

# Career & Workplace Relations

TEIT - 1050 401

## Course Description

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Career and Workplace Relations is designed to help students gain insight into how their skills and professionalism enhance relationships between management and coworkers. Instruction includes employment skills such as communication, critical thinking, professional etiquette, team dynamics and more.

## Course Student Learning Outcomes

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- Identify personal and transferable skills, competencies and/or abilities.
- Create an industry specific resume, cover letter, thank you letter, reference list, and online presence.
- Demonstrate effective interviewing skills.
- Submit an application for an industry specific position.
- Demonstrate effective use of job search websites.

## Assignment Schedule

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Due Date	Assignment Name	Assignment Type	Points
	<a href="#">1.1 Skill Statements</a>	Assignment	4
	<a href="#">1.2 Employment Portfolio: Skills Inventory</a>	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">2.1 Employment Portfolio: Job Comparison Table</a>	Assignment	12
	<a href="#">2.2 Employment Portfolio: Networking List</a>	Assignment	10
	<a href="#">3.1 Employment Portfolio: Master Application</a>	Assignment	8
	<a href="#">3.2 Employment Portfolio: Resume</a>	Assignment	18
	<a href="#">3.3 Employment Portfolio: Write a Sample Cover Letter</a>	Assignment	18
	<a href="#">3.4 Employment Portfolio: Assemble Your Reference List</a>	Assignment	6
	<a href="#">4.1 Attire, Grooming, and Body Language Assignment</a>	Assignment	10
	<a href="#">4.2 Practice Responding to Difficult Questions</a>	Assignment	10
	<a href="#">4.3 Practice Interviewing</a>	Assignment	10
	<a href="#">4.4 Mock Interview</a>	Assignment	22
	<a href="#">4.5 Employment Portfolio: Follow-up Letter</a>	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Introduce Yourself Professionally</a>	Discussion	0

## Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

## Learning Support and Tutoring Services

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

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At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.