

# Professional Development

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Geri Wicklund
<b>Development Date</b>	5/13/2004
<b>Revised Date</b>	7/9/2008
<b>Course Number</b>	10-106-190
<b>Instructional Level</b>	Associate Degree
<b>Potential Hours of Instruction</b>	24
<b>Total Credits</b>	1

### Description

Research the job market, develop a job search/career portfolio, and develop e-resumes, explore networking, and practice for job interviews. This portfolio includes, but is not limited to, a cover letter, resume, reference sheet, thank you letter, and work samples.

### Types of Instruction

<b>Instruction Type</b>	<b>Contact Hours</b>	<b>Credits</b>
Classroom Presentation	18	1
Online	6	

### Textbooks

magazine. *Job Choices*. **Edition:** use most recent. **Unit Price:** free.

### Learner Supplies

computer disk. **Manufacturer:** ---.

professional binder. **Manufacturer:** ---.

### Prerequisites

Best to take this course during last semester of program

Successful completion of Written Communication (10-801-195) or consent of the instructor

Ability to conduct internet research

proficiency in Microsoft Word

### Exit Learning Outcomes

#### Core Abilities

A. Self-management

#### Competencies

A. **Research the job market**

**Competence will be demonstrated:**

1. by submitting a job notice, networking contacts, and company information to the instructor

**Criteria - Performance will be satisfactory when:**

1. you access the Internet and other resources to find an appropriate job opening information
2. you access the Internet to research the organization listed on the job opening notice
3. you access the Internet to research various career sites
4. you identify networking sources to obtain job information

**Learning Objectives**

- a. Use Internet resources to choose a job opening
- b. Use Internet resources to research the chosen organization
- c. Use Internet resources to research information available regarding the job market

**B. Develop job search documents for career portfolio****Competence will be demonstrated:**

1. by completing the resume on paper and online
2. by completing a reference sheet including it in the portfolio
3. by completing a cover letter and including it in the portfolio
4. by completing a matching envelope for cover letter and including it in the portfolio
5. by completing a thank you letter and including it in the portfolio
6. by completing an application form on paper and online and including them in the portfolio

**Criteria - Performance will be satisfactory when:**

1. you prepare a resume
2. you edit resume
3. you insert edited resume into portfolio
4. you enter resume online
5. you prepare a reference sheet
6. you edit reference sheet
7. you prepare a cover letter
8. you insert edited reference sheet into portfolio
9. you edit cover letter
10. you insert signed cover letter into portfolio
11. you prepare an envelope using word processing
12. you edit envelope
13. you insert envelope and cover letter into portfolio
14. you prepare a thank you letter
15. you edit thank you letter
16. you insert edited thank you letter into the portfolio
17. you obtain an application form
18. you complete application form using a black pen, signs form, and places form in portfolio
19. you enter information into online application

**Learning Objectives**

- a. Prepare a resume
- b. Prepare a reference sheet
- c. Prepare a cover letter (letter of application)
- d. Prepare a matching envelope
- e. Prepare a thank you letter
- f. Complete an application form

**C. Document skills and abilities for career portfolio****Competence will be demonstrated:**

1. by presenting results of critique and including them in the portfolio
2. by including work samples and job search documents in portfolio

**Criteria - Performance will be satisfactory when:**

1. you obtain critique on their resume from professional that hiring and keeping employees
2. you present critique results to class
3. you insert critique form into portfolio
4. you insert work samples that validate skills into portfolio (e.g., Access tables, Word reports, Excel spreadsheets)
5. you insert documentation of professional development into portfolio (e.g., Dean's List letters, certificates, letters of recommendation, performance evaluations)
6. you insert informational documents into portfolio: program brochure, curriculum sheet, salary conversion chart
7. you insert organizational documents into portfolio: progress chart and, if you doesn't have access to Internet, Registration for Placement Assistance form
8. you insert grade transcript and, if applicable, core abilities grade sheets into portfolio
9. you organize portfolio in order requested and includes a paper and pen in portfolio

**Learning Objectives**

- a. Provide a grade transcript and, if applicable, core abilities grade sheets
- b. Provide informational documents
- c. Provide organizational documents
- d. Provide documentation of professional development
- e. Provide work samples that validate skills
- f. Provide a professional critique of your resume

**D. Prepare for a job interview****Competence will be demonstrated:**

1. by presenting and including interview answers in portfolio
2. by showing appropriate interview appearance
3. by completing sample job test
4. by identifying alternative interview environments

**Criteria - Performance will be satisfactory when:**

1. you compose answers to interview questions--5 of the answers must explain the following: (1) a problem/conflict, (2) how you solved problem; (3) the results
2. you insert interview answers into the portfolio
3. you insert 3 questions that interviewee will ask interviewer into portfolio
4. you identify professional interview appearance and hygiene
5. you complete sample job test
6. you prepare for alternative-type interviews (lunch, telephone, web cam)

**Learning Objectives**

- a. Summarize a job search video (e.g., How to Get Your Dream Job)
- b. Compose answers to interview questions (where appropriate, first, explain a problem/conflict; second, how you solved it; and third, what was the results)
- c. Provide three questions that the interviewee will ask the interviewer

**E. Demonstrate elements of a good first impression****You will demonstrate your competence:**

1. by submitting appropriate email address
2. by submitting appropriate answering machine message
3. by submitting written summary of a body-language experience

**Your performance will be successful when:**

1. you choose professional email address
2. you choose professional answering machine message
3. you recognize importance of appropriate body language (handshake, posture)

