

Syllabus Fall 2010

Business 1060 Pre-Employment Seminar

Section 01 – CRN 40512
Monday 8:00 – 8:50 PM
Classroom Udvar-Hazy

Albert P. Keller, Instructor
Contact Information:

Udvar-Hazy Office 128 Phone Office: 879 4340
Office Hours: after class or by appointment
Home: 652 8966
e-mail: keller@dixie.edu
1 Semester Hour

TEXT: What Color Is Your Parachute
Richard Nelson Bolles
Ten Speed Press

COURSE DESCRIPTION

This course is designed to study the techniques of finding employment through the evaluation of an individual's personal assets and skills. We will identify sources of employment information, networking and the need for using personal contacts. Students will complete a skills inventory, resume, marketing letter, cover letter and follow up/thank you letter. Additionally, strategies for the job search, interviews, psychological and drug tests, citizen identification as well as other skills will be covered. Subjects to be included but not limited to will be dining, travel, dress, personal appearance jokes and prohibited subjects. **There are no pre-requisites for this course.**

OBJECTIVES

Upon successful completion of this course each student will be able to:

Construct both a functional and chronological resume.

Construct a marketing, cover, follow up/thank you letters and employment applications.

Be familiar with interviewing strategies and requirements.

Be acquainted with job search techniques and resources.

ASSIGNMENTS

NOTE: If assignments are submitted by electronic media you must maintain copies until you receive a final grade. Transmissions not received are your responsibility and the original submission must be forwarded in order to receive a grade. Late assignments will receive a one (1) full grade penalty and may not be accepted unless mutually agreed by the student and instructor. Any e submissions must be in Word or a compatible format.

Resume Completion 80 %
Attendance 20 %

GRADING & GRADE DETERMINATION

A	93 – 100	C	71 - 73
A-	90 – 92	C-	68 – 70
B+	86 – 89	D+	64 - 67
B	82 – 85	D	61 - 63
B-	78 – 81	D-	58 - 60
C+	74 – 77	F	0 - 57

Attendance is taken. Attendance and class participation will be reflected in the final grade.

Criteria	90-100 %, "A"	80-89%, "B"	70-79%, "C"	0-69%, "D or F"
Critical Thinking	Rich in content, full of thought, insight, and analysis	Substantial information, thought, insight, and analysis has taken place	Generally competent information is thin and commonplace	Rudimentary and superficial, no analysis or insight is displayed
Connections	Clear connections to previous or current content	Connections are made, not really clear or too obvious	Limited, if any connections, vague generalities	Off topic
Uniqueness	Made with depth and detail	Lack depth and/or detail	Rehash or summarize posting	I agree with statement
Timeliness	All required postings on or before deadline	Refer to course penalty guidelines	Refer to course penalty guidelines	Refer to course penalty guidelines

NOTE:

If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to this disability, you must provide an official

request of accommodation to your Professor(s) from the Disability Resource Center within the first two weeks of the beginning of classes. Students are to contact the Center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. You may call (435) 652 7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

General Information:

All assignments will be typewritten or word-processed. Accuracy in spelling, punctuation, grammar, and syntax is expected of students in this class.

It is the student's responsibility to have read and be familiar with the policies and procedures outlined in the Student Handbook which can be found in the Dixie State College catalog and online.

Academic Integrity and Plagiarism

Each student is responsible for the academic integrity of all work completed for a given course. All reports, papers, projects, and examinations must represent the student's own work. References and other sources of information must be properly cited. Any student who violates these regulations will fail the specific assignment or examination and may be dropped from class. Further difficulty in this respect may result in expulsion from Dixie State College. Plagiarism is defined as the use of others' words or ideas without indicating they are not your own.

Examples of a breach of academic integrity may include:

- Representation of the work of others as one's own.
- Use of unauthorized assistance in any academic work.
- Failure to cite sources used.
- Obtaining and/or using a test unless distributed by the faculty member.
- Copying the work of another on any test.
- Offering/receiving unauthorized assistance to/from another student.
- Modification, without the faculty member's approval, of any examination, paper, record, report or project for the purpose of obtaining additional credit or improved grade.
- Failure to meet other conditions of academic integrity as required by the faculty member.

Important class and college information will be sent to your Rebelmail email account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Rebelmail email account. If you don't know your user name and password, go to www.dixie.edu and select "Rebelmail," for complete instructions. You will be held responsible for information sent to your Rebelmail email, so please check it often.

Keller, A. (DSCSyllabus1060Fall'10)