	School of Business & Leadership
Yukon University	**JS 100**
	Job Search Strategies
	Term: Winter 2023
	Number of Credits: 1.5

Course Outline

INSTRUCTOR: Christina Thomas	**OFFICE HOURS:** 1 to 1:30 p.m., Tues. and Thurs.
OFFICE LOCATION: Zoom	**CLASSROOM:** N/A (online via Zoom)
E-MAIL: cthomas@yukonu.ca	**TIME:** Tues/Thurs 1:30 pm-3:00pm
TELEPHONE: see course page	**DATES:** March 14 – April 6, 2023

COURSE DESCRIPTION

Job Search 100 covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour standards.

Upon completion of this course, students will have an understanding of the job search process. This process involves becoming familiar with the current opportunities in the job market, selecting a current job opportunity suited to one's strengths and interests, and employing techniques to secure that employment.

COURSE REQUIREMENTS

Prerequisite(s): BUSC 200, OP100

EQUIVALENCY OR TRANSFERABILITY

None

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Assess their work skills and job readiness.
- Employ a variety of job search and career planning strategies and research techniques, including networking, reading newspaper advertisements, interpreting Yukon Government job postings, and searching the Internet.
- Effectively interpret a statement of qualifications in order to target a resume, accurately and effectively complete application forms, and prepare for an interview.
- Design a professional looking resume and cover letter that highlight employment-related skills, abilities, and achievements.

- Prepare for and practice fielding various types of interview questions in roleplay situations while maintaining a positive attitude and professional image.

COURSE FORMAT

Weekly breakdown of instructional hours

There will be two 1.5-hour online classes per week. Students can expect to spend 3-5 hours outside of mandatory classes working on class assignments.

Delivery format

JS100 is a fully online course with schedule, mandatory classes. Access to reliable internet connection and a reliable computer is critical for course participation. Course content will be delivered using lectures, videos, role-playing, and handouts. We are also privileged to have guest speakers volunteer their time to come to our class. For effectiveness and value of the learning process, your attendance and full participation in class sessions are essential.

EVALUATION

Students will be evaluated through selection of a current job posting, the production of a targeted resume and cover letter, and participation in a practical, staged interview. Overall participation will also be taken into account.

A final grade for this course will be assigned on a pass/fail basis. In order to receive a passing mark for the course, students must successfully complete the following activities:

1. Select a specific position/posting
2. Create a targeted resume and cover letter
3. Participate in mock interviews
4. Attend and participate in all classroom activities

Engagement and Professionalism

Engagement and professionalism in the classroom (any classroom – online or in person) are critical to success. Punctuality, regular attendance, and full participation are ways for students to demonstrate professionalism and engagement. Success in this course requires active, positive, and professional engagement in class activities and discussions, reflecting thoughtful consideration of course material.

It is essential for students to attend all online classes and participate in all class activities. The material covered will be cumulative and missing a class could put a student at a serious disadvantage.

Assignments

Each assignment must be uploaded to the appropriate assignment submission box on the JS 100 Moodle website.

All assignments must be handed in *by the identified due date and time* on the day requested unless previous arrangements have been made *in writing* with the instructor. **The Moodle system will not accept any assignment after the three-day penalty period.**

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. Withdrawal date for this course is: **Thursday, March 30, 2023**.

TEXTBOOKS & LEARNING MATERIALS

1. Rankin, Shumack and Turczyniak. *The Administrative Professional: Procedures and Skills, 4th Canadian Edition*. (Same text as OP 100)
2. Guffey, Loewy, and Almonte. *Essentials of Business Communication (Canadian Ed.), 10th Edition*, Nelson Thomson Learning. (Same text as BUSC 200)
3. File folders, pens, pencils, loose-leaf paper, binder (non-mandatory).

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon

citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE (Subject to Change) March 14 – April 6, 2023

Week	2023	TOPIC	Due by midnight on date listed
1	March 13 - 17	*TUESDAY* Course outline and job search overview	**Fri March 17:** Forum: Realities of Job Search
		THURSDAY Applying to Yukon Government; Guest speakers from Public Service Commission; The Resume - overview	
2	March 20 – 24	*TUESDAY* Resume Work Period	**Thurs Mar 23:** Position selected & submitted **Fri Mar 24:** Forum: Career Objective
		THURSDAY Guest Speaker – Employment Central	
3	March 27 – March 31	*TUESDAY* Cover Letter work period	**Thurs Mar 30:** Draft Resume & Cover Letter
		THURSDAY The Interview; Guest speaker(s) from YukonU HR Dept	
4	April 3 - 7	*TUESDAY* Labour Standards – students work in pairs	**Thurs Apr 6:** Final Resume & Cover Letter **Sat Apr 8:** HR & Employment Standards Activity
		THURSDAY **Mock Interviews**	