



PROFESSOR:

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COURSE:

Social Networking for Job Search CGS 2650

This course will teach students to utilize current industry social media as well as job search techniques related specifically to Information Technology. Students will explore Twitter, Facebook, LinkedIn, YouTube and creating a digital portfolio to help find a job. Students should have some computer competence using the web and search engines.

CRN: 12772
Credit: 1 hour
Prerequisite(s) and Co-requisite(s): None
Meeting places and times: Online (8/28/17-10/19/17)

COURSE OUTCOMES

Research sources from social network sites that will help in a job search
Create a portfolio to showcase abilities and skills
Analyze the privacy and security concerns of conducting a job search

EDUCATIONAL MATERIALS: No textbook is required for this course. **Students will be required to utilize various social networking platforms for this course, such as Twitter, Facebook, LinkedIn, Google+, and YouTube.**

An online course is a course where all of the content is delivered online at Valencia using the Blackboard course management system. Online courses can provide opportunities for students to attend anytime from anywhere; however, the online student must take responsibility for his or her own learning. In any distance education program, the capacity for self-directed learning is crucial. While instructors and fellow students can provide some support, the online distance learner is expected to provide the internal motivation to manage his or her own learning during the course of study and have a basic grasp of Internet navigation skills and word processing skills. Blackboard is used to deliver all instruction in this online course and the student is responsible to learn to use this delivery system.

Due to the compressed nature of this course and the interaction that is required, students should expect to spend 4 hours per week working on course requirements and should visit the course at least every 48 hours to remain up to date on communications from the instructor and fellow students. Additionally, daily participation may be required during some weeks of the course.

ASSESSMENT METHODS AND EVALUATION:

1. **Assignments** will focus on application and demonstration of course content. Additional information for creating artifacts and the scoring rubrics are provided on Blackboard. 400 total points
2. Participation in **Weekly Discussions via Blackboard** will also be graded. For each discussion topic, you must write your own response to the discussion topic and reply to at least three other students' responses. Except for the final week of the course, each topic will remain open for 2 weeks. Your original post should be made by 11:59 PM on Friday of the first week and your readings and replies by 11:59 PM on Friday of the second week. You should follow the criteria for each discussion topic to receive full credit. Responses to each discussion topic are 10 points for a total of 80 points.
3. Each week's **learning module** must be completed in its entirety. This means that all assignments and discussions must be completed and submitted by the due date. Points have been assigned to each assignment/discussion.
4. A **syllabus quiz** will be given the first week of the course. This quiz must be completed and will be worth 20 points.

All formal assignments should adhere to standard written English. If you have any doubts about your writing skills, please go to the Writing Center on any one of the three campuses. See <http://www.valenciacollege.edu/tutoring/> for more details.

GRADING SCALE:

90% and above	A	Assignments	400
80%-89%	B	Discussions	80
70%-79%	C	Syllabus Quiz	20
60%-69%	D		
Below 60%	F		
		Total	500

NO-SHOW PROCEDURE

Any student who does not attend class **prior to the start of the no-show reporting period for the part of term of this course** will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

NOTE: Completion of the first week's assignments would count as attendance, but just logging into the course does NOT count as attendance for the first week of the course. **Students will be dropped as a no-show, if they do not complete an assignment BY THE DUE DATE they will be dropped DURING THE NO SHOW REPORTING PERIOD 9/6/17.**

CLASSROOM POLICIES ATTENDANCE:

You must submit a minimum of one assignment or discussion posting each week to meet the attendance requirement. Missing the equivalent of more than 2 weeks of classes for any reason, other than absences excused in accordance with Valencia's policies or in cases of documented emergencies, is excessive and a basis for withdrawal.

WITHDRAWAL:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates below for the Withdrawal Deadline for the part of term of this course.** A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to: <http://valenciacollege.edu/generalcounsel/policy/> .

IMPORTANT DATES:

H1 Term: Classes begin August 28. **Drop/ Refund/ No Show Deadline** 11:59 p.m. Sept 5th. **Withdrawal deadline for W grade** October 6. **Classes and Term end** October 19. Final exams are scheduled for the last class period for this part of term.

See College calendar for important dates and final exam schedule at <http://valenciacollege.edu/calendar> .

Final Exam: This course's final exam will be scheduled during the final week of the course as indicated on the schedule. It will count the same as a regular assignment.

MAKE-UP POLICY:

Due to the compressed nature of this course, all assignments must be submitted on time unless prior arrangements have been made with the instructor.

ACADEMIC HONESTY:

All forms of academic dishonesty are prohibited at Valencia College (Policy Number 6Hx28: 10-16). For more information, see <http://www.valenciacollege.edu/policies>. Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

COLLEGE POLICIES: A full description of all College policies can be found in the College Catalog at <http://valenciacollege.edu/catalog/> ; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/> ; and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices>.

STUDENT ASSISTANCE PROGRAM:

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

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West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

DISCLAIMER: Changes may be made at the discretion of the instructor.

SCHEDULE:

Week	Topics	Assignments
1 Due 9/1/17	-Introduction to Course -Introduction to Social Networks	- <i>Course Orientation & Syllabus Quiz (NO SHOW Assignment see Syllabus for NO SHOW Policy)</i> -Readings/Videos 1 -Discussion 1 -Facebook Group Article Share
2 Due 9/8/17	-Social Networking Sites, Job Sites	-Readings/Videos 2 -Discussion 2 -Social Networking Accounts -Twitter: Follow, Share, and Find
3 Due 9/15/17	-Online Resume Creation using LinkedIn	-Readings/Videos 3 -Discussion 3 -LinkedIn Account -Facebook Group Article Share
4 Due 9/22/17	-Networking using social media and meetups	-Readings/Videos 4 -Discussion 4 -Meetup Assignment
5 Due 9/29/17	-Developing Digital Portfolios	-Readings/Videos 5 -Discussion 5 -Portfolio Assignment
6 Due 10/6/17	-Find and Connecting to Resources	-Readings/Videos 6 -Discussion 6 -Communities Assignment
7 Due 10/13/16	-Preparing for the Future	-Readings/Videos 7 -Discussion 7 -Job Search Assignment
8 Due 10/18/16 *Note this is on Wednesday due to course grades due and course closing 10/19/17	-Online Interviewing	-Readings/Videos 8 -Discussion 8 -Online Interviewing (Final Exam)