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