

University of Arkansas – Fort Smith
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General Syllabus

IDS 3001 Career Readiness

Credit Hours: 1 Lecture Hours: 1 Laboratory hours: 0

Prerequisite: Junior standing
Effective Catalog: 2019-2020

I. Course Information

A. Catalog Description

Provides necessary skills for successful transition into and preparation for the professional business environment.

B. Additional Information - None

II. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Write a professional resume using “skills and accomplishments” format.
2. Develop a career action plan.
3. Develop and practice appropriate interview skills.
4. Demonstrate knowledge of the skills needed for employment in a professional setting.
5. Develop networking skills and a knowledge of how to present themselves through the internet and social media.
6. Demonstrate knowledge of how to conduct a job search
7. Create an ePortfolio.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Communication Skills (Oral and Written)

Students write resumes and create an ePortfolio including cover letters. Phone and in person interview skills are also developed.

Ethical Decision Making

Students will be expected to articulate their skills and accomplishments in an honest, forthright manner, adhering to high ethical standard.

III. Major Course Topics

1. Writing a Professional Resume/Advanced Resume Writing
2. Creating a Career Action Plan
3. Interview Skills
4. Telephone Interview Skills
5. Practice Interview
6. Skills Employers Seek
7. Networking 101
8. Job Search
9. Developing a Career Assessment
10. Utilizing LinkedIn/Social Media in Your Job Search
11. Creating an ePortfolio
12. Career Fair Preparation
13. What to Expect after Graduation