

ABEN 391
Seminar - Career Planning and Job Search
Spring, 2022, 1 credit

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Office Hrs. 9:30 to 10:30 a.m. M, Tu, W, Th, and F.
Also, you can call for an appointment or drop by and see if I am in my office, I am usually available if I am in my office unless it is just before a class or meeting.

Class info: Lecture: 1:00-1:50 pm, Mon & Wed. ABEN room 201. 01/10/2022 - 03/04/2022.

Course Objectives: To assist students in planning careers and becoming employed before graduation by:

- Demonstrating the need for a thorough self-assessment of strengths and weaknesses to develop a personal marketing plan
- Assisting with the development of a resume, letter of application, and other job search-related communications tools (ABET Student Outcome 3)
- Helping to develop interview skills
- Creating an awareness of the availability and services of the NDSU Career Center, commercial placement agencies, and Internet resources
- Creating awareness of plagiarism
- Creating awareness of graduate school opportunities

ABEN Program Educational Objectives and Student Outcomes for ABET

Educational Objective: Graduates will effectively use professional communication, critical thinking, and interpersonal skills as team leaders and team members. This will be accomplished by ensuring that graduates have:

ABET-3 Ability to communicate effectively with a range of audiences

Grading:

The course will be graded with the following weights:

Class attendance	5%
Class participation	10%
Homework	85%
Total	100%

The cut off for letter grades are: $\geq 90\%$ (A); $\geq 80\%$ (B); $\geq 70\%$ (C); $\geq 60\%$ (D), and below 60% failing.

Class participation: You are expected to be an active participant in the class; ask questions, share your ideas about what works and what doesn't work, etc. If you are sitting on the line between two grades, your level of class participation may be used to determine which grade you receive.

Homework: *You need to submit your homework/assignment via BB on the due date before the class. Also, keep a hardcopy with you for the in-class peer assessment/critique during breakout discussion when needed.* You will be required to develop and write a resume, cover letter, and other correspondence associated with a complete job search. This work may be iterative - you will have the opportunity to complete some assignments at least twice to provide the opportunity for continual improvement. I will grade each homework assignment as if I was an employer who wanted to pick 5 people to interview from a pool of roughly 50 - this is subjective but I hope you get the point.

What matters:

1. Following all directions exactly
2. Using complete and grammatically correct sentences
3. Using *professional* language (avoid jargon, figurative, and colloquial language)
4. Using *precise* language (say what you mean and mean what you say)

Course grades will be based on the percentage of total course marks as noted below (300 points total)

Assignments #2 & 3 will be graded twice by the instructor and one time by peers. Fixing the items noted by the instructor in the first draft is likely not sufficient to earn an A, so you will need to do your own critical thinking. The instructor may omit some errors intentionally to assess whether you reviewed your revised document carefully and fixed it on your own or not. I have two goals and the assignment guidelines are structured to help us meet them:

- 1- You should have quality products that will serve you well in the job search.
- 2- You should recognize writing quality and be able to produce better professional documents on your own.

	Assignment	Due Date	Points
HW 1	Self-assessment	Jan 19	20
HW 2	Initial resume	Jan 26	40
	▪ Resume rewrite	Feb 02	60
HW 3	Cover letter	Feb 09	40
	▪ Cover letter rewrite	Feb 16	60
HW 4	Interview questions answer	Feb 21	50
HW 5	Thank you (e-mail)	Feb 23	20
Quiz	Plagiarism		10

Late HW submissions

You are expected to complete all homework/assignments and submit them **at the beginning of the class**. Half of the total points for that assignment will be deducted before grading.

Class schedule

The following is a **tentative** schedule. It will change as necessary due to changes in speaker schedules/commitments, the needs of the class, etc.

Period	Date	Topic	Due date
1	12-Jan	Introduction/Self-Assessment	19-Jan
2	17-Jan	Holiday- Martin Luther King	--
3	19-Jan	Resume Writing and Critiques	26-Jan
4	24-Jan	Cover letter	31-Jan
5	26-Jan	<i>Guest speaker (To be determined)</i>	--
6	31-Jan	<i>Guest speaker (To be determined)</i>	--
7	2-Feb	Cover Letter Critiques	9-Feb
8	7-Feb	<i>Guest speaker (Laura Hubbard, CNH)</i>	--
9	9-Feb	Evaluating Job Offers/ Job negotiation	21-Feb
10	14-Feb	Thank You E-mail/Critiques	23-Feb
11	16-Feb	<i>Guest speaker- Job Search (Jerry South, Career Center)</i>	--
12	21-Feb	Holiday- Presidents' Day	--
13	23-Feb	<i>Guest speaker- LinkedIn-Career Center Presentation (Jerry South, Career Center)</i>	--
14	28-Feb	PowerPoint Presentation Tips	--
15	2-Mar	<i>Guest speaker- What is Plagiarism? (Nicole Juve, Librarian)</i>	--

HW 1 (Self-Assessment):

Due: Jan 19, 2022

See the HW description on Blackboard.

HW 2 (Resume):

Due: Jan 26, 2022

- Page 1: Find out and save a job description that you would be interested in applying for. Highlight the phrases or keywords in the job description that are most important for you to address in your resume. I will review your resume in general for formatting and proofreading, and specifically for how it addresses the job description.
- Page 2: Make a resume for yourself to apply for the position. Review your resume against the Resume Rubric and Resume Checksheet and revise, revise, revise. Have someone else check it. Repeat the process until you would be proud to hand it to the person hiring for your dream job. Submit this version to the instructor via Blackboard for scoring.
- Page 3: When you are happy with your resume, evaluate it against the Resume Rubric. Fill out the evaluation form and sign it at the bottom to indicate you completed it. One full letter grade will be deducted if you fail to complete or attach the rubric.

HW 3 (Cover Letter):**Due: Feb 09, 2022**

Write a cover letter for a job that you would like to apply for. If you don't have a specific job in mind, you will have to be a little more creative in making the letter as realistic as possible.

- Page 1: Include the position description of a job that you would want - preferably the same one used for the resume. As before, this should be a description of the job, not just the job title. A job description will include duties that will be performed and/or qualities or experience the employer is looking for.
- Page 2: Write a cover letter which will accompany your resume to apply for the above position. Use the Cover Letter Checksheet and revise, revise, revise. Have someone else check it. Repeat the process until you would be proud to hand it to the person hiring for your dream job. Submit this version to the instructor via Blackboard for scoring.
- Page 3: Print, complete, and sign the Cover Letter Checksheet indicating that you reviewed the letter against all listed criteria. You should only sign it if you honestly used it, but one letter grade will be deducted for not including the signed checksheet.

HW 4: (Interview Questions)**Due: Feb 21, 2022**

There is a list of common interview questions on Blackboard. Pick 5 of the bolded questions (at least 3 must be Behavioral Interview questions) and write out a short answer for each.

- I won't be grading it based on grammar (since spoken language has a different standard than written language) but I will be looking for you to give me the details of a relevant story you could tell in about 2-3 minutes. Aim for around 150-300 words per question. If it is more than this, try to make it more concise. If it is shorter than this, add some detail. If it is outside of these bounds, it should be a strong enough story to justify that.
- Follow the Situation/Task/Action/Result (STAR) format to answer the Behavioral Questions. I'll give a maximum of 10 points per story- you can't use the same story for multiple questions unless you clearly put a different spin on it. Your score will be docked if Behavioral Questions are not answered in STAR format (loosely) or if you didn't provide enough detail for it to be a useful response.

HW 5 (E-mail - Thank You for Interviewing You)**Due: Feb 23, 2022**

E-mail will likely be appropriate for business communication in your job search, and when you send them, they need to be professional. Please send me an e-mail (nadia.delavarpour@ndsu.edu) thanking me for having interviewed you for whatever position it is you would like to interview for.

- Write the e-mail exactly as if it were being sent to a real interviewer, except you should write it to me.
- Be creative in addressing specific follow-up points relevant to the fictional interview.
- I suggest writing and editing in Word, then copying and pasting the text into your e-mail program. Please do not write or send from your phone.
- Start the subject header with the exact phrase [ABEN 391 HW5-YOUR NAME], including the brackets and spacing, followed by your actual subject header. This will make sure your submission goes into the right folder of my e-mail.

Important Notification

Communication:

Course-related information will be communicated during class. Reminders, notification of any schedule or assignment changes will be communicated through NDSU email and posted on Blackboard announcements page. Your NDSU email address is the official route for information.

Academic Honesty:

The academic community is operated on the basis of honesty, integrity, and fair play. [NDSU Policy 335: Code of Academic Responsibility and Conduct](#) applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the [Office of Registration and Records](#). Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty. All students in the College of Engineering are expected to complete all work with full integrity. Students who are suspected of academic dishonesty may not withdraw from the course in which dishonesty is suspected while the case is under review. See https://www.ndsu.edu/coe/current_students/.

Students with special requirements:

Any students with disabilities or other special needs, who need special accommodations in this course are invited to share these concerns or requests with the instructor as soon as possible. The instructor may ask for verification and that, plus other assistance, can be requested from Disability Services in NDSU Library Suite 17 (231-8463). <http://www.ndsu.edu/disabilityservices/>.

Veterans and military personnel:

Veterans or military personnel with special circumstances or who are activated are encouraged to notify the instructor as early as possible.

Last updated: 4 Jan 2022.