



TRINITY VALLEY COMMUNITY COLLEGE  
DISTANCE EDUCATION NON-CREDIT COURSE SYLLABUS

**THIS COURSE DOES NOT REQUIRE QUIZZES TO BE PROCTORED.**

**Course Rubric & Title:** POFT 1000.1ON01 Re-Entering the Job Market

**Instructor Name:** Judy L. Harmon

**Office Hours:** Contact me through Canvas e-mail to set an appointment.

**Campus:** Athens

**Office Location:** Online only

**Expected instructor response time Mon-Fri:** Students should expect responses to student inquiries from the instructor within 24 hours Monday-Friday.

**Expected instructor response time Sat-Sun and holidays:** Students should expect responses to student inquiries within hours if submitted over the weekend or student holiday.

**Office Phone & Alternate Phone #s:** Canvas e-mail is the best way to reach me.

**TVCC E-mail Address:** [judy.harmon@tvcc.edu](mailto:judy.harmon@tvcc.edu)

**Electronic communication:** TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating via electronic methods, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

**Course Description:** Maybe it has been a while since you have worked in a formal job setting and you'd like to re-enter the job market. The life skills you have can be valuable to an employer. This class will provide you with specific tools to update your resume, use social media appropriately, help you ace a job interview, and move into a position that will offer you new opportunities!

**Course Co- or Pre-Requisites:** None required.

**Textbook(s) & ISBN:** None required.

**Required/Recommended Reading(s):** None required.

**Required Materials:** It is important that students have access to a computer and a reliable internet connection to be successful with an online course. You can learn more about using our online learning management system and the technical requirements by completing the [TVCC Student Orientation](#). Additionally, you will need access to a webcam and microphone by Week 7 for the mock interview with the instructor. If your laptop or computer does not have either, you may consider using devices available through TVCC Libraries, the Cardinal Success Center, or local community computer resource centers.

**Learning Outcomes:** Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

- Identify “transferrable skills” you already have.
- Create accomplishment statements that describe your skills.
- List the type of job challenges of interest to you.
- Build a resume that is flexible and easy to enter online.
- Craft a marketing plan to target the job market you want.
- Prepare to answer questions in job interviews.
- Design a job tracking tool that best fits your style.
- Evaluate social media tools to support your job search.
- Make a checklist to prepare for the first day on the job.

**Course Requirements:** Students will be provided material to read or videos to watch through Canvas or via the internet. The Start Here Quiz must be completed by the 3<sup>rd</sup> day of class (10:00 pm, September 5, 2019) to document attendance by the Census Date. There is one quiz, ten assignments, and four projects. Some assignments will be accomplished through online discussions with other students in the class. Some will be individual work. Each will be given a Complete or Incomplete as measured against a rubric provided for each assignment. The final grade will be Complete, Incomplete, or Withdraw. You will need to complete assignments in the order provided but will be given choices as to how much material you wish to review to successfully complete the assignment.

Assignment 1 (Quiz)	Start Here Module
Assignment 2	Introduction and share career goals
Assignment 3	Identify transferrable skills
Assignment 4	Write accomplishment statements
Assignment 5	Analyze job descriptions
Assignment 6	Analyze resume types and select one to use
Assignment 7	Write a first draft of a generic resume
Assignment 8	Design a job tracking tool
Assignment 9 & 10 (Project)	Self-Marketing Plan and 30 Second Commercial
Assignment 11	Create a list of interview questions
Assignment 12 (Project)	Submit final generic resume
Assignment 13 (Project)	Mock Interview with instructor (webcam & microphone required)
Assignment 14	Checklist for the first day of new job
Assignment 15 (Project)	Create a Job Search Plan

**Expected Time Requirement for this Course:** Approximately six hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course. Expect to spend at least as much time in this course as you would in the traditional, face-to-face class.

**Non-Attendance and Financial Aid:** If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., the 3<sup>rd</sup> class meeting date of each semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation in online courses as logging in to the online course **AND** completing/participating in at least one requirement of the course. **NOTE: Logging in to your online course does not warrant “attending”. For this course, you will be required to complete the Start Here Module Quiz before the census (3<sup>rd</sup> class day) date in order to be marked as “attending” for purposes of financial aid.** Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, negatively affecting their financial aid disbursements.

**Proctored Testing Information:** This course does not require quizzes to be proctored

***(continued)***

### Outline of Course Schedule:

Week 1	Introductions, Career Goals, Transferrable Skills
Week 2	Accomplishment Statements
Week 3	Analyze Job Descriptions and Resume Formats
Week 4	First Draft Resume
Week 5	Self-Marketing Plan
Week 6	Interview Questions, Final Draft Resume
Week 7	Mock Interview with Instructor
Week 8	Preparation for First Day on the Job; Work Plan for 2 Months

**Classroom Policies:** As your Instructor, I am committed to making this course a positive experience, encouraging you to develop skills and knowledge about how to take your life experience and prepare to re-enter the job market. To do so, I will:

- Provide quality curriculum and resources using a variety of methods.
- Measure student understanding of the learning objectives presented.
- Communicate regularly with students.
- Respond to student inquiries and comments.
- Provide feedback and input into the development of your personal skills portfolio.

As a student in this course, you can enhance your success and understanding when you:

- Commit specific time to review resources, complete assignments, and apply new skills.
- Ask for clarification when necessary. Please use Canvas e-mail to send a message.
- Take advantage of building networks among fellow classmates, friends, and other colleagues.

**Cheating/Plagiarism:** Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator– NOTE: an instructor using non-proctored exams is NOT providing permission to collaborate with or seek aid from another student.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test

- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- Bringing another person to obtain an un-administered test or information about an un-administered test.
- Accessing web content or online resources to provide support in answering questions on exams, proctored or not.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The punishment for cheating or collusion in this class is to be removed from the session.

**Drop Policy:** It is expected that should you need to drop this course, you will let the instructor know as soon as possible and then advise the Continuing and Workforce Education office.

**Campus Carry:** The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

**Criminal History:** TVCC awards some certificates and degrees in which a criminal history **MAY** disqualify candidates from becoming licensed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are **STRONGLY ENCOURAGED** to discuss the licensing regulations with the TVCC program director listed in the current catalog and learn about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

**Research Resources:** The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to [lrc@tvcc.edu](mailto:lrc@tvcc.edu).

**Logging on to E-Courses:** To access your online courses (which are available after 8:00 a.m. on the first day of the semester), visit <https://ecourses.tvcc.edu>. At the Canvas login page, the TVCC **username** is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit <https://mail.tvcc.edu> and choose the “Activate my Cardinal ID” icon. At the Cardinal ID activation screen choose “Get My Cardinal ID” (on the right in red). Select the “Obtain Cardinal ID and TVIN” screen, enter your social security number, month of birth, year of birth and choose “search”. Your Cardinal ID will be listed in the second box under your name. Your **password** will follow this pattern: lowercase first initial+last four digits of your Social Security number+uppercase last initial+4digit year of birth. Example: Jane Doe, born 1998, social security number ends in 1234, Jane’s password is: j1234D1998. **[ Check on this with Holley.]**

**Technology Resources/Access:** Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

**Additional Information:** With the internet there are countless resources available to you about re-entering the job market. If you add in books that you can purchase, you can learn a great deal on your own. The advantage of this class is that you are making a commitment of 8 weeks of your time to explore options that may well lead to a new job that you will enjoy. Additionally, you are building a network among your classmates and with your instructor which is an important part of any job search! And finally, the instructor has built the activities in this course to help you put together a package you can present to a potential employer while also helping you build your confidence in what you have to offer that potential employer. As with any life-long learning opportunity, you will get out of this course what you put into it!

**Student's Responsibility:** This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

**Student Evaluation of Courses/Faculty:** Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses. Notification of evaluation availability and details on how to access and complete the course evaluation will be delivered to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

**Affirmative Action:** TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

**Title IX of the Education Amendments:** TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is: *Director of Human Resource/Title IX Coordinator; Office Phone: 903-675-6215*

**American with Disabilities Act (ADA):** Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 and email [mlberry@tvcc.edu](mailto:mlberry@tvcc.edu).



[Not to be included in the Course Syllabus. I do plan to include rubrics for the assignment activities, but they are not developed yet.]

Weeks / Date	Lesson Learning Objectives	Course Materials	Assignment All times are Based on Central Daylight Time
<b>Week 1</b> <b>Sept 3-9, 2019</b>	<ul style="list-style-type: none"> <li>Complete the Canvas Start Here Module.</li> <li>Introduce yourself and share some career goals for the course.</li> <li>Identify "transferrable skills" you already have.</li> <li>Describe specific examples of using transferrable skills previously self-identified.</li> </ul>	<ul style="list-style-type: none"> <li>Materials: Canvas Week 1 Module</li> <li>Quiz: Start Here Module</li> <li>Exercise: Reflect on career goals to share.</li> <li>Exercise: List of Skills to self-identify personal transferrable skills</li> <li>Exercise: Worksheet to list specific examples of using transferrable skills</li> </ul>	<p><b>ASSIGNMENT 1 (Quiz)</b> Complete the Start Here Module Quiz <b>DUE by 10:00 PM Sept 5, 2019</b></p> <p><b>ASSIGNMENT 2</b> Introduction and share career goals <b>DUE by 10:00 PM Sept 9, 2019</b></p> <p><b>ASSIGNMENT 3</b> Identify transferrable skills <b>DUE by 10:00 PM Sept 9, 2019</b></p>
<b>Week 2</b> <b>Sept 10-16, 2019</b>	<ul style="list-style-type: none"> <li>Define what an accomplishment statement is and its value to your resume.</li> <li>Write a minimum of 4 accomplishment statements using the transferrable skills identified in Lesson 1 and appropriate power words.</li> </ul>	<ul style="list-style-type: none"> <li>Materials: Writing Accomplishment Statements</li> <li>Materials: Examples of Accomplishment Statement</li> <li>Materials: Power Words used in Accomplishment Statements</li> <li>Exercise: Write your own Accomplishment Statements</li> </ul>	<p><b>ASSIGNMENT 4</b> Write Accomplishment Statements <b>DUE by 10:00 PM Sept 16, 2019</b></p>
<b>Week 3</b> <b>Sept 17-23, 2019</b>	<ul style="list-style-type: none"> <li>Research, review, and analyze a minimum of 3 job descriptions against your own skills and interests using the worksheet provided in this lesson.</li> <li>Analyze the various types of resumes considering the benefits and limitations of each and select a design to use for your resume.</li> </ul>	<ul style="list-style-type: none"> <li>Materials: Use of the internet</li> <li>Exercise: Research, review, and analyze job descriptions</li> <li>Materials: Resume Basics</li> <li>Materials: Resume Formats</li> <li>Materials: Resume Internet Links</li> </ul>	<p><b>ASSIGNMENT 5</b> Analyze job descriptions <b>DUE by 10:00 PM Sept 20, 2019</b></p> <p><b>ASSIGNMENT 6</b> Analyze resume types and select one <b>DUE by 10:00 PM Sept 23, 2019</b></p>
<b>Week 4</b> <b>Sept 24-30, 2019</b>	<ul style="list-style-type: none"> <li>Write a first draft resume using a classic format incorporating transferrable skills and accomplishment statements for a generic position of interest to you.</li> </ul>	<ul style="list-style-type: none"> <li>Exercise: Review resume information and write a first draft of a resume.</li> </ul>	<p><b>ASSIGNMENT 7</b> Write a first draft of a generic resume <b>DUE by 10:00 PM Sept 30, 2019</b></p>

(continued)

Weeks / Date	Lesson Learning Objectives	Course Materials	Assignment All times are Based on Central Daylight Time
<b>Week 5</b> <b>Oct 1-7, 2019</b>  <b>Oct 7-8 Fall Break</b> <b>TVCC Closed</b>	<ul style="list-style-type: none"> <li>Review the Self-Marketing Plan Materials</li> <li>Develop your 30-second "commercial" to introduce yourself to possible employers using the format provided in this week's reading.</li> </ul>	<ul style="list-style-type: none"> <li>Self-Marketing Plan Worksheet</li> <li>Exercise: Select a minimum of five activities to use in a marketing plan</li> <li>Materials: Organizing your Job Search</li> <li>Materials: "The 30-Second Commercial"</li> <li>Video: Sample of a 30-Second Commercial</li> <li>Materials: Building a Social Resume</li> <li>Materials: How Employers use Social Media</li> <li>Materials: How LinkedIn Works</li> <li>Materials: Job Screening with Social Networks</li> <li>Materials: What Employers Want</li> <li>Materials: Websites for Information on Careers</li> <li>Materials: Ten Cover Letter Do's/Don'ts</li> <li>Materials: Choosing Paper, Thank You Cards, Business Cards</li> </ul>	<b>ASSIGNMENT 8</b> Design a job tracking tool <b>DUE by 10:00 PM Oct 7, 2019</b>  <b>ASSIGNMENT 9 (Project)</b> Develop a self-marketing plan <b>DUE by 10:00 PM Oct 7, 2019</b>  <b>ASSIGNMENT 10 (Project)</b> Develop a 30 second commercial. <b>DUE by 10:00 PM Oct 7, 2019</b>
<b>Week 6</b> <b>Oct 8-14, 2019</b>  <b>Oct 7-8 Fall Break</b> <b>TVCC Closed</b>	<ul style="list-style-type: none"> <li>Create a list of interview questions to practice how you would answer them from questions provided in your reading.</li> <li>Write a final draft resume.</li> </ul>	<ul style="list-style-type: none"> <li>Materials: 3 Ways to Answer "What's Your Biggest Weakness?"</li> <li>Materials: 100 Potential Interview Questions</li> </ul>	<b>ASSIGNMENT 11</b> Create a list of interview questions. <b>DUE by 10:00 PM Oct 14, 2019</b>  <b>ASSIGNMENT 12 (Project)</b> Submit final generic resume <b>DUE by 10:00 PM Oct 14, 2019</b>
<b>Week 7</b> <b>Oct 15-21, 2019</b>	<ul style="list-style-type: none"> <li>Demonstrate your ability to deliver a "30 second commercial" and use interview techniques in an online Zoom conference with your Instructor.</li> </ul>	<ul style="list-style-type: none"> <li>Exercise: "30 second commercial and interview in a conference with Instructor"</li> </ul>	<b>ASSIGNMENT 13 (Project)</b> Mock Interview with instructor <b>DUE by 10:00 PM Oct 21, 2019</b>
<b>Week 8</b> <b>Oct 22-28, 2019</b>	<ul style="list-style-type: none"> <li>Develop a checklist to prepare for your first day on the job.</li> <li>Develop a Work Plan to pursue your job search over the next 2 months.</li> </ul>	<ul style="list-style-type: none"> <li>Materials: Preparing for the first day of the job.</li> <li>Materials: Job Search Plan ideas</li> </ul>	<b>ASSIGNMENT 14</b> Checklist for the first day of new job <b>DUE by 10:00 PM Oct 21, 2019</b>  <b>ASSIGNMENT 15 (Project)</b> Create Job Search Plan <b>DUE by 10:00 PM Oct 21, 2019</b>

Weeks / Date	Lesson Learning Objectives	Course Materials	Assignment All times are Based on Central Daylight Time
Student Evaluation		<ul style="list-style-type: none"> <li>Form provided by Continuing and Workforce Education</li> </ul>	Due by 10:00 PM October 28, 2019 to xxxx
Oct xx, 2019	Deadline for Instructor to post Grades (xx:xx pm CDT)		