



Western Technical College

10154180 IT Field Study

Course Outcome Summary

Course Information

Description	Provides the student with job search and career readiness skills to prepare for an internship, unpaid externship or service learning project.
Career Cluster	Information Technology
Instructional Level	Associate Degree Courses
Total Credits	1
Total Hours	18

Textbooks

No textbook required.

Experiential Learning

1. Work Based Learning

Course Competencies

1. Prepare job search documents.

Assessment Strategies

- 1.1. Resume
- 1.2. Cover Letter

Criteria

You will know you are successful when:

- 1.1. you complete a resume and coverletter.
- 1.2. you have your resume and coverletter critiqued.
- 1.3. you prepare an e-copy of your resume.

Learning Objectives

- 1.a. Locate internet sites for sample resumes and cover letters.
- 1.b. Prepare a cover letter and resume.
- 1.c. Critique cover letters and resumes.
- 1.d. Explore Western Technical College's job service center.

2. Research potential companies with IT openings.

Assessment Strategies

- 2.1. Written Product

Criteria

You will know you are successful when:

- 2.1. you create an account with Western's online job board.
- 2.2. you identify three potential companies or jobs that match your career expectations.
- 2.3. you describe why you are interested in those three jobs.

Learning Objectives

- 2.a. Use of the internet to research companies web sites.
- 2.b. Access Western's online job boards (i.e. TechConnect, Handshake, etc.)for job postings.
- 2.c. Locate employment statistics for local, regional, state categories.
- 2.d. Locate chamber of commerce listings of potential employers.

3. Participate in mock interviews.

Assessment Strategies

- 3.1. Demonstration

Criteria

You will know you are successful when:

- 3.1. you complete a mock interview with another student.
- 3.2. you receive feedback from another student on the interview.
- 3.3. you have an interview with a non student.
- 3.4. you reflect on the feedback from the interview.
- 3.5. you develop three potential questions to ask at your interview.

Learning Objectives

- 3.a. Investigate potential interview questions.
- 3.b. Review valid interview questions.
- 3.c. Practice interviewing with other students.
- 3.d. Arrange for an interview appointment.
- 3.e. Review appearance and dressing for an interview.
- 3.f. Complete a professional interview.

4. Participate in Experiential Learning activities.

Assessment Strategies

- 4.1. Written Product

Criteria

You will know you are successful when:

- 4.1. you complete a written report of experience.
- 4.2. you summarize the organization toured.
- 4.3. you describe the potential fit of your skill set to the organization.
- 4.4. you highlight the most important piece of information acquired during the tour.
- 4.5. you reflect on your experience.

Learning Objectives

- 4.a. Research the organization prior to a virtual or face-to-face tour.
- 4.b. Identify the purpose of the organization.
- 4.c. Correlate individual skill set with the toured organization.
- 4.d. Identify features unique to the toured organization.
- 4.e. Identify feature common among all toured organizations.
- 4.f. Attend industry tours.