



CMA690 Special Topics: Applying for Jobs

(1 credit hour)

Course Syllabus

Course Description

This course is a special topics course designed around finding a job in academia. The goal is for students to learn where to find jobs, analyze job ads, and compile job documents appropriate to specific job ads. This course is repeatable.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Analyze job advertisements to evaluate whether it is a good fit for them.
2. Create documents that fit each job description and showcase student experience.

Prerequisites/Corequisites

None

Required Textbook(s) and Resources

There are no required resources for this course. All course materials are included as links within the course.

Be sure to review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#).

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays.**
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays.**

Learning Activities

Students will participate in discussion boards as well as create at least one cover letter and curriculum vitae (CV) appropriate to particular job ad requirements. Lastly, students will complete a teaching philosophy and very brief teaching demo.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussions Activity 1.1 (n/a) Activity 1.2 (50)	Discussions Activity 2.1 (50)	Discussions Activity 3.1 (50)	Discussions Activity 4.1 (50)	Discussions Activity 5.2 (50)	Discussions Activity 6.2 (50)	Discussions Activity 7.1 (100)	400
–	–	–	–	Assignments Activity 5.1 (200)	Assignments Activity 6.1 (100)	–	300
50	50	50	50	250	150	100	700

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

Course Schedule and Weekly Checklist

Start Here

- MON: Activity 1.1: Employment Goals - Initial Post

Week 1

- WED: Activity 1.1: Employment Goals - Optional Secondary Posts
- WED: Activity 1.2: Life of an Adjunct - Initial Post
- SUN: Activity 1.2: Life of an Adjunct - Secondary Posts

Week 2

- WED: Activity 2.1: Finding Jobs - Initial Post
- SUN: Activity 2.1: Finding Jobs - Secondary Posts

Week 3

- WED: Activity 3.1: Analyzing Job Ads - Initial Post
- SUN: Activity 3.1: Analyzing Job Ads - Secondary Posts

Week 4

- WED: Activity 4.1: Research Universities - Initial Post
- SUN: Activity 4.1: Research Universities - Secondary Posts

Week 5

- WED: Activity 5.1: Peer Review - Initial Post
- SAT: Activity 5.1: Peer Review - Secondary Posts
- SUN: Activity 5.2: CV & Cover Letter

Week 6

- WED: Activity 6.1: Peer Review - Initial Post
- SAT: Activity 6.1: Peer Review - Secondary Posts

- SUN: Activity 6.2: Teaching Philosophy

Week 7

- WED: Activity 7.1: Teaching Demo - Initial Post
- SUN: Activity 7.1: Teaching Demo - Secondary Posts

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.