

# Bemidji State University

## BUAD 2100: Career and Internship Development

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Focus on career and internship development, and enhancement of job seeking skills. Emphasizes resume and cover letter writing, the art of interviewing, negotiating salaries, dressing for success, dining etiquette, and the overall transition from student to professional. Open to all majors seeking internships and applying for full-time employment or graduate/professional school. Prerequisite: Junior or senior status; sophomore status with consent of instructor.

**B. COURSE EFFECTIVE DATES:** 02/27/2007 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. StrengthsQuest
2. Top Five Themes of Talent
3. Making College Count
4. Resume and Cover Letter Writing
5. Getting Involved on-campus!!
6. BSUCareers and Using the Web for Searching for Employment/Internships
7. What Employers Look for!
8. Art of Interviewing
9. Dining Etiquette---Dress for Success-Final Class
  
10. Informational Interviewing/Networking
11. Job Seeking Etiquette/Negotiating Salaries
12. Social Networking and the use in the employment process
13. Study Abroad

### D. LEARNING OUTCOMES (General)

None

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted