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F 8:00 - 9:50
BalE 118 & Other Locations as Assigned

APPLIED CAREER ENTRY TECHNIQUES

AREc 407, Fall 2007
(CRN 13803; 1-Credit, P/N)

Course Objective: That you will acquire a working knowledge of the concepts, principles and terminology of resume design, job searching, and follow-up techniques through participation in classroom activities, the OSU Career Fair, and completion of assigned research and writing projects.

Prerequisites: None, however Upper Division Standing is recommended; Juniors are especially encouraged to enroll in this class.

Sessions: The detailed schedule and possible topical areas are:

Friday, September 28

Topic: Introductory material.

1. Overview of the topical content and general approach to the class.
2. Determine student interests and backgrounds through discussions in class and a written student profile survey. Discuss possible refinements to the course content.
3. Visit the OSU Career Services office to receive ideas and materials related to resume development, job hunting and the OSU Career Fair.
Speaker: Carrie Coplan, Career Counselor, OSU Career Services.

Assignment: In the coming week, review the following and be prepared to discuss in class.

1. Review all of the handout materials received.
2. Explore further the opportunities for learning and assistance available through OSU Career Services. Suggested starting point would be their website:
<http://oregonstate.edu/career/>

A wealth of information can be found by clicking on their 24-7 Career Resources button.

Please pay particular attention to the sections of the website devoted to the Fall Career Fair activities that are scheduled for Tuesday, October 23 (general) and Wednesday, October 24 (if interested in engineering) as well as pre-Career Fair opportunities at the OSU Fall Career Conference:

Thursday, October 18 in the MU from 9:30 a.m. (check-in at the MU Concourse) until 4:15 p.m. A complimentary lunch with employers is offered to students.

Friday, October 19 in the MU from 9:30 a.m. (check-in at the MU Concourse) until 2:45 p.m. Complimentary lunch with employers. Some sessions from the previous day are repeated and some are unique to Friday. From 1:00 to 4:00 p.m., drop-in appointments available with Career Services staff and employers.

Monday, October 22 at Career Services from 9:00 a.m. to 4:00 p.m. will feature Mock Interviews with selected employers. Also, drop-in appointments with Career Services staff and employers will be available.

More information on these opportunities can be found by clicking “Presentations” on the Career Services Homepage or directly by using this URL:

<http://oregonstate.edu/career/presentations/fall.php>

If they are repeated again this year, students last year said that they found the following sessions particularly helpful: State Employment Application Tips, the Employer Panels, and “Pink Paper, Perfume and other Bad Resume Ideas.”

Review the list of opportunities under Presentations. Select at least two sessions that are of interest to you and plan to fully participate in them. Advance registration is not necessary.

3. You are strongly encouraged to enroll in the OSU Career Services Networking and Dining Etiquette session (highly recommended by students who attended last year as well as by Career Services). It is scheduled for Tuesday, October 16 at 5:00 p.m. For that session, you must register at the earliest possible moment by clicking on the Career Services homepage registration link to reserve a seat. There is an \$8.00 fee for this session only. Students last year said it was well worth it in terms of the meal that OSU Catering served and the wealth of information that you will receive on the social aspects of career development and contacts with employers.
4. After studying the Career Guide publication, other materials provided to you, and any other resources you may find, prepare a draft resume, cover letter, and thank-you letter for yourself. In preparing these materials you may either pick a potential employer you might approach or go to the Career Services website to pick one of the employers coming to the Career Fair. The idea here is to use your imagination to create a format that you can easily modify at a later date when actually approaching a potential employer.

E-mail your draft materials as attachments to the instructor by no later than noon on Thursday, October 4. In your e-mail transmission, please identify the specific sessions in Presentations (and/or the Etiquette class) that you tentatively plan to attend. Early submissions will be appreciated.

Friday, October 5

Topic: Discussion related to Career Services and resume writing.

1. Observations from exploring the opportunities provided by Career Services
2. Review and discussion of resume/letter materials in plenary session.

Assignment: In the coming week:

1. Review and revise your resume and cover letter. Arrange to visit with an OSU Career Services employee who can help you further refine your resume and cover/thank-you letters. Drop-ins are welcome at Career Services on Monday through Friday from 1:00 p.m. to 4:00 p.m. You can also drop-in on Wednesday from 5:00 p.m. to 7:00 p.m.
2. Develop a game plan for participating in Career Fair opportunities on October 23-24 and during the pre-Career Fair period, October 18-22 — OSU Fall Career Conference.
3. Provide a brief description of your progress on developing your resume/letters and the preparation of your 30-Second Infomercial. Also, outline your plans for the Conference and Fair. Please provide this information in an e-mail to the instructor by no later than noon, Thursday, October 11. As usual, early submissions are appreciated.

Friday, October 12

Topic: Discussion related to resume/letter revisions and plans for participating in the OSU Fall Career Conference and the OSU Career Fair.

1. Review student progress in plenary session.
2. Come prepared to present and discuss your personal approach to your 30-Second Infomercial.
3. Participate in any additional class activities that may be available.

Assignment: In the coming week:

1. Finalize your game plan for participating in the Career Conference and Career Fair.
2. If necessary, further revise your resume/letter materials.
3. If you haven't done so already, spend an hour or two searching for websites that you think have a general interest for job hunting or development of skills related to your personal job hunting. You may find additional websites containing ideas for resume writing and cover/thank-you letters which you would like to add to the list you received on the first day of class.
4. Provide a summary of all that you are doing via e-mail to the instructor by no later than noon on Wednesday, October 17. Early submissions, as usual, are appreciated.

Friday, October 19

Topic: Independent Out-of-Classroom

Assignment: In the coming week:

1. Complete your pre-Career Fair, OSU Fall Career Conference, educational session participation.
2. Fully participate in Career Fair Opportunities.
3. Prepare a short paper, not to exceed 3-5 pages, which relates the following in a well written and concise manner:
 - a. Your views on the Career Fair and recommendations for how it might be conducted in the future.
 - b. Critique the Presentations and Etiquette sessions that you participated-in.
 - c. List any job-related and resume-related websites that you found of interest — are there some not on the list that is on the following page? A brief annotation on each of the sites you explored, regarding your thoughts about its usefulness, would help other students now and in the future.
 - d. General thoughts about how this class was conducted and how you think it ought to be organized in the future. **In that regard, taking everything into consideration, rate the class from 10 to 1 where 10 means outstanding and 1 means poor.** In addition, please identify what you liked best, what you would like to see improved, important things you learned, and how you plan to use the information you obtained.

Please submit your paper, via e-mail attachment, to the instructor by no later than noon on Thursday, October 25.

Friday, October 26

Topic: Course Review and Follow-up Discussion.

1. Reactions to the Career Fair and related conference; suggestions for improvement.
2. General review based on student submissions and additional assignments as required.
3. Discuss handout materials related to resume and interview follow-up.

Course

Grading: This 1.0 credit class is graded Pass/No-Pass. All students are expected to participate fully in all class meetings and to complete assignments in a timely manner. Concise and well written reports and papers are expected. An excused absence or assignment submission delay must be approved in advance by the instructor. Additional make-up assignments may be required at the discretion of the instructor. Either an un-excused absence or an incomplete assignment may result in an Incomplete grade for the class.

Websites found interesting by previous students; excerpts from their comments:

OSU Career Services website is outstanding and beats some of the sites that are out there by a long-shot.

<http://www.agcareers.com/> This website really opened my eyes to the number of agriculture jobs that are out there. They list a lot of agricultural jobs by location. That is important to me because I want to stay in the PNW. On the other hand it is interesting to see the jobs in other countries. Cross lists with Hanson Agri-Placement. Agcareers webpage had job seeking tools, a geographic search, and an e-newsletter to help keep you up to date

<http://www.quintcareers.com/> This site has resume posting, job search, career resources, and a job time line. Capable of searching ag jobs.

<http://www.hansenagriplacement.com/> This website allows users to put in one resume and apply to many different jobs on the server. In addition, job seekers can post their resume on the site for employers to browse. Both AgCareers and this website are great for people looking for jobs in agriculture.

<http://www.rockportinstitute.com/resumes.html> This site has a lot of Power Words.

<http://www.collegegrad.com/> Has an area to search for jobs, resume help, salary information, and even a section to research your employers. The research employers section was very helpful — includes information about employers throughout the U.S. and also included the projected entry level hires for 2006.

www.bls.gov/oco/. This is the Bureau of Labor Statistics website. It provides information on numerous careers and gives information about the nature of work, training and other qualifications involved, earnings, and related occupations. Could be valuable for people who know what they want to do and just want to learn more about their career path.

<http://www.jobweb.com/> Visitors can find lots of information on how to create a winning resume and cover letter. Also provides tips on how to have a good interview session. The site is very easy to use and find the information you want. Within the site you can look at sample resumes, look at a list of action words, and browse through ways to improve the interviewing process. This site provided lots of information at no cost.

<http://hotjobs.yahoo.com/> This site provides a great job search. It also provided information about resumes and finding the right job. Doesn't contain as much information as "jobweb," but it allowed for users to get help with their resume and be able to post it all at one site. The site also had resources for people with current jobs that wanted to climb up the ladder or improve their job.

www.provenresumes.com. There was a lot of information on this site; maybe too much and some was very hard to understand. Also seemed extremely hard to navigate.

www.easyjob.com. This site had good information in a clear, easy format. The pages were set up in a numerical order to coincide with resume building. There were additional clarifying pages.

www.collegegrad.com This website had great articles on cover letters including what not to include. It is designed to meet college graduate needs and directly pertains to entry level positions.

<http://www.careerbuilder.com/> Seems like a very helpful website for job hunting. It gives the capability to post your résumé online for potential employers to view. If one doesn't have a résumé, it provides helpful step-by-step tips to create a résumé suited for the type of job you desire. Most importantly, it allows job hunters to create an account and search for jobs. You may limit searches to specific areas of the nation or job types to help narrow the field for one who is searching for something in particular.

<http://www.monster.com/> This has a job searching portion; you can focus on what it has to offer individuals who are determined to get a job. Some excellent tips about cover letters and résumés that are important — for a cover letter: be concise but include appropriate and relevant information, whenever possible address the letter to a specific person, keep the letter friendly but professional, and research the employer's needs so you can focus on that in your letter and résumé. Also shows how to make your résumé professional and formal without going over the top.

<http://www.ams.usda.gov/human/vacancy.htm> This USDA website had lots of good information and their job search engine was very easy to use. You may search specifically for a field you desire and where you want to work. Each job opening indicates exact pay, experience needed, and the degree needed.

<http://www.farm-credit.com/> Farm Credit's website is easy to navigate and their job search engine is very good. You may submit your resume, cover letter, and an application on the site. Only downside is that their job descriptions are not very detailed.

<http://www.resume-help.org>. This provides an easy-to-use site which is broken into categories and has tips and examples for resumes and cover letters. However, they advertise like many other resume sites for resume and cover letter writing services. It would be foolish to use these types of websites while associated with OSU where we have free access to Career Services.

<http://www.bbb.org>; www.oan.org A website by the Better Business Bureau. To look up a company, you click on consumers. This is a great site because it tells you quite a bit about a business, usually including contact information. The biggest downfall is that not all businesses are on there, but it's easy to do a quick search.

<http://jobsearch.usajobs.opm.gov/a9ag.asp> The USDA website is good for looking up posted jobs in agriculture. Jobs offered by the USDA are posted here before they go into public classifieds.

<http://www.usda.gov> Click on USDA employees from the drop down on the left and then careers and jobs on the right.

<http://www.oan.org> A website for the Oregon Association of Nurserymen. This site allows you to look at internships and career opportunities in the nursery and Christmas tree industry.

A number of students noted that there are many sites that require a fee for such things as resume preparation or for a company to list a job. Some of the sites cited above have fee portions. There were many "bad" sites; research is important to weed those out.