

AUDIO 266 - Audio Coop Ed Seminar

COURSE LEARNING OUTCOMES (CLOs)

1. Research and identify local and regional employment opportunities.
2. Student familiarizes him/herself with procedures and requirements for submitting an application.
3. Compose a professional resume including: career objective, work experience, education, skills and awards, references and professional memberships.
4. Demonstrate professionalism.

COURSE OUTLINE

I. Research Employment Opportunities

- A. Networking
- B. Online resources

II. Job Application procedures

- A. Regional markets
- B. National markets
- C. Interview skills

III. Resume Preparation

- A. The objective
- B. Format/ style
- C. Cover letter preparation
- D. Reference letters

IV. Internship Log

- A. Track hours worked
- B. List duties/ activities
- C. Students discuss need to recognize culturally based assumptions and their influence on perception and behavior
- D. List new skills acquired
- E. Self-assessment