Course Title: Job Search Strategies  
Course Number: AAA 408/508  
Term: Summer 2015  
Credit: 1 credit  
CRN: 42402/42403  
Grading Options: Pass/No Pass  
Meeting times: 100% on-line

Instructor Contact Information
Instructor: Kristin Grieger, kgrieger@uoregon.edu  
PODS Office: 277 Lawrence, 541.346.2621,  
Office Hours: By appointment. Please send questions via email or schedule an in-person appointment at http://pods.uoregon.edu (‘Make an appointment’ button).

Course Outcomes
• Articulate what you are looking for in a job/what you have to offer an employer, and practice communicating this information with others.  
• Learn about the many aspects that are a part of a job search and evaluate your progress.  
• Learn about, practice using, and assess your success with a variety of strategies and resources to search for jobs.  
• Research and assess your “fit” with various jobs and organizations/companies/firms.  
• Identify post-course plans to continue the job search.

This course is designed for students actively seeking jobs. It is assumed that students have a résumé and other related job search tools (including a portfolio/work samples or other field-relevant documents) ready for distribution. If you have not yet prepared these documents, please review the resources listed in the Blackboard course site in the “Job Search Resources” section.

Students will:  
• Complete a Job Search Checklist to evaluate initial search progress  
• Craft an “elevator pitch” articulating interests and skills for networking purposes  
• Select search strategies, use throughout course, and assess success with these strategies  
• Make contact with at least two professionals and conduct informational interviews  
• Participate in a group networking event  
• Write a report based on research of the entry requirements and salary expectations of intended career path  
• Evaluate progress made in course and create an action plan for continuing the search

Course Requirements
1. Students are expected to complete all assignments by stated deadlines.  
2. Due dates: All assignments are due Tuesdays by midnight.  
3. All assignments are posted in weekly folders and are designed to be somewhat flexible to allow students to customize to their unique interests and needs.  
4. Graduate Students (AAA 508): Additional work will be required. Projects to choose from are listed in this syllabus after the weekly topics. Various options enable students to choose work based on their needs and to fulfill the additional work to meet graduate level expectations.
Grading
Assignments that follow directions provided (see Blackboard) and are reasonably free of errors will receive full points.

- Undergraduate students (AAA 408): To earn a pass grade (P), you will need to submit ALL assignments and earn a minimum of 70 points (out of 100).
- Graduate students (AAA 508): To earn a pass grade (P), you will need to submit ALL assignments and earn a minimum of 96 points (out of 120).

Course Schedule and Assignments By Week

Introduce yourself to the class
During the first week of the term, please post an introduction of yourself in the Discussion Forum.

WEEK 1: To begin with…

#1a: Complete the Job Search Checklist. (5 points)

Who are you and what do you want?
#1b: Submit a draft of your “elevator pitch.” (5 points)

Proactive and reactive search strategies
#1c: Post to Discussion Forum one concept you learned from the reading and at least three job search strategies you will use. (10 points)

WEEK 2: Making connections, a.k.a. networking

#2a: Networking: 1) List 5 things you learned about networking from the reading, and 2) Write an email message to a professional of your choice to request an informational interview. (10 points)

Interviewing experts
#2b: Conduct two Informational interviews and write two reports (see Blackboard for format). (25 points)

WEEK 3: Professional associations

#3a: Identify one professional association related to your career field and assess. (5 points)

Researching jobs and salaries
#3b: Research and write report on entry level requirements and salary for target job. (10 points)

Your search strategies
#3c: Post to the Discussion Forum the three job search strategies you identified week 1 and have been using to look for jobs. Identify what is and is not working with each approach. (5 points)

WEEK 4: What’s next? Continuing the search…

#4a: Review all of your peers’ job search strategies (from assignment #3c) and submit a reflection about what you have reviewed. (5 points)

#4b: Submit a list of at least five companies/organizations/firms you plan to connect with and/or apply to. (10 points)

#4c: Write a one-page reflection on your key-learnings and create an action plan for the future. (10 points)

Additional assignment for graduate students enrolled in AAA 508:

(20 points) Choose one from the three options listed below:

1. If you are certain of your profession, write a 3-4 page research paper that builds on assignment #6. Compare the information from #6 (entry salary conditions and minimum job requirements for your specific field) with additional research on the entry salary conditions and minimum job requirements for three related fields.
   - When researching salaries, conduct research for at least two different regions, states, or countries.
   - Include an analysis of how the information you have collected will impact your job search.
   - At least 3 sources are required to complete the paper. Cite work appropriately in your paper.

2. If you are uncertain of your specific profession and want to gain some clarity about what you want to do, complete a career exploration process. Choose three assessments from: Myers-Briggs personality assessment, Dream Day exercise, skills identification exercise, values assessment, and an interest activity. Write a 3-4 page paper describing your exploration process and how the assessment results have impacted your thoughts/decisions on future careers.

3. If you want to do something of your own design, provide for the instructor a written proposal that explains what you would like to do, how it will benefit you, and why it is graduate level work. Your project should require about 10 hours of work.
INCLUSIVE ENVIRONMENT:
The University of Oregon is working to create inclusive learning environments. Please notify the instructor if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center in 164 Oregon Hall at 346-1155 or uoaec@uoregon.edu.

The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff, and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you (http://bias.uoregon.edu/).

Policies

Student Conduct
The University of Oregon has promulgated a Student Conduct Code which contains important regulations, policies, and procedures pertaining to student life. It is intended to inform students and members of the University community who work with them of students' rights and responsibilities during their association with the institution and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University. The full terms and conditions of the Student Conduct Code are contained in Oregon Administrative Rules Chapter 571, Division 21 - University of Oregon. Highlights of the Student Conduct Code are published on the Dean of Students website.

UO Student Conduct Code: http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx
UO Academic Misconduct: http://uodos.uoregon.edu/StudentConductandCommunityStandards/AcademicMisconduct/tabid/248/Default.aspx

Inclement Weather Policy
When university operates on a curtailed schedule or closes, UO media relations notifies the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university's schedule is posted on the UO main homepage (in the News section) at http://www.uoregon.edu.

Accessibility
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UO Accessible Education: http://aec.uoregon.edu

Grievance Policy
Information on filing a student grievance may be found at http://asuo.uoregon.edu/studentinfo.php?a=13#toc1200.

Conflict Resolution
Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnessed bias, unfairness, or other improper treatment. These include discussing the conflict with the specific individual or contacting the Department Head.

You may also contact:
• UO Bias Response Team at http://bias.uoregon.edu/
• Conflict Resolution Services at http://uodos.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
• Affirmative Action and Equal Opportunity at http://aaeo.uoregon.edu/

Respect for Diversity
It is the policy of the University of Oregon to support and value cultural diversity. To do so requires that we:
• Respect the dignity and essential worth of all individuals.
• Promote a culture of respect throughout the University community.
• Respect the privacy, property, and freedom of others.
• Reject bigotry, discrimination, violence, or intimidation of any kind.
• Practice personal and academic integrity and expect it from others.
• Promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

A&AA Inclusion Statement
The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at bias.uoregon.edu/index.html or by phoning 541-346-2037.