



LIFE STYLES UNLIMITED
THE TRANSFORMATION COMPANY

Challenge Yourself

Change Your Thinking

Change Your Life

CHALLENGE YOURSELF - CHANGE YOUR THINKING - CHANGE YOUR LIFE

LCC Continuing Education Department Senior Programming

1) Course Proposal Worksheet

Course Proposal

Instructor Name: Jed A. Reay

Home Phone: 541-954-1268 Work Phone: 541-954-1268

E-mail Address: jed@jedreay.com

Proposed Course Title: Tools For Career Transitions

Total Number of Class Hours: 8 hours 4 2 hour classes

Brief Course Description (provide an overview of the course and its relevance or usefulness

to students) Students will learn and gain updated and current skills for developing introductory cover letters, resumes creation, current and timely interview skill and the key follow-up process for securing the position they are seeking.

Topics to be covered (the number of sessions is not fixed; your class may be longer or shorter

than 10 sessions):

1st Session – Introduction, review syllabus with class, also learn and develop an understanding for the new job/career process Intro letters, resumes, interview skills and follow-up. Guest speaker Joshua Waldman with **Job Interview Tips: How**

Not to Act Old

By Pamela Redmond Satran

Home work come to next class with a resume

2nd Session Review resumes and begin Roles playing the interview process

3rd Session Finish the role playing of the interview process

4th Session Role play the follow-up process

Objectives: Please list skills, abilities, and knowledge students will gain by taking this class.

What will they learn to do? Please state this in terms of student outcomes (i.e., the student will be able to identify 10 species of birds).

Students will learn the current techniques and process for obtaining current employment in this challenging market place.

How will you determine that students have met the specified outcomes?

By evaluating them on these skills in the 1st class and having them write a summary of evaluation in the last class.

Are there rules and regulations which students must follow (safety practices, attendance, completion of projects, etc)? Completion of assignments and class participation.

What skills, education and experience do you have which have prepared you to teach this class? Nothing other than Desire.

Describe your teaching style and techniques, and explain how you involve students in the learning experience.

My style is: Open, interactive, communicative, supportive, engaging

I am very interested in a bidirectional educational experience. I create passion in spirit of the environment. This helps to create successful interaction and creativity among the participants in the classroom.

an equal opportunity/affirmative action institution

The remaining questions may or may not be relevant to your particular class. If any of them do

not pertain, please indicate that by writing N/A.

Required Text (title, author, edition, and publisher) NA

Recommended or assigned reading (please be specific) NA

Equipment/supplies to be furnished by LCC or instructor: To be determined ??

Equipment/supplies to be furnished by student; include cost Journals and writing instruments

What prerequisites or skills should students have before taking this class

None

2) Syllabus Preparation Worksheet

Course Title: Tools For Career Transitions

Instructor(s): **Jed A. Reay**

Course Description:

Learn and gain updated and current skills for developing introductory cover letters, resumes creation, current and timely interview skill and the key follow-up process for securing the position they are seeking.

Course Objectives:

By the end of the term you should know the following skills and concepts:

Job or career introductions: Cover letter development, resume creations Interview skills and follow-up skills.

Class Format:

Each class meets for 2 hours, with a 10-15 -minute break. The class includes some lecture along with some hands-on exercises done with support from the instructor and student.

Materials:

journals and writing instruments

Disability Resources Statement:

The following statement is to appear on every class syllabus and may be posted in department offices or classrooms:

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Resources. For more information, contact Disability Resources at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1, Room 218.