# COURSE OUTLINE

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<th>Course Number</th>
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<tr>
<td>LEG 256</td>
<td>Career Development for Law and Public Safety Professionals</td>
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**Hours:**
- lecture/Lab/Other: 1/0/0

**Co- or Pre-requisite:** none

**Implementation:**
- sem/year: Fall 2019

**Catalog description (as it appears in 2014-2015 edition):**
Students prepare essential documents for the job market correlating to their major (Criminal Justice A.S. or Paralegal Studies A.A.S.) including resumes, cover letters and professional emails. Students learn networking skills, job search strategies, and interviewing techniques.

**Is course New, Revised, or Modified?** [Modified courses are those which have a new prefix or course number]

No.
Required texts/other materials:

Required Textbook:  
None (This course uses only OER)

Supplemental Materials:  
This course uses Open Education Resources (OER) which are provided to the students through Blackboard. 
A small sampling of the resources include:  
Videos (with transcripts) produced by the faculty member/program coordinator Harvard University, Extension School’s Career Development Series  
OER Career Development textbooks

Revision date:        Course coordinator:  (Name, telephone number, email address)
This outline was updated  Erin Rybicki  
December 2018  (609) 570-3649  rybickie@mccc.edu

Information resources: (Describe the primary information resources that support the course, including books, videos, journals, electronic databases, websites, etc. To request new materials for your course, use the library request form at: www.mccc.edu/student_library_course_form.shtml)

This course uses a textbook, PowerPoint presentations and online materials (videos, interviews, sample cases) as resources.
Other learning resources: (Describe any other student learning resources that are specific to this course, including any special tutoring or study group support, learning system software, etc.)

All materials should be provided to the students via their Blackboard course. This course is offered on campus and in an online delivery option. Therefore, supplemental materials are supplied online and students are expected to submit all assignments through Blackboard.

Course Competencies/Goals:
The student will be able to:

- **Course Competency One**: Students can draft a resume, cover letter, professional email and professional employment documents.
- **Course Competency Two**: Students can communicate and apply effective networking strategies,
- **Course Competency Three**: Students can apply effective interviewing techniques and professional etiquette during the hiring process.

Course-specific General Education Knowledge Goals and Core Skills.

Unit One: Professional Application Materials
- Students will draft a resume. (Course Competency 1)
- Students will revise the resume per the faculty member’s feedback. (Course Competency 1)
- Students will draft a cover letter. (Course Competency 1)
- Students will revise the cover letter per the faculty member’s feedback. (Course Competency 1)
- Students will prepare a professional reference sheet. (Course Competency 1)
- Students will research and understand the different approaches for local, county, state, private, corporate and federal positions. (Course Competency 1)

Unit Two: Networking & Interviewing
- Students will understand the best interviewing techniques and will be able to articulate the best practices for interviews. (Course Competency 3)
- Students will research and prepare responses to hypothetical interview questions relating specifically to their intended field (Criminal Justice or Paralegal Studies.) (Course Competency 3)
- Students will participate in a mock interview, in person or by telephone, or they will complete an alternative interview assignment per the faculty member’s instructions. (Course Competency 3)
- Students will be able to demonstrate professional etiquette during and after the interview process. (Course Competency 3)
- Students will understand how to prepare a professional LinkedIn profile, and how to display their portfolio of work within the profile. (Course Competency 2)
- Students will understand the principles of professional networking, and the role of associations in the field. (Course Competency 2)

**Evaluation of student learning:**
(items are subject to change or adjustment by faculty member)

**Interview Assignments:** 25%
**Professional Application Materials:** 50%
**Networking Assignments:** 50%

**Students with Disabilities:**
Any student in this class who has special needs because of a disability is entitled to receive accommodations. Eligible students at Mercer County Community College are assured services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for services, please contact Arlene Stinson, the Director of Academic Support Services. Ms. Stinson's office is LB221, and she can be reached at (609) 570-3525.

**Academic Integrity:** As per the student handbook, "A student will be guilty of violating academic integrity if he/she (a) knowingly represents the work of others as his/her own, (b) uses or obtains unauthorized assistance in the execution of academic work, or (c) gives fraudulent assistance to another student." Students should read the Academic Integrity policy in the MCCC Rights and Responsibilities Student Handbook. Academic Dishonesty will result in failure of this course.

**Equal Opportunity Policy:** Mercer County Community College is committed to equal opportunity and affirmative action. Discrimination on the basis of race, creed, color, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality, political views, religion, disability unrelated to job or program requirements or any other characteristic protected by law is prohibited. Questions regarding the equal opportunity policy and compliance statement may be directed to the Affirmative Action Officer, West Windsor Campus, (609) 586-4800, ext. 3270.