

**University of Arkansas – Fort Smith**  
**5210 Grand Avenue**  
**P. O. Box 3649**  
**Fort Smith, AR 72913–3649 479–788–7000**

## **General Syllabus**

### **UNIV 30031 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