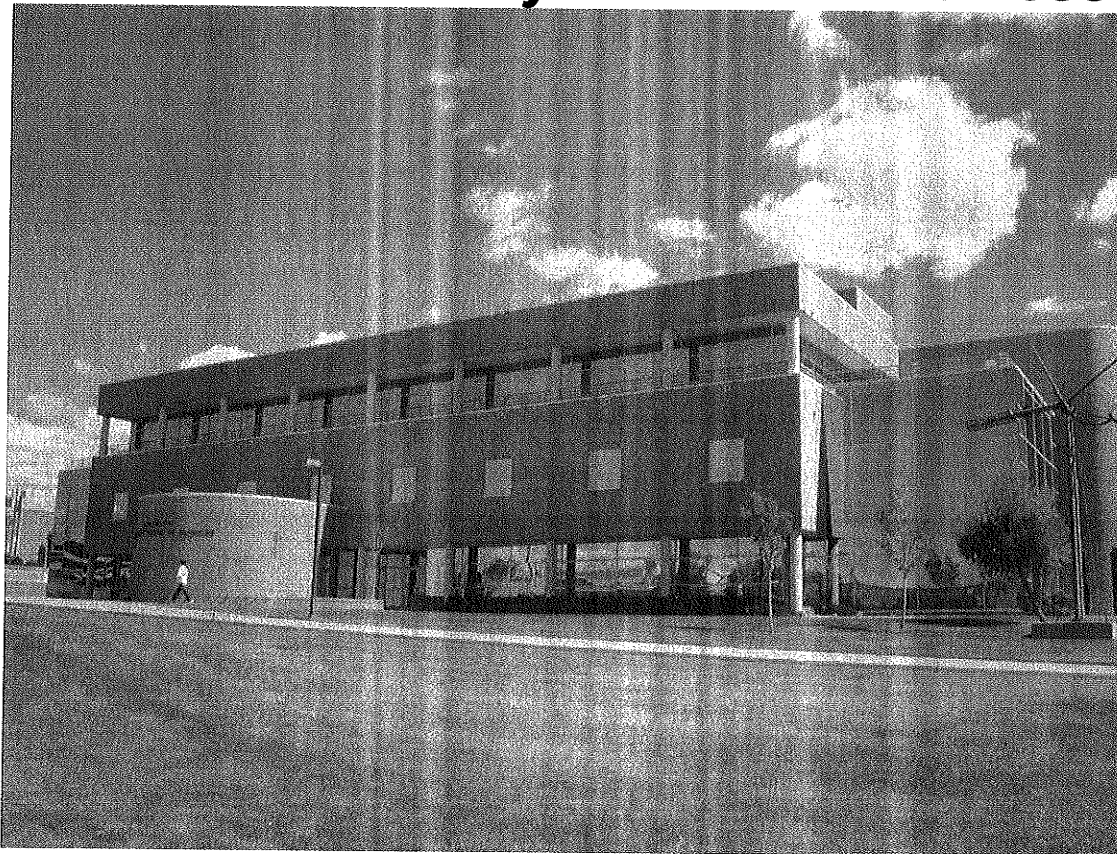


# **Dixie State College Hazy School of Business**



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## ***BUS 1060 – Pre-Employment Seminar***

**Instructor: Dr. Verl Anderson**

**Office: HAZY 129**

**Phone: (435) 652-7840**

**Office Hours: By Appointment**

***The designated course e-mail address is: [verl@dixie.edu](mailto:verl@dixie.edu)***

This information is current for a period of 90 days from the date of issue.

**Course Outline:** *Summer 8 Week Block 2011, Tuesday, 5:00 – 6:50 p.m.*

This course outline provides the instructional framework for the course. By carefully reviewing the content contained herein, you will be able to formulate a study plan that will effectively guide you through the course to its completion.

## Course Description

Welcome to BUS 1060 Pre-Employment Seminar! 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.

## Course Textbook

What Color Is Your Parachute by Richard Nelson Bolles, 2011 Edition

## Course Objectives/Learning Outcomes

At the conclusion of this course, the student should be able to:

- Construct both a functional and chronological resume.
- Construct a marketing, cover and a follow up/thank you letter and employment applications.
- Be familiar with interviewing strategies and requirements.
- Be acquainted with job search techniques and resources.

A variety of techniques will be used to enhance your learning for this course. These may include lecture/discussion by instructor and guest speakers, in-class discussions, presentations, and group work, in-class group activities, out-of-class group and individual assignments, and Internet research. You are expected to come to every session having completed your reading and/or other assignments.

## Grading & Performance Policy

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.

### **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

**Successful completion of the course is contingent on a properly completed resume**  
Attendance and class participation, up to 20%, 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 but are unclear, 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

## Class Participation

Pre-Employment matters are related to the marketing and sells which are interactive disciplines, and as such, we will learn as much from one another as we will from a careful reading and analysis of the course materials. It is important to remember that you will be severely penalized for not participating in discussions. That said, class participation will be based on the quality, not quantity, of your contributions to the class discussion. After every class, I will assign a grade for class participation on a scale of 0 to 5. At the end of the semester, your participation grade will be calculated with respect to the person with the highest participation grade in the class. I use the following formula in calculating your participation grade: (your grade/highest grade) X 20%. In general, I assign points as follows:

<i>0 Points</i>	<i>Unexcused Absence</i>
<i>1 Point</i>	<i>Student Physically Present in Class</i>
<i>2 Points</i>	<i>Student Participates in Extremely Limited Fashion but Does Contribute in Some Way</i>
<i>3 Points</i>	<i>Student Participates in Class in an "Average" Way</i>
<i>4 Points</i>	<i>Student Provides Very Good Comments and Interacts with Fellow Students Well</i>
<i>5 Points</i>	<i>Student Interacts Extremely Well with Class and Provides outstanding comments and/or Class Leadership</i>

## Class Policies

- You are responsible for all announcements that are made during class.
- If you are absent from class it is your responsibility to arrange with another student to pick up handouts (if any) distributed in class.
- Academic misconduct or dishonesty will not be tolerated. Please consult the University's policy on academic dishonesty if you have any questions.
- Turn off all electronics during class. No emailing or texting during class.

- All assignments will be typewritten or word-processed. Accuracy in spelling, punctuation, grammar, and syntax is expected of students in this class.
- Seek help whenever you do not understand something. Failure to do so normally compounds the problem as the course progresses. You will find me very receptive to your questions.

## 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.

## College Information

If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to the disability, you must provide an official request of accommodation to your Professor 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 appropriate accommodations related to their disability. You may call 652-7516 for an appointment and further information regarding the American with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

**Important class and college information will be sent to your DSC 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 DSC. All DSC students are automatically assigned an email account. If you don't know your user name and password, go to [www.dixie.edu](http://www.dixie.edu) for complete instructions logging in and accessing your account. You will be held responsible for information sent to your email, so please check it often.

**BUS 1060 - Pre-Employment Seminar**  
**Summer 2011 Class Schedule (Subject to Change)**  
**ANDERSON/Section 50; Tuesday 5:00-6:50 p.m., HAZY 219**

D = Be Prepared To Discuss!

Date			wk	Abbreviation	Preparation/Activities/Due Dates:
Tue	May	31	1	Introduction / Orientation	Skills Inventory - "What have I done?!" BPTD: Chapters 1,2,&3
Tue	Jun	7	2	Guest Speaker	BPTD: Chapters 4&5
Tue	Jun	14	3	Guest Speaker	Skills Inventory - "How well have I done it!?" BPTD: Chapters 6&7
Tue	Jun	21	4	Independent Study	Resume Review
Tue	Jun	28	5	Independent Study	Resume Review
Tue	Jul	5	6	Independent Study	Resume Review
Tue	Jul	12	7	Final Resume Due	
Tue	Jul	19	8	Final Resume: LATE	<b>Final Exam</b>