

SAULT COLLEGE OP APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: CAREER DEVELOPMENT: PRE-EMPLOYMENT PREPARATION
Code No.: HDG 104-1
Program: FORESTRY/GEOLOGY/PULP AND PAPER/WATER RESOURCES
Semester: ONE
Date: JULY, 1986
Author: M. ENGEL, R. ERNST

New;

Revision:

APPROVED:


Chairperson

Date *<fapZ4&<*

CALENDAR DESCRIPTION

CAREER DEVELOPMENT:
PRE-EMPLOYMENT PREPARATION

HDG 104-1

COURSE NAME

COURSE NUMBER

PHILOSOPHY/GOALS;

The purpose of the career development component is to prepare students in cooperative education programs and career experience programs develop skills necessary in securing work placements. Emphasis will be placed on student's assessment of interests, values and skill areas, in developing their resumes, formulating job search strategies and life skills necessary for success in the workplace.

METHOD OF ASSESSMENT (GRADING METHOD):

To complete the course successfully, the student has to:

1. Attend and participate in the Workshop.
2. Attend and participate in the weekly co-op seminars.
3. Submit acceptable resume to the Co-operative Education Office.

TEXTBOOK(S):

Resume Guide published by Sault College.

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OBJECTIVES:

Fully prepare cooperative education students for the job search process and successful co-op placement.

Students will be able to:

1. Demonstrate a positive attitude and motivation towards cooperative learning.
2. Access and utilize study skills, peer tutoring and job search resources.
3. Correctly complete application forms related to positions in their chosen fields.
4. Prepare and present complete cover letter and resume drafts.
5. Outline job expectations and the role of evaluations and reports,

INSTRUCTIONAL METHOD/MAJOR ASSIGNMENTS:

Lecture and Workshop

Students prepare cover letters and resume drafts.

Complete acceptable resume

TEXT REFERENCES:

Various Resume and Job Search Guides

TIME FRAME:

One day (Saturday) workshop

One hour per week seminar