

강의계획서(Syllabus)

[2020 Year 01 Semester]

교과목 Course Name	영 어 인 터 뷰 와 포 트 폴 리 오		과목번호 Course No.	GR10023				
수강대상 Department	학과(Department): 학년(grade):		학점/시수 Credit/Hours	학점(Credit): 2 시수(Hours): 3				
강의시간 Class Times	Thursday 요일 09:00 - 11:50		강의실 Class Room	소강의실 9(3 층) 304 호 (30)				
수업방법 Teaching methods	강의형태 Lecture type	이론중심() / 이론-실습병행(X) / 실습중심() / 팀티칭() Theory center / Theory-Practice Practice / Practice Practice / team teaching						
	수업방식 Teaching methods	강의 Lecture	토론/토 의 Discussi on	글쓰기 Writing	발표 Presenta tion	실습 Practice	프로젝트 Project	기타 Others
		20%	10%	20%	0%	30%	15%	5%
	설명 explanation	Students will start by creating a portfolio which they can use in future to apply for employment. This will include, but is not limited to, a Resume and a Cover Letter. They will then be presented with realistic interview scenarios and will practice various interview questions. Students learn about and discuss strategies, body language, formal and informal language, and cultural differences. The Final Grade will include an evaluation of their portfolio and all interviews.						
	사용기자재 User Equipment	Students will need to have a smartphone or tablet in class, to complete daily assignments. During lectures, we will be using the computer in class.						
장애학생 지원내용	본 과목을 수강하는 장애학생은 수업에 필요한 별도의 지원이 필요한 경우, 담당 교강사 및 보건실(041-731-3703)로 필요한 사항을 요청하시기 바랍니다.							

담당교수 Instructor's Information	성명 Name	Fourie	e-mail	antrali@hotmail.com
	연구실 Office Location	404	Phone	(office) 041 731 3445 (mobile) 010 7208 8202
	상담시간 Office Hours	(요일) Monday to Friday 09:00 to 18:00 (Check the class website f or detailed hours. (시간)		

1. 교과목 개요 (Course Description)

1. 강의개요 (Course Overview)[★200~450자]
During the hiring process, the employer begins with a single piece of paper, your resume. Why choose yours over another person's? Next is the interview: Why choose you over another person? This course deals with best practice in portfolio creation, interview strategies, and resume crafting.
2. 강의목표 (Course Objective)[★200~450자]
By the end of this course students will be able to craft an honest, attractive, and concise resume. They will gain practical knowledge of interview strategies, and build confidence through ample practice. Other portfolio items include: online presence, social media, memberships, and more.
3. 핵심 역량 (Core Competencies)
In this class, students will improve their English writing and speaking skills. Through the development of a portfolio they will also learn how to create a number items necessary for employment. Classes will allow students the opportunity to speak constantly, where interviews will place them under pressure to think and speak in English.
4. 선수학습내용 (Prerequisites)
Students must have a basic knowledge of English, and they need to be able to communicate in English. (Having a broad English vocabulary and basic knowledge of how to use computers, especially a program like Microsoft Word will be beneficial.)
5. 학습성과 (Learning Outcomes)
At the end of the semester students will have a portfolio they can use in the future, to apply for employment opportunities. They will know how to create a Resume and Cover Letter, and they will be able to go to any Interview, knowing how to answer questions and how to act appropriately.

2. 강의 교재 (Course Materials)

1. 주교재 (Required Textbooks)			
서명 Title	저자 Author	출판사 Publisher	출판년도 Year
Cambridge English for Job-Hunting	Colm Downes	Cambridge University Press	2010
2. 부교재 (Supplementals)			
Any additional materials, in the form of e-books and handouts, will be supplied to students in class. All PowerPoint presentations used during class will be available on the class website.			
Make sure to bring a binder to class, to collect all materials. You will also need a folder in which to present your Final Portfolio. (Make sure you always have a red pen, a blue or black pen, and a pencil in class.)			

3. 수업 평가 (Course Evaluation)

1. 평가요소 (Grading Criteria)				
출석 Attendance	과제 Assignments	중간고사 Mid-Term	기말고사 Final	기타(참여도) Others
10%	20%	25%	25%	20%
2. 평가방법 (Grading Policies)				
Distribution of class grades is based on a curve. No more than 40% can receive A's, no more than 80% can receive A's and B's combined.				

10% "Attendance" – the University does not accept medical certificates, but I will use my discretion regarding these.

20% "Assignments" includes homework, weekly quizzes, and participation in class.

20% "Others" consists of the grade for your Final Portfolio. (This will include weekly tasks that need to be completed.)

주차별 강의계획 (Course Schedule)

1주 Week 1	학습목표 Topics	Orientation and Introduction to Interview and Portfolio
	학습내용 Objectives	Orientation and Introduction to Email
	교수방법 Class Work	After a short introduction to the class, stating the goals and objectives, students will be given the opportunity to create LinkedIn accounts in class. This will be followed by a short questionnaire.
	참고자료 Required Readings	None
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
2주 Week 2	학습목표 Topics	Portfolio and Interviews
	학습내용 Objectives	What is a portfolio and why do you need a portfolio? Why do we need to be able to do interviews? All these questions will be answered in class.
	교수방법 Class Work	Students will learn about the importance of a portfolio, how to create one, and what to include it in their portfolio. They will know what to include, and what to exclude. A variety of activities will be included during the lesson.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
3주 Week 3	학습목표 Topics	Resume Writing
	학습내용 Objectives	Students will learn about the importance of a resume, how to create one, and how to include it in their portfolio. They will know what to include, and what to exclude.
	교수방법 Class Work	Students will actively participate during the lesson, while receiving new information. Students will be required to put into practice, what they have learned.

		ned during the class. A variety of activities will be included during the lesson.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.

4주 Week 4	학습목표 Topics	Resume Writing (continued)
	학습내용 Objectives	Students will learn about the 4 different types of resumes. When do you use which type of resume? Is one type of resume more appropriate than another type of resume, and in which situations do we need to change our resumes.
	교수방법 Class Work	Students will actively participate during the lesson, while receiving new information. Students will be required to put into practice, what they have learned during the class. A variety of activities will be included during the lesson.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
5주 Week 5	학습목표 Topics	Interviews
	학습내용 Objectives	Students will practice interviews in class. How can they create the best possible first impression? How should they answer questions and what kind of information do you want to pass along in your answers.
	교수방법 Class Work	After a short introduction to the objective, students will take part in a group activity, where they get the opportunity to actively participate in 'real' interviews. As a group assignment, they will test and help each other improve their interview skills.
	참고자료 Required	As assigned during the previous week. (This will depend on student progress during class.)

	Readings	
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
6주 Week 6	학습목표 Topics	Cover Letters
	학습내용 Objectives	Understanding cover letters and why they are important for the application. Students will learn about the basics of cover letters and why they are important. We will look at a number of examples and students will gain an understanding of their contents.
	교수방법 Class Work	By writing examples of cover letters, students will be able to evaluate their understanding of the basic principles of cover letters. Through peer evaluation, they will be giving feedback and assisting each other with forming the ideal cover letter.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
7주 Week 7	학습목표 Topics	Cover Letters (continued)
	학습내용 Objectives	Concluding on cover letters. Students will have complete confidence in any cover letter they need to write in the future.
	교수방법 Class Work	Students will put into practice what they have learned about cover letters. They will be given an assignment to write a cover letter for a specific job, where after they will be interviewed, based on this cover letter.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	PREPARE FOR YOUR MIDTERM EXAM BY REVIEWING THE INFORMATION WE HAVE COVERED IN CLASS.
8주	학습목표 Topics	MIDTERM

Week 8	학습내용 Objectives	Test of skills and knowledge obtained thus far during the semester.
	교수방법 Class Work	Students will be required to complete a task assigned to them during the class. They will also write a test, to show their level of knowledge and understanding of the work completed thus far.
	참고자료 Required Readings	All work completed up to the date of the midterm.
	과제 (Assignments)	To be announced.
9주 Week 9	학습목표 Topics	Your Portfolio
	학습내용 Objectives	What needs to be included in your portfolio? Assembling a portfolio from start to finish.
	교수방법 Class Work	Focusing on the contents of a portfolio. Students will learn what to include in their 'full' portfolio, but also what is needed when a 'lighter' portfolio is requested by a possible employer.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
10주 Week 10	학습목표 Topics	Your Portfolio (continued)
	학습내용 Objectives	Completing your portfolio.
	교수방법 Class Work	Completing portfolios and ensuring that everything that is needed is included.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.

11주 Week 11	학습목표 Topics	The Application Process
	학습내용 Objectives	Preparing for a job application. Completing all the necessary requirements. How to read a job advertisement correctly. How to reply with only the information requested and preparing for possible interviews.
	교수방법 Class Work	We will look at job postings/advertisements, and then students will go through the whole process of applying for the job of their choosing.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
12주 Week 12	학습목표 Topics	Interviews Revisited
	학습내용 Objectives	After applying for jobs in the previous class, students will take part in interviews in class. They will learn how to answer correctly and to the point.
	교수방법 Class Work	The class will be divided into groups, who will then interview and evaluate each other. Feedback will be given and additional practice will be done.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
13주 Week 13	학습목표 Topics	Feedback and Second Contact
	학습내용 Objectives	Preparing for second contact with the company. What needs to be done and what can you do to improve your chance of getting the job you want.
	교수방법 Class Work	Students will actively participate during the lesson, while receiving new information. Students will be required to put into practice, what they have learned during the class. A variety of activities will be included during the lesson.
	참고자료 Required	As assigned during the previous week. (This will depend on student progress during class.)

	Readings	
	과제 (Assignments)	As announced in class. Expanded descriptions will be available online - on the website. This will include work in the textbook, as well as a task towards completing your Final Portfolio.
14주 Week 14	학습목표 Topics	Review
	학습내용 Objectives	Review of information learned in class.
	교수방법 Class Work	In this class, students will review what they have learned during the semester. As part of a class discussions, they can ask questions and give answers, to help each other further understand anything covered in class.
	참고자료 Required Readings	As assigned during the previous week. (This will depend on student progress during class.)
	과제 (Assignments)	PREPARE FOR YOUR FINAL EXAM BY REVIEWING THE INFORMATION WE HAVE COVERED IN CLASS.
15주 Week 15	보강 Makeup Class	Will be used if required. (If any lesson is missed during the semester, all weeks will move one forward, and we will complete "Week 14" during this week.)
16주 Week 16	기말고사 Final Exam	You will be given clear instructions as to what to prepare for the exam. It will involve the completion of some of the activities that you learned during the semester. You will also write a test, to show your understanding and knowledge of the materials covered in class.

