

Week	Topic	Date
1	Introduction and orientation Take role, distribute material, discuss assignments, Collect information, orient communication	January 24th
2	Sociology Labor Market Assessment Assessment of Sociology as a job market; trends, sources of information and resources	January 31st
3	No class meeting – Project One – Data Collection Access web sites, periodicals, books and data sources To compile a graph of sociology employment base	February 7nd
4	Assessing your Sociological Knowledge and Skills Discuss and develop techniques for identifying Personal inventory of classes skill sets and abilities	February 14th
5	No class meeting – Project Two – Data Collection Compile list of courses taken; content analyse for Skills; relate to job classes identified in #3 above	February 21th
6	Researching Career Paths Develop techniques for gathering information via Interviews, questionnaires and focus groups.	February 28th
7	No class meeting – Project Three – Data Collection Collate the information from your questionnaires and interviews and develop job search strategy	March 7th
8	Collecting Your Thoughts and Preparing a Resume Discussion of the form and function of a resume. Review handouts of sample forms and their impact	March 14th

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9	No class meeting - Project Four – Writing Exercise Writing project including a specimen resume for each job category. Posting online for discussion	March 21st
10	Applying for the job Collaboration on strategies for submitting resumes And booking interviews. Emphasis on access.	March 28th
11	No class meeting – Project Five – Making Contact Exercise in actual submission of resumes and contact With at least three organizations	April 11th
12	Going on the Interviews Discourse on best tips for interviewing; role playing With critical discussion following.	April 18th
13	No class meeting – Project Six – Doing Interviews Engage in three job interviews. Written assessment Of the process and personal prospects.	April 25th
14	Summing up the Experience and Assessing the Future Review and discussion of experiences; analysis of Principals / prospects for yours and discipline's future	May 2nd
15	No class meeting – Project Seven final write-ups Time spent on formal report summarizing the Previous six assignments.	May 9th
16	Final Project Seven Reports Due in Class Project turned in to Professor in class	May 16th

