Bemidji State University

UNIV 3200: Capstone for TRIO students

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 0
Lab Hours/Week: 0
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course is designed to assist students in obtaining positions consistent with their career goals. Time will be spent on exploring job search strategies, applying, and obtaining positions that play to their strengths and expand their professional skill sets. Emphasis is put on career readiness by practicing the job search process. The topics of networking, professional resume writing, successful interview techniques and follow-up strategies are topics covered during the course. Exploring online sites for job searching and ideas regarding the management of your future career path will also all be addressed.

B. COURSE EFFECTIVE DATES: 08/10/2021 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Thinking like an employer in relation to labeling job-specific skills
2. Building your resume through internships/community service experiences
3. Interview preparation
4. Negotiating and understanding employment related benefits/and other investments

D. LEARNING OUTCOMES (General)

1. recognize and name job-specific skills needed for their profession; identify marketable skills and demonstrate how to convey the value of transferable skills to employers.
2. research employers and find current employment opportunities related to their major.
3. create a LinkedIn account.
4. register with Connect2Careers, BSU’s connection to employment opportunities.
5. complete community service hours as part of the course requirements to help expand their skill set and build their network.
6. construct a professional resume that clearly outlines the student’s unique skills and qualifications.
7. be able to deliver an appropriate/strong 30-second introduction of themselves for any interview or career related meeting.
8. demonstrate an understanding of the art of interviewing and effectively present their unique contributions in a practice interview setting.
9. understand the value of post-interview follow-up by going through the process with their practice interviewers.
10. gain awareness regarding salary negotiation, employment benefits and other investments.
11. understand yearly evaluations within the workplace and the role of workplace plans, goals, constructive criticism and working toward that first raise/promotion.
E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted