

SPED C061N: INTERVIEW PREPARATION AND READINESS

Item	Value
Curriculum Committee Approval Date	11/17/2023
Top Code	493012 - Job Seeking/Changing Skills
Units	0 Total Units
Hours	40 Total Hours (Lecture Hours 16; Lab Hours 24)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Basic Skills (B)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course includes best practices in job research and inquiry, interview preparation, resume preparation and interview practice, and self-advocacy. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Successfully participate in a job interview.
2. Create a polished resume, CV, or portfolio.

Course Objectives

- 1. Demonstrate the best practices of interviewing.
- 2. Demonstrate the basic principles of interviewing.
- 3. Demonstrate the basic practices of interviewing.
- 4. Demonstrate the basic protocols of interviewing.
- 5. Utilize an employment/interview log.
- 6. Demonstrate the ability to appropriately answer interview questions.
- 7. Utilize a variety of interview techniques.
- 8. Develop a general resume which can be adapted as needed for specific job opportunities.
- 9. Utilize O*Net website for career searches.
- 10. Fill out a variety of job applications.

Lecture Content

Self-Advocacy Interview Elements Skill Inventories Self-Representation Sourcing Career Options Workplace Communication

Lab Content

I. Self-Advocacy a. Americans with Disabilities Act and Rehab Act of 1973 b. line-height: normal; font-family: 'Times New Roman'; Personal Safety Standards Review II. Interview Elements a. Introductions b. normal; font-variant-position: normal; font-stretch: normal; font-size: 7pt; line-height:

normal; font-family: 'Times New Roman'; Standard Questions/Responses III. Skill Inventories a. Inventory related to types of work/jobs b. uto; font-optical-sizing: auto; font-feature-settings: normal; font-variation-settings: normal; font-variant-position: normal; font-stretch: normal; font-size: 7pt; line-height: normal; font-family: 'Times New Roman'; Inventory for skills c. Inventory for interests IV. Self-Representation a. t-asian: normal; font-variant-alternates: normal; font-kerning: auto; font-optical-sizing: auto; font-feature-settings: normal; font-variation-settings: normal; font-variant-position: normal; font-stretch: normal; font-size: 7pt; line-height: normal; font-family: 'Times New Roman'; Confidence, Voice, Critical Thinking b. Tools to Bring c. Appropriate Attire d. Physically Rep resentation including Voice and Posture e. Practice cold calling / inquiry for a job (with script) f. Practice elevator pitch for networking V. ont-size: 7pt; line-height: normal; font-family: 'Times New Roman'; Sourcing Career Options a. Job Networking b. Apps/Web Sites d. Informal Interviews in preferred industry e. ariant-east-asian: normal; font-variant-alternates: normal; font-kerning: auto; font-optical-sizing: auto; font-feature-settings: normal; font-variation-settings: normal; font-variant-position: normal; font-stretch: normal; font-size: 7pt; line-height: normal; font-family: 'Times New Roman'; Mentors g. Able to describe skills learned from certificate program that relate to job applying for h. Volunteerism as a Bridge to Employment VII. nt-family: 'Times New Roman'; Interviewing Communication a. Eye contact and concentration b. If needed, workplace accomodations c. Self-advocacy d. Post-Interview Thank You letter

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Instructional Techniques

Lecture and discussion of important concepts Discussion of related current issues In-class roll-playing of a variety of interview situations Review recorded interviews Participation in initiating and closing interviews

Reading Assignments

-

Writing Assignments

-

Out-of-class Assignments

-

Demonstration of Critical Thinking

Direct observation of best practices in practice scenerios.

Required Writing, Problem Solving, Skills Demonstration

Skills demonstration during class.

Eligible Disciplines

Special education: Minimum qualifications for these faculty members are specified in title 5, section 53414. Master's degree required. Title 5, section 53414

Other Resources

1. Coastline Library