

Course Title & Number:

BUS 50D - Resumes and Job Application Letters

Faculty Name:

Mary Dermody

1. Need/Justification

Resumes and Job Applications is an important new course that provides business students with much needed job application skills for entering or transitioning to the job market. The course should attract both degree/certificate candidates and business people looking to build and improve upon their resume and cover letter writing skills.

The intent of an online offering is to maximize access for students. Students can access this class based upon their own schedules while continuing to work or take other classes. This format will enable more students to take this course, and will offer far more opportunity to leverage the power of the internet, for design, development and improvement of the student's resumes and cover letters.

2. Course Content Delivery

All classes and instruction will be conducted online in an interactive and one-on-one format. Students would access their class at their convenience and submit materials based upon a course time line and syllabus.

An on-campus section of this class would meet for 18 hours during a six week time period. These 18 hours of instruction will be delivered online as follows:

9 hours of reading lectures and hyperlinked material and completing practice quizzes (90 minutes per week for 6 weeks)

9 hours of threaded class discussion and peer editing of student work (90 minutes per week for 6 weeks)

3. Nature and Frequency of Instructor-Student Interactions

This course will meet online during a six week period for orientation, writing skill exercises, job search activities, resume and cover letter writing activities.

Some weeks, students will be presented with a learning module which will include instructor-authored lecture notes including hyperlinks to web resources, a discussion board topic and questions, writing assignments with links to detailed instructions, or online meeting assignments.

Students will begin each week by reading the lecture notes, hyperlinks, discussion board postings and instructor assigned readings. By Thursday evening, each student will make an initial contribution to that week's discussion topic and will post first drafts of their writing exercise for the week to the instructor. By Sunday evening of each week, each student will have made at least two more substantive contributions the two discussion board. The draft of each writing assignment will be due the following week.

The instructor will participate extensively in the class discussion boards, offering clarifications, new ideas for discussion, and positive reinforcement. The instructor will provide written individual evaluations of all writing assignments via the assignments tool in Blackboard. The instructor will also be available via email for questions, comments and feedback.

4. Assignments & Methods of Evaluation

Student progress will be evaluated as follows:

- a. Discussion board postings
- b. Written assignments
- c. Job search assignments.
- d. Online examinations
- e. Class participation through email and discussion boards.
- f. Final resume and cover letters.

5. Technical Support

The online components of this course will be managed through Blackboard, which is very user friendly and has built-in support features. Students will receive a complete orientation on the course and the features of Blackboard during the first on-campus class session. Blackboard can be accessed from any computer with internet access, whether at home, on campus, or in a local library, and is supported by the Blackboard Help Desk. Students must have an email account to participate in the course; free email accounts are available via Hotmail, Yahoo, and other providers. Students who have any difficulties will be able to contact their instructor via email, or by phone, or during the on-campus sessions.

6. Student Services

Students can register and drop the course online, and utilize library services online. Students can order textbooks online through the Chabot bookstore website, and links will be provided in the

course syllabus to enable this. All campus services are also available to online students, and the students in this course will be on campus at least four times during the semester.

7. Accommodations for Students with Disabilities

Blackboard meets the basic requirements for accessibility for students with disabilities. Every effort will be made to accommodate students with special needs.

8. Class Size & First Term to be offered

The maximum class size will be 44, and the course will first be offered in fall 2006.