

Bemidji State University

BUAD 3100: College to Career: Preparing for Job and Internship Searches

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Focus on career and internship development, and enhancement of job seeking skills. Emphasizes resume and cover letter writing, the art of interviewing, negotiating salaries, dressing for success, dining etiquette, and the overall transition from student to professional. Open to all majors seeking internships and applying for full-time employment or graduate/professional school. Prerequisite: Junior or senior status; sophomore status with consent of instructor.

B. COURSE EFFECTIVE DATES: 08/21/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Art of Interviewing
2. BSUCareers and Using the Web for Searching for Employment/Internships
3. Dining Etiquette---Dress for Success-Final Class
4. Getting Involved on-campus!!
5. Informational Interviewing/Networking
6. Job Seeking Etiquette/Negotiating Salaries
7. Making College Count
8. Resume and Cover Letter Writing
9. Social Networking and the use in the employment process
10. StrengthsQuest
11. Study Abroad
12. Top Five Themes of Talent
13. What Employers Look for!

D. LEARNING OUTCOMES (General)

None

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted