search Success Seminar

Transcript Title: Job Search Success Seminar

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Course description

Outcomes/Assessment

Objectives/Evaluation

Other:

Rationale: Though my assessment of student learning outcomes revealed several areas for improvement, all identified changes are at the course assignment level. The changes I've made here arose during my recent development of the online version of this course.

Proposed Start Semester: Winter 2020

Course Description: In this course, students explore how to develop a successful job search strategy.

Topics covered include developing a systematic job search process, researching companies, preparing job search documents (such as a cover letter and résumé), and developing effective interviewing skills.

Students also learn the benefits of preparing a portfolio (or other work samples) to share with prospective employers.

Course Credit Hours

Variable hours: No

Credits: 2

Lecture Hours: Instructor: 30 Student: 30

Lab: Instructor: 0 Student: 0

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 30 Student: 30

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

No Level Required

Requisites

General Education

Request Course Transfer

Proposed For:

Central Michigan University
College for Creative Studies
Eastern Michigan University
Ferris State University
Grand Valley State University
Jackson Community College
Kendall School of Design (Ferris)
Lawrence Tech
Michigan State University
Oakland University
University of Detroit - Mercy
University of Michigan
Wayne State University
Western Michigan University
Other : Madonna University

Student Learning Outcomes

1. Develop a systematic job search strategy.

Assessment 1

Assessment Tool: Job Leads assignment

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Eighty percent of students will receive an average score of 40/50 (80%) or better.

Who will score and analyze the data: ENG faculty

Assessment 2

Assessment Tool: Company Research assignment

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Eighty percent of students will receive an average score of 40/50 (80%) or better.

Who will score and analyze the data: ENG faculty

2. Prepare job search documents.

Assessment 1

Assessment Tool: Résumé assignment

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: The assessment will be scored using the attached rubric.
Standard of success to be used for this assessment: Eighty percent of students will receive an average score of 44/55 (80%) or better.

Who will score and analyze the data: ENG faculty

Assessment 2

Assessment Tool: Cover letter assignment

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Eighty percent of students will receive an average score of 44/55 (80%) or better.

Who will score and analyze the data: ENG faculty

3. Demonstrate effective job interviewing skills.

Assessment 1

Assessment Tool: Mock interview video

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Eighty percent of students will receive an average score of 80/100 (80%) or better.

Who will score and analyze the data: ENG faculty

Course Objectives

1. Identify steps in the employer's hiring process.
2. Use both traditional and non-traditional job search techniques to identify job leads.
3. Explore how the Internet can help and potentially hinder the job search process.
4. Record job leads and related information in an organized manner that facilitates follow up.
5. Collect information about potential employers and prepare a company profile.
6. Explore how information from the company profile might be used in the job search documents.
7. Link traits, skills, experiences, and academic preparation to the employer's needs as stated in the job lead.
8. Prepare job search documents that accurately reflect the student's traits, skills, experiences, and academic preparation.
9. Develop an interviewing strategy that incorporates standard interviewing practices, question and answer preparation, as well as flexibility and spontaneity.
10. Prepare and rehearse responses to commonly asked interview questions.
11. Prepare a list of questions for the interviewer to answer.
12. Demonstrate interviewing abilities in a recorded mock interview.
13. Present a portfolio or other work samples in an interview.
14. Identify steps in a typical job search process.
15. Assess the impact of social media and its place in the job search process.
16. Develop methods of building a professional network.
17. Develop a plan for, conduct, and present an informational interview.

New Resources for Course

Course Textbooks/Resources

Textbooks

Greene, Susan D. and Melanie C. L. Martel. *The Ultimate Job Hunter's Guidebook*, 7th ed. Cengage Learning, 2015

Manuals
Periodicals
Software

Equipment/Facilities

Level III classroom
Computer workstations/lab

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Lisa Veasey</i>	<i>Faculty Preparer</i>	<i>Aug 14, 2019</i>
Department Chair/Area Director: <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Aug 15, 2019</i>
Dean: <i>Scott Britten</i>	<i>Recommend Approval</i>	<i>Sep 18, 2019</i>
Curriculum Committee Chair: <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Oct 10, 2019</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Nov 08, 2019</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Nov 08, 2019</i>

Washtenaw Community College Comprehensive Report

ENG 245 Job Search Success Seminar Effective Term: Fall 2012

Course Cover

Division: Humanities, Social and Behavioral Sciences

Department: English/Writing

Discipline: English

Course Number: 245

Org Number: 11310

Full Course Title: Job Search Success Seminar

Transcript Title: Job Search Success Seminar

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Course title

Course description

Outcomes/Assessment

Objectives/Evaluation

Rationale: 3-year review

Proposed Start Semester: Fall 2012

Course Description: In this course, students explore how to conduct a successful job search. Topics covered include developing a systematic job search strategy, preparing related documents (such as a cover letter and résumé), and developing effective interviewing skills. Students also learn the benefits of preparing a portfolio to share with prospective employers. The title of this course was previously Career Practices Seminar.

Course Credit Hours

Variable hours: No

Credits: 2

Lecture Hours: Instructor: 30 Student: 30

Lab: Instructor: 0 Student: 0

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 30 Student: 30

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

Request Course Transfer

Proposed For:

Eastern Michigan University

Jackson Community College

Student Learning Outcomes

1. Develop a systematic job search process.

Assessment 1

Assessment Tool: Review of job search binder.

Assessment Date: Winter 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Outcome 1: Seventy-five percent of students will receive an average score of 2 or better.

Who will score and analyze the data: The assessments will be scored by one or more full-time E/W faculty members.

2. Prepare job search documents.

Assessment 1

Assessment Tool: Portfolio of cover letter, resume, and other job search documents.

Assessment Date: Winter 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Outcome 2: Seventy-five percent of students will receive a score of 11 or higher (out of 15).

Who will score and analyze the data: The assessments will be scored by one or more full-time E/W faculty members.

3. Demonstrate effective job interviewing skills.

Assessment 1

Assessment Tool: Review of mock interview video.

Assessment Date: Winter 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The assessment will be scored using the attached rubric.

Standard of success to be used for this assessment: Outcome 3: Seventy-five percent of students will receive a score of 11 or higher (out of 15).

Who will score and analyze the data: The assessments will be scored by one or more full-time E/W faculty members.

Course Objectives

1. Identify steps in the employer's hiring process.

Matched Outcomes

1. Develop a systematic job search process.

2. Use both traditional and non-traditional job search techniques to identify job leads.

Matched Outcomes

1. Develop a systematic job search process.

3. Explore how the Internet can help and potentially hinder the job search process.

Matched Outcomes

1. Develop a systematic job search process.

4. Record job leads and related information in an organized manner that facilitates follow up.
Matched Outcomes
 1. Develop a systematic job search process.
5. Collect information about potential employers and prepare a company profile.
Matched Outcomes
 1. Develop a systematic job search process.
6. Explore how information from the company profile might be used in the job search documents.
Matched Outcomes
 2. Prepare job search documents.
7. Link traits, skills, experiences, and academic preparation to the employer's needs as stated in the job lead.
Matched Outcomes
 2. Prepare job search documents.
8. Prepare job search documents that accurately reflect the student's traits, skills, experiences, and academic preparation.
Matched Outcomes
 2. Prepare job search documents.
9. Develop an interviewing strategy that incorporates standard interviewing practices, question and answer preparation, as well as flexibility and spontaneity.
Matched Outcomes
 3. Demonstrate effective job interviewing skills.
10. Prepare and rehearse responses to commonly asked interview questions.
Matched Outcomes
 3. Demonstrate effective job interviewing skills.
11. Prepare a list of questions for the interviewer to answer.
Matched Outcomes
 3. Demonstrate effective job interviewing skills.
12. Demonstrate interviewing abilities in a taped mock interview.
Matched Outcomes
 3. Demonstrate effective job interviewing skills.
13. Present a portfolio or other work samples in an interview.
Matched Outcomes
 3. Demonstrate effective job interviewing skills.

New Resources for Course

Course Textbooks/Resources

Textbooks

Solomon, A, L Tyler, T Taylor. *100% Job Search Success*, 2nd ed. Wadsworth/Cengage Learning, 2012, ISBN: 9780495913733.

Manuals

Periodicals

Software

Equipment/Facilities

Level III classroom

Computer workstations/lab

Reviewer

Action

Date

Faculty Preparer:

Lisa Veasey

Faculty Preparer

Oct 11, 2011

Department Chair/Area Director:

Carrie Krantz

Recommend Approval

Nov 14, 2011

Dean:

Bill Abernethy

Recommend Approval

Nov 15, 2011

Vice President for Instruction:

Stuart Blacklaw

Approve

Jan 27, 2012