

Job Search Series

Fall 2009

Coordinated by the
Clarion University Career Services Center

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Career Services Center's office hours:
8:30 a.m. – 12 noon; 1:00 to 4:30 p.m.

Description:

The Job Search Series (JSS) consists of six Monday sessions designed to enhance your job search skills and help you manage the transition from campus to career. The primary goal is to ensure that Clarion students:

- Acquire information fundamental for a job search or application to graduate/professional school.
- Participate in individual and group activities that provide opportunities to apply their learning in practical situations.

Targeted Audience:

The Job Search Series is targeted primarily to juniors and seniors from all majors.

Participation:

Students do not have to attend all of the sessions to participate. If there is a topic that is of specific interest to a student, he or she is encouraged to attend that particular session. However, only students who meet the full requirements will be granted a Certificate of Completion (see below).

Objectives:

The Job Search Series provides information and learning experiences that focus on helping students to:

- Develop competencies required for successful application to internships, employment opportunities, or graduate/professional school.
- Learn how to present themselves effectively as candidates for experiential learning and employment opportunities, or graduate/professional school.
- Develop professional skills necessary to succeed in the workplace environment.

Topics include: Application Letters, Career Fair Preparation, Interviewing, Networking, Networking Sites, Professional Attire, Professional Etiquette, References, and Resume Writing. Speakers for the sessions include Career Services staff, faculty, alumni, and employers.

Schedule/Session Times

- During Fall Semester 2009, the Job Search Series will be offered on six Mondays.
- The 0400PM-0530PM sessions are recommended for Education & Human Services majors.
- The 0600PM-0730PM sessions are recommended for Arts & Sciences and Business Administration majors.

- We suggest that you attend the session time recommended for your major. Speakers will target their presentations to those majors.
- However, if you cannot attend at the recommended time, you are welcome to register for the other time.

Earning a Certificate of Completion

- Students may choose to earn a JSS Certificate of Completion by meeting the following criteria:
 - **Attendance:** You must attend a minimum of five entire sessions.
 - **Assignments:** You must successfully complete five assignments. Each assignment is worth one point. You must receive a minimum of five points.
- Students who attend six out of six sessions and successfully complete six assignments will be eligible for a special door prize drawing.

If your goal is to earn a certificate of completion, please be aware of the following requirements:

- Attend each session for the entire time period.
 - Prior to registering for the series, you should review the schedule to make sure you can commit to the required dates and times.
 - Since there are only six sessions, it is expected that you will work other commitments (such as work, group projects, etc.) around the series.
 - If you have an extreme emergency, please contact the JSS coordinator. However, be aware that you can only miss one session and still earn a Certificate of Completion.
- Read the recommended articles/handouts and watch the recommended videos.
- Complete and submit a required assignment for each session.
- Submit each assignment on or before the deadline.

To Register for the Series

- All students should complete the online registration form. This helps the Career Services staff plan for each session.
- Registration deadline: Sunday, October 4, 2009
- Go to www.clarion.edu/115577
- Be sure to select the appropriate time (0400PM-0530PM is for Education & Human Services majors; 0600PM-0730PM is for Arts & Sciences and Business Administration majors).

Blackboard

- Students who register online for the series will be added to the Job Search Series' Blackboard site.
- The Job Search Series is managed through Blackboard where registered students can access a folder for each session.
- Each folder includes a session description and learning outcomes, information about the required assignment and deadline (for those wanting to earn a certificate of completion), and resources on the subject matter (such as documents, PowerPoint presentations, or online videos).

Communication

- Visit the Blackboard site for the Job Search Series and check your Clarion e-mail account often! Both methods will be used to send announcements to students registered for the Job Search Series.
- All messages will have "Job Search Series – Fall 2009" in the subject line.

For Students Who Want to Earn a Certificate of Completion

Benefits

- You will get a head start in your job search because you complete many documents required by employers.
- The certificate can be added to your qualifications, portfolio, or professional web site.
- Your family will be proud of you! 😊

Required Readings/Videos

- Each session has accompanying readings or videos that provide additional information on the topics.
- All documents, video clips, or PowerPoint presentations are available in the session's Blackboard folder, or links are provided to access the information.
- **Although you may be tempted to skip this step, the resources provide information that will help you to complete your assignment successfully.**

Required Assignments and Deadlines

- Instructions on completing and submitting the assignment will be provided at each session.
- Blackboard contains a folder for each session with instructions on how to complete and submit the required assignment by the deadline.

Submission of Assignments

- Clarion University is committed to preserving academic integrity as defined by the Academic Honesty Policy. Please review the University's policy on Academic Integrity at www.clarion.edu/51642.
- In some cases, you may be asked to submit the assignment through Turnitin. Assignments must be the student's own work; no credit will be given for plagiarized assignments.

Evaluation of Assignments

- Each assignment includes information on how it will be evaluated, such as a rubric, a grading scale, or an evaluation form so you will know the standards for successful completion of the assignment.
- After you submit your completed assignment, it will be reviewed. Each successfully completed assignment will be recorded as one point in My Gradebook.

Tracking Assignments Completed and Points Earned

- Check "My Grades" in Blackboard to determine if you have received one point for each assignment submitted.
- Use "My Grades" to periodically track your progress toward earning the five points required to earn a JSS Certificate of Completion.

Certificate of Completion

- Students who receive a Certificate of Completion will be notified by e-mail and may pick up their certificates by visiting the Career Services Center, 114 Egbert Hall, between December 1 and December 11.
- The door prize drawing (for students completing six out of six sessions) will be held on November 30. The winning student will be notified by e-mail and may pick up the door prize by visiting the Career Services Center between December 1 and December 4.