COURSE SYLLABUS - AAA 408/508

JOB SEARCH STRATEGIES
1 credit
Meeting Times: 100% online
Instructor: Brian Knowles
Office Hours: virtual by appointment. contact bknowles@uoregon.edu

Course Objectives:
This course is specifically designed for students actively seeking job and/or internships. It is assumed that you have resume and other related job search tools (including portfolio/work samples or other documents relevant to your area) ready for distribution. (If not see resources below.)

Students will learn strategies for clarifying ‘best-fit’ for job and internship opportunities. Review the major job search engines and how to navigate the internet to find opportunities efficiently. Students will also learn other resources and ways to find job/internship opportunities including informational interviews, networking, alumni contacts, professional associations, and publications.

Course Outcomes: -Students will-
- be able to search major job search engines effectively.
- learn alternative strategies for finding employment opportunities
- learn where to find information about international opportunities and how to find out about country-specific work-visas and other regulations
- make contact with at least 2 alumni in their area of interest
- identify best strategies that fit your individual style to network and make contact that could lead to employment
- how to approach potential employers effectively

Course Requirements:
Students will be expected to complete assignments and participate in discussion forums. Assignments include 1 research update, Top Jobs List, Resource Sharing assignment and final reflective paper. Additional projects may be assigned.

Graduate Students: additional work will be required for all graduate students. Specific assignments will be co-designed with instructor to reflect student needs and fulfill additional level of work to meet graduate level expectations.

ASSIGNMENTS
Assignments are designed to be somewhat flexible allowing students to customize to their unique interests and needs. HOWEVER - all assignments must be completed on time. All assignments must be completed to earn a PASS.

GRADES
To earn a pass students must earn a minimum of 70 points (out of 100)
Graduate students must earn a minimum of 85 points (out of 120)

CAMPUS JOB SEARCH TOOL PREPARATION RESOURCES:
**UO ALL MAJORS:** UO Career Center: see [http://uocareer.uoregon.edu](http://uocareer.uoregon.edu)

**A&AA Majors:** see [http://pods.uoregon.edu](http://pods.uoregon.edu) or visit the PODS office 264 Lawrence Hall. See Career Course Listings under AAA in class schedule.

**COMMITMENT TO 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 person and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds, which is the lifeblood of the university.

If you feel you have been the victim of or a witness to a bias incident, harassment, or a hate crime, the University of Oregon encourages you to report it to the Bias Response Team. The team can help you document the incident and can provide support.

Bias Response Team: [http://bias.uoregon.edu](http://bias.uoregon.edu) 346-1139

Affirmative Action and Equal Opportunity: [http://aaeo.uoregon.edu](http://aaeo.uoregon.edu) 346-3123

**Disabilities:**

If you have a documented disability and anticipate needing accommodations in this course, please make appointments with me during the first week of the term. Please request that the Counselor for Students with Disabilities send a letter verifying your disability. The current counselor is Steve Pickett at 346-3211. Disabilities may include (but are not limited to) neurologic impairment; orthopedic impairment; traumatic brain injury; visual impairment; chronic medical conditions; emotional/psychological disabilities; hearing impairment; and learning disabilities.

The University of Oregon is working to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your participation, please notify me as soon as possible. You may also wish to contact Disability Services in 164 Oregon Hall at 346-1155 or (TTY: 346-1083), [disabsrv@uoregon.edu](mailto:disabsrv@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. Find more information at their website at [http://bias.uoregon.edu/index.html](http://bias.uoregon.edu/index.html) or by phoning 541-346-2037.