

LA&S 492: Job Search Strategies for Liberal Arts and Sciences Students
TENTATIVE OUTLINE – FALL 2007

Date	Topic	Reading Assignment	Project Assignment
8/21	Introductions Course Expectations/Assignments UCC Services		Student Information Form (completed in class)
8/28	Career Development & Decision Making; Skills, Interests, and Values	Assessment assignment-Handout in packet, also on Blackboard (Bolles: Ch. 11, steps 1 and 2)	Interest/Values/Skills assessment exercise due
9/4	Creating Your Dynamic Resume, Part 1	Job Choices: pg. 43-51 UCC Resume booklet Sample resumes on Blackboard (Bolles: Ch. 5)	Resume draft due
9/11	Creating Your Dynamic Resume, Part 2 Value of LA&S Degree	Job Choices: pg. 22 Handout in packet: Marketing your liberal arts degree	Revise Resume for Career Fair next week
9/18	Career Fair Tips-Selling Yourself	Job Choices: pg. 24-25, 32-33	Attend Business Career Fair on Sept. 20, Kansas Union Ballroom, 12:00 to 5 p.m. Take the career fair form with you to the fair.
9/25	Job Search and Career Resources; UCC web site; KU Career Connections	In-class internet demonstration Job Choices: pg. 14-16 (Bolles: Ch 1-3)	Career Fair form due
10/2	Cover letters–Correspondence Electronic resumes and email etiquette	Job Choices: pg. 35-42 UCC Resume Booklet – cover letters section	Final Resume Due
10/9	Networking (Guest Speaker) Informational Interviewing	Job Choices: pg. 26, 34 Handout in packet: Informational Interviews (Bolles: Ch. 4)	Final Cover Letter Due
10/16	Career Research Skills Organization Information Search Job Market Analysis	Job Choices: pg. 17-21, 23 (Bolles: Ch. 11, step 3) Handout in packet: Researching Employers	
10/23	Interviewing Skills (Guest Speaker)	Job Choices: pg. 52-56, 58-59 Handout in packet: Job Interviews (Bolles: Ch. 6)	

10/30	Government and Non-Profit Careers (Guest Panel)	Job Choices: pg. 30-31 Handout in packet: Working for a Non-profit Organization	Informational Interview Summary and Thank You Letter Due Mock Interviews at UCC during the week of Oct. 29 through Nov.2
11/6	Recruiter Perspective	Employer Panel	Mock Interviews at UCC during the week of Nov. 5 through 9.
11/13	Art of Negotiation	Handout in packet: Salary Negotiation (Bolles: Ch. 7)	Mock Interview Summary Due
11/20	NO CLASS Thanksgiving break		
11/27	Transition from College to the Workplace; Lifelong Learning; Managing your Career	Job Choices: pg. 60-63, 66-67	
12/4	Relocating, Course Evaluation Final Comments	Job Choices: pg. 28-29 (Bolles: Ch. 8)	Final Self-Evaluation Paper Due