

Schoolcraft College

Course Cover Sheet



M-CAM Training Area:

CNC/Machining Multi-Skilled Mechatronics Production Operation Welding/Fabrications

Program(s): 1) CNC Operator Boot Camp
2) Basics of Welding Fabrications and Safety for Industry

Course: CESB 1331 - Career Readiness

Course Description: Students will gain an understanding of the skills needed to seek employment such as networking, resume creation, interview preparation and mock interviews. Additionally, students will discover campus resources on a campus tour, receive training on financial literacy and learn workplace habits for success.

Date Created: May 4, 2015

Faculty Developer(s)/Instructional Designer(s): Kimberly Allen-Bradfield, Karen Maxton, Tammy Thomson, Sandra Miller

Employer/Industry Partner: Loc Performance

College Contact: Tammy Thomson
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Email: tthomson@schoolcraft.edu

Additional Information/Comments:

As part of our TAACCCT grant and in guidance with our manufacturing advisory board and our industry partner, Loc Performance, the Career Readiness course was created. Many employers have expressed that the employability skills were vital to the participant being successful on the job. The grant incorporated the Edmentum software to reinforce key concepts.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

The eight community colleges and MCAM is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users please call 1-877-878-8464 or visit www.michigan.gov/mdcr."

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Schoolcraft College

Continuing Education AND Professional Development

COURSE PROPOSAL FORM

Syllabus Prepared By:	
Biography: Please provide information on your background as it relates to the course you are proposing. Please also provide a resume.	
Suggested Course Title:	
Prerequisite/Required Skills:	
Total Course Hours:	
Maximum Enrollment:	
Type of Supplies:	
Supply Fee: \$	
Course Highlights: We will use this to create a course description. If there is copy that should not be changed, please indicate.	
Type of Classroom & Equipment Required:	
Textbook(s):	Required <input type="checkbox"/> Optional <input type="checkbox"/> Handout Material <input type="checkbox"/>
Book Title, Author, Publisher :	
Comments:	
TARGET AUDIENCE: This course is designed for:	

COMPETITION:

Where else is this course or a similar course being offered?

MARKETING SUGGESTIONS:

Professional associations, specific publications, etc.

COMPETENCIES:

(Use numbers to list competencies & periods at the end of the competencies. Example: 1. Demonstrate the basic functions of a computer.)

A successful student should be able to do the following at the end of this course:

(These competencies must be related to course outline.)

LEARNING ACTIVITIES:

(Use numbers to list activities & periods at the end of the activities. Example: 1. Lecture.)

The course will have the following distinct activities:

METHODS OF EVALUATION:

(Use numbers to list evaluation methods & periods at the end of evaluation methods. Example: 1. Attendance.)

In addition to attendance and participation, the following criteria may be used:

COURSE OUTLINE:

Please indicate projected time devoted to each content area.

(Capitalize the first word of each division. Use Roman numerals with periods, then capital letters with periods, numbers with periods, and finally lowercase letters with periods if necessary. Please use lowercase hour abbreviation and decimal time notation.)

Career Readiness Non-Credit Course

I. Campus resources 2 hrs.

A. Review student success resource packet to include:

See Handouts: Learning Support Services handout, Jump Start Math, Bradner Library Hours, Homework Help at the LAC, Online Tutoring, Writing Fellows, Career Services Resume Workshops handouts

B. Campus tour

1. Recruiter explains campus information and processes
2. Student ambassador takes student on campus tour noting important locations such as Library, Computer Lab, Henry's, Bookstore, etc.

II. Networking to gain employment 1.5 hrs.

A. Job Search Strategies

See Handout: Top Tips When Searching for a Job

B. Career exploration and career decision making

C. Social media do's/don'ts during a job search

D. General understanding of your online presence, brief overview of LinkedIn

E. Identifying your network of family and acquaintances to notify of your job search

III. Financial Literacy 1.5 hrs.

Note: Invite guest speaker from financial institution to present material or use e-learning:

Resources: at [http://www.cicmoney101.org/Course-Catalog/Money-Management/Introduction-\(1\)/Page-1.aspx](http://www.cicmoney101.org/Course-Catalog/Money-Management/Introduction-(1)/Page-1.aspx)

- A. Explain how limited personal financial resources affect the choices people make**
- B. Discuss the importance of taking responsibility for personal financial decisions**
- C. Apply a decision making process to personal financial choices**
- D. Describe how insurance and other risk-management strategies protect against financial loss**
 - 1. Identify your current financial risks**
 - 2. Give examples of various ways to manage risk**
 - 3. Describe types of insurance including, life, health, disability, property and auto insurance**
- E. Design a plan for earning, spending, saving and investing**
- F. Describe the advantages and disadvantages of spending now vs. saving for a future goal**
- G. Create financial Goals after identifying needs and wants**
- H. Create a current Income and Expense Record**
- I. Create an Insurance Plan**
- J. Create a Savings and Investing Plan**
- K. Create a Budget**

IV. Resume Workshops 4 hrs.

- A. Complete resume handout worksheet--asset building**
See Handout: Resume Writing Worksheet
- B. Drafts of resume, cover letter and follow-up letters**
See Handouts: Cover Letter Writing Guide with Examples and Guide to Create Your Own Resume
- C. Let Career Coach provide feedback and suggest corrections**
- D. Resume assessments by Career Coach**

V. Interview Preparation 4 hrs.

A. Sample questions, how to handle challenging topics, general communication for clarity

B. For practice questions and virtual coaching:

<http://www.perfectinterview.com/>

C. Mock Interviews

Contact temporary service to do mock interview and provide feedback to student

VI. Workplace Habits for Success 3 hrs.

Resources: (e-learning) www.mitalent.org/elearning-soft-skills-program/

A. Communication

- 1. Humility**
- 2. Communication styles and techniques**
- 3. Conflict Management**

B. Critical Thinking

- 1. Ethical Character**
- 2. Personal Judgement**
- 3. Problem Solving**
- 4. Time Management**

C. Collaboration

- 1. Diversity and Inclusion**
- 2. Self Confidence**
- 3. Teamwork—Exercise**

See Handout: Introducing Each Other

D. Creativity

- 1. Positive Attitude**
- 2. Initiative**
- 3. Flexibility**
- 4. Work Ethic**

Career Readiness Agenda

Tuesday, Jan 10, 2017

- ◆ Introductions and goal sharing (employment goal, preferences & plans upon completion of course)
- ◆ Paperwork completion (*ISS and M-CAM Registration Form (if not done already), contact information sheet (emails, all available tel. #*)
- ◆ **Lesson:**
- ◆ Effective Job Search Strategies (*building a network; effective job boards & organizations to incorporate in search and utilizing various social media*)
- ◆ Introduction to Resumes (various formats and purpose of them; marketing one's self on the resume effectively; tailoring resume to each position (key words), for which applying; and identifying and highlighting transferrable skills)

HOMEWORK: Bring Resume or Bring completed Resume Worksheet for next class meeting.

Thursday, Jan 12, 2017 (*flexible to move to next week, if campus tour or other activities need to take place here*)

Introduction to resources to assist with writing a resume. (*ONETCODECONNECTOR, LinkedIn and About.com*)

- ◆ Begin reviewing the individual resumes that students bring. *If students don't have a resume then begin building a resume based upon information provided on Resume Worksheet.*
- ◆ Discussion about Cover letters and Follow-up Letters
 - *Purpose; formats (electronic & written); and timeliness of follow-up*
 - **Continue working on student resumes (on computers)*
 - **Have students draft a sample cover letter and follow-up letter to save on flash drives*

Tuesday, Jan 17, 2017 (*Confirmed Campus Tour*)

Thursday, Jan 19, 2017

- ◆ Introduction to Interviewing
 - **Preparation**
 - **Research, attire, types of interviews, various types of questions*
 - **Practice responses, highlight tough questions and portfolios*
 - (Setting the tone)*
 - **Non-verbal communication (eye contact, body gestures, and posture, and other indicators)*
 - **Unacceptable questions (how to address them professionally)*

Tuesday, January 21

- ◆ Perfect Interview online practice
- ◆ Interviewing the Interviewer
 - **Questions to ask*
 - **Topics to avoid*
- ◆ Closing the Interview
 - **In-hand takeaways*
- ◆ Continue working on Resumes

Tuesday, January 24, 2017

- ◆ Portfolios
 - **What it should contain*
 - **How to build it and organize it*
 - **Share websites*
- ◆ Continue to work on resumes until in final state

Thursday, January 26, 2017

- ◆ *Financial Literacy presenter (tentative)*

Tuesday, January 31, 2107

- ◆ Tough Interview questions (formulating tailored responses)
- ◆ Draft Cover Letters
- ◆ Draft Follow-up Letter
- ◆ Mock Interviews (*In Class or Nesco Recruiter to facilitate & provide feedback tentative*)

Thursday, February 2, 2017

- ◆ Mock Interviews (*In Class or Nesco Recruiter to facilitate & provide feedback tentative*)
- ◆ Addressing salary inquiries with Tact
- ◆ Work Ethics (You Got the Job! Let's Keep the Job!)
 - *Communication within the workplace
 - *Work Ethics activity

Tuesday, February 7, 2017

- ◆ Individual Resume Assistance & Interview preparation
- ◆ Ensuring resumes are finalized and final tips before employer interviews

Thursday, February 10, 2017

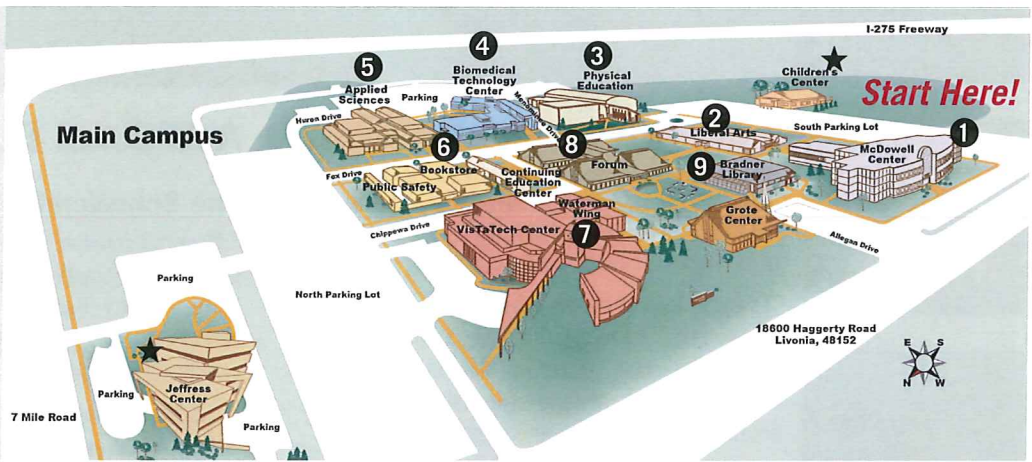
****Interview Day with Employers****

Welcome to Schoolcraft College!

We hope this walking tour gives you an overview of all we have to offer.

With state-of-the-art facilities, outstanding instructors, and a dynamic campus, the Schoolcraft experience provides all the support you need, all the opportunity you can handle, and all the pride you deserve.

Guided tours are also available. Sign up at www.schoolcraft.edu/tour.



Schoolcraft College Self-Guided Campus Tour



1. McDowell Center

You are standing in the McDowell Center, the first stop for students and visitors at Schoolcraft College. Here you will find student services including:

- Admissions and Welcome Center
- Registration, Cashier, and Financial Aid offices
- Testing Center
- Academic Advising and Counseling
- Veterans Resource Center

Walk around the circular stairway and down the stairs. Veer left, and follow the hallway to exit the building using the automatic sliding doors. Exit the building, and walk straight across to the Liberal Arts building. Enter this building through the double doors on the right.



2. Liberal Arts Building

Most students will have a class in this building during their time at Schoolcraft since many subjects including English, History, Psychology, Political Science and Sociology are taught here.

This building is also home to one of the college's performance theaters.

Walk straight ahead until you reach the first hallway on your left. Turn left and follow it until you reach the end of the hall. Turn right toward rooms 130-170. Continue down this hallway and exit using the sliding glass doors at the end of the hall. Once outside, turn left to the cross walk. Cross the street to the Physical Education Building. Enter through the main doors at the front of the building.



3. Physical Education Building

When standing in the front lobby, go through the double doors on the right. Going straight down this hallway, you will find the Schoolcraft Fitness Center.

The PE Building is home to the Schoolcraft Athletic Teams. Ocelot teams are consistently competitive as part of the National Junior College Athletic Association (NJCAA). Membership to the on-campus Fitness Center is free for all registered credit students.

Continue on to exit this building through the doors at the end of this hallway. Once outside, turn left and cross the street, following the curved sidewalk on the right to the Biomedical Technology Center. Enter through the set of gray doors at the back of this building.



4. Biomedical Technology Center

Walk straight ahead down the hallway, passing the Health Professions Simulations lab on the right.

Built in 2007, the BTC is one of the newest buildings on campus. It is home to programs in science, technology, engineering and mathematics, and houses our Health Professions Simulation Lab. This

highly interactive lab is a resource for Schoolcraft College Nursing students and area hospital staff. Here you will also find the college's state-of-the-art scanning electron microscope, a unique piece of technology not commonly found on college campuses.

At the end of this hallway, just before you reach the doors, turn right and follow to end of the hallway to exit the building. Exit and go up the stairs. Turn right and follow the sidewalk to enter the first set of doors of the Applied Science building.



5. Applied Science Building

Enter this building and proceed straight down the hallway until you reach the double doors at the end. Turn left (before the staircase) toward rooms 300-955.

Programs housed here include Nursing, Accounting & Business, Computer Graphic Technology, Computer

Information Systems, Computer Aided Drafting/Design, Welding, Manufacturing, Plastic Technology, Mechatronics and Metallurgy. You will also find a computer lab, welding labs, a CNC manufacturing lab, and two nursing labs that simulate a hospital environment.

Follow the hallway to the exit doors on the left (about half way down this hallway). Exit the building and walk toward the street and turn left. Using the crosswalk in front of the Applied Science Building, cross over to the Schoolcraft College Bookstore.



6. Schoolcraft College Bookstore

Enter the bookstore using the sliding doors and take a look around!

At our full-service collegiate bookstore students get personal assistance from our staff and may purchase or rent new or used books. Notice the **Tech Zone** complete with computers, tablets and other electronics. Our bookstore is an Apple Authorized Campus Store. For more information visit www.schoolcraftbooks.com.

Exit the bookstore, turn right and follow the sidewalk to the street. Turn left and continue to the crosswalk on the right, crossing the street to enter the next building on the right, the VisTaTech Center.

continued →

Self-Guided Walking Tour continued...



7. The VisTaTech Center

When you enter this building you will see two set of stairs. Going up the stairs on the right will lead to the VisTaTech Center. The staircase on the left leads to the Student Activities Office on the lower level.

The upper level is the VisTaTech Center, home to the Schoolcraft Culinary Arts Program, as well as the American Harvest Restaurant, Main Street Café, and **Henry's**, our cafeteria-style restaurant serving breakfast, lunch, dinner and snacks.

The Student Activities Office is where students can get involved in over 35 student-run organizations.

After exploring this building, exit through the same door you entered. Turn left and go down the stairs. Follow the curved sidewalk to enter the front doors of the next building on the left, the Forum.



8. The Forum

Enter this building and walk straight ahead down the hallway. Turn right at the hallway leading to Biology Rooms 250-280.

The Forum was the first building built on the Livonia campus, and is made up primarily of classrooms. Here you will find the Art and Music programs, Sound Recording Technology, Environmental Studies, and labs for chemistry, biology, physics and geology.

Follow to the end of the hall and exit the building. Once outside, turn right and follow the sidewalk to the next stop on the tour, the Bradner Library.



9. The Bradner Library

As you approach the Library, you will notice the Learning Assistance Center (LAC) on the left. Use the sliding door to enter the library. Take a moment to look around!

The Bradner Library provides computers and study spaces for individuals or groups, as well as the Learning Assistance Center (LAC). The LAC offers many resources including online and in-person tutoring, academic workshops, Writing Fellows to assist with editing papers, and Peer Assisted Learning for peer support in certain classes.

Exit the library using the sliding doors on the opposite side from where you went in.



Just outside you will see the iconic Schoolcraft College bell tower. The three large bronze bells at the very top of the tower ring on the quarter hour. The five smaller bells represent the five school districts that make up the College District.

Turn left outside the library to walk toward the McDowell Center. Follow the sidewalk and enter the McDowell Center using the side door. Follow the hallway straight to the main lobby where the tour began.

This concludes our campus tour.

Thank you for visiting!

For a guided campus tour, visit www.schoolcraft.edu/tour or call 734 462-4426. Guided tours are led by current students, providing the opportunity to ask questions and learn first-hand what it's like to be a Schoolcraft student.

Additional Buildings and Resources:

The Schoolcraft College Children's Center

Schoolcraft students in the early childhood education program gain practical experience in our on-campus daycare facility. Parents are required to enroll their children in advance for full-time care. Drop-in daycare is not provided.

For additional information about the Schoolcraft College Children's Center call 734-462-4442.



The Jeffress Center

Located on the northwest corner of the Livonia campus, the Jeffress Center houses Administrative Offices, and is home to our SC to U partnership program, which includes a partnership with Wayne State University. The Jeffress Center is also home to our Continuing Education Department offering non-credit classes.



Radcliff Center

Radcliff Center is our satellite campus located in Garden City. Here you will find programs including EMT/ Paramedic Technology, Massage Therapy, Medical Assisting, Medical Biller/Receptionist, Phlebotomy, Health Information Technology, Coding Specialist, and Physician Office Medical Transcription.



The newly renovated Learning Studio is designed for both quiet, individual study as well as student group work. Students can also visit the bookstore at the Radcliff Center.

For additional information about the Radcliff Center call 734-462-4770 or visit the campus at 1751 Radcliff St., Garden City.

The Public Safety Training Complex

The Public Safety Training Complex (PSTC) is located on Industrial Road in Livonia, and is home to the Schoolcraft Criminal Justice, Homeland Security, Fire Technology, and Police Academy programs.

With outstanding facilities and equipment, instructors can simulate a variety of police, fire and rescue situations. The PSTC features a 10-acre driving pad, a four-story fire training tower and a confined space training area, as well as a situational training maze, and classrooms. The firearms training center hosts both an indoor firing range to provide training and safety classes for Schoolcraft students and the community.



For additional information about the Public Safety Training Complex call 734-462-4306, or visit the building at 31777 Industrial Rd., Livonia.



**Schoolcraft
College**

welcome to college
www.schoolcraft.edu



Schoolcraft College



Career Services

Job Search Solutions Workshops

Resume Essentials

Learn how to build a targeted resume that strategically "sells" skills / education / experience to employers and discover what employers are looking for in a resume and cover letter.

Wednesday, January 18	10:00 a.m.	McDowell 100
Wednesday, January 25	1:00 p.m.	McDowell 100
Wednesday, February 1	6:00 p.m.	McDowell 100
Wednesday, February 15	1:00 p.m.	McDowell 100
Wednesday, February 22	6:00 p.m.	McDowell 100
Wednesday, March 1	10:00 a.m.	McDowell 100
Wednesday, March 22	10:00 a.m.	McDowell 100
Wednesday, March 29	1:00 p.m.	McDowell 100
Wednesday, April 12	10:00 a.m.	McDowell 100
Wednesday, April 26	6:00 p.m.	McDowell 100

Job Interviews

Reduce anxiety and learn how to prepare for a job interview.

Wednesday, February 8	10:00 a.m.	McDowell 100
Wednesday, March 8	1:00 p.m.	McDowell 100
Wednesday, April 5	6:00 p.m.	McDowell 100

LinkedIn 101

Learn how to create a LinkedIn profile, build a network, and use the website.

Wednesday, March 15	6:00 p.m.	McDowell 100
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Job Fair Etiquette

Impress employers - learn how to prepare and what to do at a job fair.

Wednesday, April 19	1:00 p.m.	McDowell 100
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Questions?

734-462-4421
careerservices@schoolcraft.edu

All Workshops are FREE and OPEN TO THE PUBLIC!
No Advance Registration is Required

Student Success Seminars • Fall 2016



Seminars offered during the fall and winter terms cover topics including course-specific skills, career issues, learning strategies, research, and more. The seminars help students develop knowledge, skills, and attitudes necessary for successful completion of college work. Data demonstrate that students who attend seminars and other sponsored events tend to persist in college.

Ingredients for Academic Success— Study Skills & Test Taking Tips

If you have experienced test anxiety or struggled with poor test performance, plan to attend this seminar. Hear about techniques for minimizing stress and explore factors which affect test performance.

Friday 09/09/16
10-10:50am LA 200

Friday 09/16/16
10-10:50am MC 100 B&C

Friday 09/23/16
10-10:50am LA 200

Test Anxiety: What is it? How do you cope with it?

This seminar will define what test anxiety is (and isn't). We will also review some of the indicators of test anxiety (e.g., "blanking out" on test answers, even when you know the information). In the seminar, information will be presented regarding ways to reframe negative thoughts (e.g., "I will never graduate if I don't pass this exam") with more positive ones (e.g., "I'm going to pass, but if I do not, I can still pass the class"). Also, coping techniques and additional resources will be provided.

Monday 09/12/16
10-11:00am LA 200

Tuesday 09/13/16
1-2:00pm LA 200

Wednesday 09/14/16
11-12:00pm RC 135

Jack Kent Cooke Undergraduate Transfer Scholarship

Preparing Yourself and Your Recommenders

This is a significant scholarship and writing a recommendation for it is much more time intensive than other recommendations. Help your recommenders write the best possible recommendation and help yourself be the best candidate by attending this workshop.

Co-Sponsored by Schoolcraft Scholars Honors, Honors Program Alumni, Advising and Partnerships and Education Programs & Learning Support/University Bound.

For more information, contact: Presenters: Laurie Kattuah-Snyder, Associate Dean of Advising Partnerships & Deborah Taracuk, Honors Program Coordinator (lsnyder@schoolcraft.edu & dtaracuk@schoolcraft.edu)

Thursday 09/15/16
12:30-1:30pm LA 405

as of 09/7/2016

Student Success Seminars • Winter 2017

Seminars offered during the fall and winter terms cover topics including course-specific skills, career issues, learning strategies, research, and more. The seminars help students develop knowledge, skills, and attitudes necessary for successful completion of college work. Data demonstrate that students who attend seminars and other sponsored events tend to persist in college.

How to Conduct Yourself at a Job Interview: Are You Prepared for Your Next Job Interview?

This seminar will explore how to prepare for your next interview. Communication do's and don'ts as well as what to expect during the interview process will be shared. Get a jump on the summer job scramble.

Tuesday 3/7/17
10-11:20am LA 200

What Does It Take to Be a Successful Student and Beyond

Learn strategies to be engaged, curious, resourceful, critical thinkers. Learn how to seek help when needed in both school and beyond.

Tuesday 3/14/17
10-11:20am LA 200

Scholarships at Schoolcraft College and Beyond

Q. Why do some students have all the luck when it comes to scholarships?

A. It's not luck, it's hard work and tenacity; and YOU can get scholarships too!

Come to this workshop to learn about the variety of scholarships offered through Schoolcraft College, how to apply for them, and how to make yourself a good candidate to receive them. Mary Holaly, Special Events and Scholarship Coordinator, will offer important scholarship information to get you started, and Schoolcraft College SLE students will share what they've learned about transfer scholarships and more. Please join us!

Wednesday 3/15/17
12:30-1:50pm LA 200

Unleash Your Creative Energy

Be a part of the creative energy of resurgent Midtown Detroit! Learn about preparing for your creative career with a WSU College of Fine, Performing and Communication Arts degree in graphic design, art, fashion, communications, theater, dance, film, journalism, music and others.

Tuesday 3/28/17
1:30-3:30pm LA 200

Get on the Right Track to Medical School

Majors, minors, MCAT, extra-curriculars, volunteering, gap year. It can be so overwhelming! Get advice from a WSU pre-med advisor to get you on the right track. Designed for students pursuing pre-med preparation.

Tuesday 3/28/17
3-5pm LA 460

Importance of Using Correct Grammar at School, Workplace and Beyond

Correct grammar is fundamental to effective communication. Improper grammar can affect the meaning and clarity of an intended message. This seminar will focus on giving students strategies to using correct grammar.

Thursday 4/6/17
10-11:20am LA 200

Welcome to college.
schoolcraft.edu



Schoolcraft
College



EDUCATION PROGRAMS
& LEARNING SUPPORT

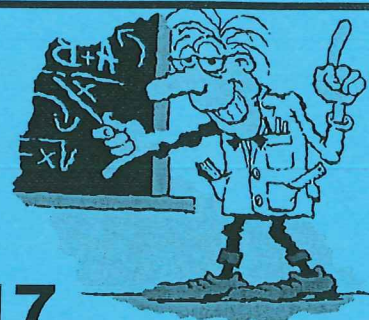


facebook.com/SCLAC

as of 1/13/2017

S³ = Student Success Seminars

Math Winter 2017



MATH: Story Problems & Me, Oh My!

Monday 1/30/17 6-7:30pm L 105

(Math 53+) Big 3 – Mixture, Interest, Distance)

If you have a math class, you know how frustrating story problems can be. Join us for an "application adventure" where we will focus on proven techniques that will help you identify and set-up the "Big 3!"

Student rating: ★★★★★

MATH: After the First Math Test: Now What?

Thursday 2/9/17 4-5:15pm L 105

(All Levels) You've taken your first math test; maybe you did great, maybe not. This workshop includes an Error Analysis, looking at what went wrong on that first test and how not to make those same mistakes again. In addition, we will look at ways you can improve your performance on future math tests with Ten Steps to Better Test Taking! You must bring a test to participate in this workshop!

Student rating: ★★★★★

MATH: Fractions in 10 (Words or Less) + 5 Steps of Linear Equation Solving

Thursday 2/23/17 1-2:30pm L 105

(Math 45+) Fractions aren't going anywhere anytime soon. Stop fighting against them and make fractions work for you and for your grade. Discover 10 simple words that will take you from fraction freaky to fraction friendly.

(Math 47+) Solving linear equations is a skill every math student will use, either now or later. Let us reacquaint and reinforce the 5 steps of linear equation solving that will never fail you and will work for the rest of your math life!

Student rating: ★★★★★

MATH: Fabulous Factoring!

Wednesday 3/8/17 6:30-8pm Online*

(Math 53+) Factoring polynomials is an important skill you will learn and use now and in future math classes. Factoring is an essential skill that can make or break you and your grade. Join us for a "factoring summary," and learn four straight-forward things you can do to make it in factoring and your math class. *For login directions, go to: www.schoolcraft.edu/LAC > Student Success

[Seminars > Online workshops](#)

Student rating: ★★★★★

MATH: Little Red Radicals Hood!

Monday 3/20/17 6:30-8pm Online*

(Math 113+) Come find out about the world of radicals. From simplifying to solving radical equations, this workshop has it, delivered to you in the same down to earth manner Schoolcraft students have grown to know and love. Find out how nice those radicals can be, and avoid that big bad wolf! *For log in directions, go to: www.schoolcraft.edu/LAC > Student Success Seminars > Online workshops

Student rating: ★★★★★

MATH: A Little R-n-R to Help You Make It Through to Your Final!

Wednesday 3/29/17 2-3:30pm L 105

(All Levels) Just when you thought you couldn't make it another day... it's LAC to the rescue! Come Renew-n-Recharge to help prepare yourself for what lies ahead-YOUR FINAL EXAM! Discover the final exam tips of the pros and prepare for your math final in a stress-free style!

Student rating: ★★★★★

MATH: Groovy Graphing

Thursday 4/13/17 6:30-8pm Online*

(Math 53+) Graphing linear equations can give math students fits! Not anymore!! Find out how easy graphing those lines can be, when you become better acquainted with your new *BFF* in graphing lines and watch your graphing troubles drift away! *For log in directions, go to: www.schoolcraft.edu/LAC > Student Success Seminars > Online workshops

Student rating: ★★★★★

MATH: Story Problems & Me, Oh My!

Tuesday 4/18/17 3:30-5pm L 105

(Math 45/47+) Big 3 – Fractions, Formulas, Geometry)

If you have a math class, you know how frustrating story problems can be. Join us for an "application adventure" where we will focus on proven techniques that will help you identify and set-up the "Big 3!"

Student rating: ★★★★★



Schoolcraft
College

an overview

Who We Are & What We Do

because everyone needs a little help now and then

EDUCATION PROGRAMS & LEARNING SUPPORT

If there's one place at Schoolcraft that new students need to know about, it's the **Learning Assistance Center (LAC)**. The LAC is dedicated to helping students succeed and is a proud provider of learning support services to Schoolcraft's students. Some of the services the LAC can provide:

Drop-In & Online Tutoring— FREE peer tutoring in math, chemistry, accounting, physics and more! The tutors in the LAC complete a dynamic tutor training program, have taken the courses they tutor in and are ready, willing and able to help you achieve your educational goals!

Reading, Writing, Mathematics and Study Skills Specialists— the faculty facilitators in the LAC are experts in learning theory and in helping students pass their classes. Do you have test anxiety? Find yourself drifting off while reading that boring textbook? There are things you can do to help yourself! Stop in and visit your friendly neighborhood learning specialists!

Academic Workshops— covering math, reading, writing, science, career exploration, current events and much, much more. Nine out of 10 students attending LAC workshops rate them as valuable or very valuable.

JumpSTART!— FREE 2-session workshops reviewing the course-specific math study and topic skills that students need to know to be successful in their math classes. *JumpSTART!* is offered the week before classes begin in fall and winter semesters. Last year, over 300 students participated in *JumpSTART!* and ALL agreed: they would recommend *JumpSTART!* to other students.

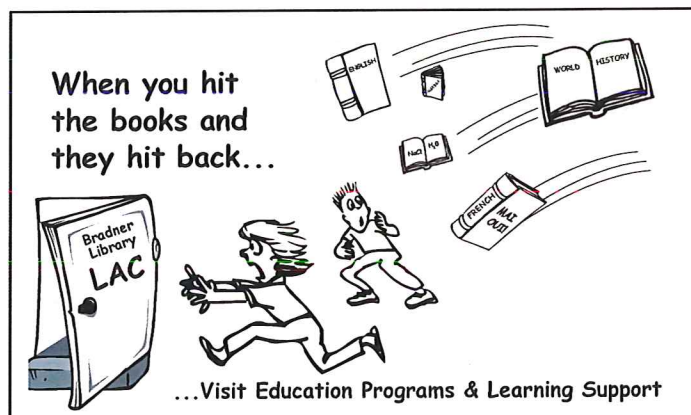
From your first day of class through your last final exam, the LAC is the place to be. LAC services are provided FREE to Schoolcraft students. For more information about the LAC and any of our programs, please visit www.schoolcraft.edu/LAC or call (734) 462-4436.

Writing Fellows to the Rescue!

English is a funny language; that explains why we park our car on the driveway and drive our car on the parkway.

Writing Fellows offer assistance in understanding and writing the English language. We help students who desire one-on-one peer review of their essays and research papers. Among their many areas of expertise, Writing Fellows can also provide support in grammar, formatting, brainstorming, and development of writing skills. Our services are for all Schoolcraft students with writing assignments in any discipline. We also offer online services for students who cannot visit the Bradner Library LAC, the Public Safety Training Complex, or the new ESL Language Fellows in the McDowell Center. Hours for walk-in service are posted on the Writing Fellows website.

So if you're *up* to some help with your writing, look *up* a Writing Fellow. Our services are *up* and running and waiting *up* to serve you!



Bradner
Library

LAC

PALs

SASS

University
Bound

Writing
Fellows

Visit the
website for:
more info
study tips
practice tests
surveys



**Livonia Campus
Bradner Library
Rm L119**

734.462.4436
lac@schoolcraft.edu

**Fall, Winter, and
Spring terms:**

Monday–Thursday
8 am–8 pm

Friday
8 am–4 pm

Saturday
12 pm–4 pm

Sunday, closed

**Call for Summer
hours**

**Garden City
Radcliff
Learning
Assistance Center
Rm RC120**

734.462.4400, x 6021
lacrc@schoolcraft.edu

**Fall, Winter & Spring
terms:**

Monday
9:00AM–1:00PM
4:00–8:00PM

Tuesday
9:00AM–1:00PM
4:00–8:00PM

Wednesday
9:00AM–8:00PM

Thursday
9:00AM–8:00PM

Friday
Closed

Saturday
10:00AM–2:00PM

**Summer term:
Closed**

Bradner Library Services

Bradner Library supports the academic and personal enrichment needs of Schoolcraft students, faculty, and staff. In addition to an extensive collection of books, periodicals, and U.S. government documents, Bradner Library on the Livonia Campus provides access to a variety of academic resources including full-text access to periodicals, ebooks, and reference resources. Students can contact reference librarians for online assistance and access to databases. Free wi-fi is also available for students to use.

University Bound

The University Bound program is designed to serve Schoolcraft students who plan to transfer to any university with the intent of earning a bachelor's degree. Informational, academic, and personal support is provided to help students successfully complete their prerequisites and position themselves for entrance into their program major.

Program services include professional mentoring, academic seminars, assistance completing university applications and other paperwork, assistance with scheduling university appointments, and more. Additionally there are opportunities to earn Participation Performance Awards and to become involved in leadership programs.

Freshman Focus, an additional component of the program, targets new college students. The goal is to provide services to a selected group of first year students in an effort to help them transition into the college and successfully complete their first year of academic coursework. Small group meetings, Participation Awards, and peer mentors are just some of the services/opportunities provided to the group.

SASS (Student-Athlete Support System)

The SASS program's main function is to assist student-athletes with academic support services to help student-athletes be successful academically. Currently, we have approximately 109 student-athletes. Each student-athlete's academic progress is tracked every two weeks throughout the Fall and Winter semesters and a report is generated to the SASS Coordinator who then determines what type of academic support is needed. In addition to communicating directly with student-athletes, SASS also communicates with faculty, coaches and administrators keeping everyone updated regarding the academic progress of each student-athlete. SASS support services include time management, concentration, test-taking techniques, stress management and tutoring services to name a few.

Peer Assisted Learning (PAL)

The Peer Assisted Learning (PAL) program offers structured study sessions facilitated by peer students (PAL Leaders) who have already taken a course, done well in it, and are highly recommended to the program by the instructor.

PAL study sessions are weekly-held reviews for all students, whether struggling or doing well, who are enrolled in historically difficult courses that offer the PAL program.

A PAL Leader provides a study environment for students who want to improve their understanding of course materials, learn to study more effectively and improve their grades. They also share their own successful study strategies, providing a roadmap to success in class.

PAL Leaders are not available for all classes, but many math and science classes currently offer the program.



**Schoolcraft
College**

**EDUCATION PROGRAMS
& LEARNING SUPPORT**

Jump Start!

your
MATH

100%
STUDENT
SATISFACTION
5 YEARS
RUNNING!

Math Survival Skills: *How to Take a Math Class and Win!*

Math not your favorite subject? Been a while since your last math class? Feeling anxious about taking a math class? Need a little motivation? Then this seminar is for YOU! Participate in a math study skills inventory and learn the specialized classroom, homework, and test taking skills math students need to be successful in their math class. **All students should attend this workshop prior to their first course-specific workshop.**

FOR ALL MATH STUDENTS

Wednesday, January 4, 2017 | 1:00-3:00 pm

IN-CLASS or LIVE WEBINAR

TO REGISTER: Please e-mail your name, student number & the workshop(s) you wish to attend to jumpstart@schoolcraft.edu

QUESTIONS? Contact the LAC at 734-462-4436



**Schoolcraft
College**



**Schoolcraft
College**

EDUCATION PROGRAMS
& LEARNING SUPPORT

JumpStart! workshops are provided by
the generous support of the SC Foundation.



Need to take the Placement Test? (ACCUPLACER®/CPT)

YES

NO

You're ready to enroll.
Make an appointment with an Academic Advisor to select and register for classes!

MAKE IT COUNT

at Schoolcraft College

Brush up on your skills *before* you take the ACCUPLACER®

Videos & Workshops for

Reading • Math • English

can be found at www.schoolcraft.edu/LAC

Also visit the Testing Center's website for practice materials: www.schoolcraft.edu/testing



www.schoolcraft.edu/testing

Make your placement test *count*.



www.schoolcraft.edu/MakeItCount



Schoolcraft
College

EDUCATION PROGRAMS
& LEARNING SUPPORT

Visit www.schoolcraft.edu/testing for the Placement Test Preparation and Study Guide and take the practice test, or visit the Learning Assistance Center in Bradner Library.

Services Available

In the Learning Assistance Center • Bradner Library



Writing Fellows Schedule • Winter 2017

HOURS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						

Tutoring will include:

- Assisting students with basic grammar, punctuation and sentence structure
- Assisting in peer reviewing, speeches, lab reports, and journal entries
- Classroom peer reviewing is available. Faculty should contact Niran Kheder, nkheder@schoolcraft.edu, for details.
- Fellows will work with each client for approximately 30 minutes at a time. This is to ensure that students needing help are not kept waiting too long. Students may make the suggested revisions elsewhere and then return to Writing Fellows as often as they want.

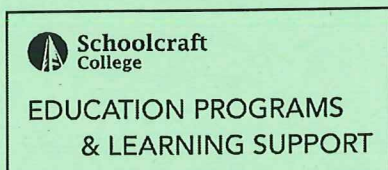
Writing Fellows...

- ... preview written assignments which can vary from lab reports to short papers, to lengthy research papers
- ... help students with organization, structure, style, grammar, and mechanics
- ... will assist the student with simple grammar rules when needed
- ... are students who have excelled in their English classes, have good writing skills, and work well with other students

To the students visiting a Writing Fellow:

- Bring a typed, double-spaced copy of your paper
- Provide instructor's direction and rubric.
- Visit the Writing Fellows **well in advance** of your deadline.

*The day before a paper is due is **not** enough time.*



NK1

Language Fellows

McDowell Center
MC011 • First Floor

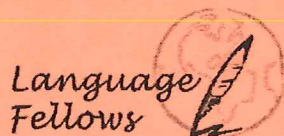
What We Do:

- Assist ESL students with writing strategies
- Peer review writing assignments
- Tutor in grammar, vocabulary, and punctuation
- Host discussion groups to reinforce English conversation skills
- Classroom peer review
- Provide workshops to support ESL curriculum

Days	Open Lab	Tutoring
Monday	9–5 pm	10am-12 pm 1-3:00 p.m.
Tuesday	9–5 pm	9–11 am 12–4:30 pm
Wednesday	9–5 pm	10-12 1-4:30 pm
Thursday	9–5 pm	9–11 am

NK2
NK2
NK4
NK5

To schedule classroom visits, faculty should contact
 Niran Kheder, nkheder@schoolcraft.edu
 Sydney Hayes, sydney.hayes@apps.schoolcraft.edu or
 Danielle Bushaw, danielle.bushaw@apps.schoolcraft.edu



Conversation Groups

Mission Statement

The English as a Second Language (ESL) program at Schoolcraft College is committed to providing high quality English language instruction and support to prepare non-native English speakers to successfully achieve their personal, academic, and professional goals in a global society.

English as a Second Language at Schoolcraft College

- Gain English language skills for college study.
- Learn English for daily living and communication.
- Learn about American culture.
- Enroll in one of five instructional levels.
- Benefit from individualized instructions.
- Support your learning in the Language Lab.
- Credit and non-credit courses are available.

For more information or to register for classes, visit the Registration Center in the McDowell Center or call the Answer Center at 734-462-4426

Please visit us at schoolcraft.edu/international to learn more.

Welcome to college.
schoolcraft.edu



English as a Second Language at Schoolcraft College

LIFE WORK STUDY



At Schoolcraft, we believe that everyone should have the opportunity to pursue their educational goals. For many individuals, building a strong foundation in the English language is the first step.

In our English as a Second

Language courses,

you will develop strong communication, speaking, listening, reading and writing skills in the English language.



Designed for You

The courses in Schoolcraft's English as a Second Language (ESL) program will teach you, not only about English language for daily living and communication with native speakers, but also about American culture. The courses can also prepare you for study in American college classrooms. The instruction includes:

- /// English and vocabulary development
 - /// Academic writing activities: forms, letters, compositions, summaries, essay exams, and research papers
 - /// Speaking activities: discussions, oral reports, and formal speeches
 - /// Listening skills: lectures, video and audio tapes
 - /// Reading and grammar for college level academic purposes
 - /// Test preparation and note taking skills
 - /// Computer-assisted instruction
- Classes incorporate learning in the language labs, using computer-based supplementary instruction.

The English as a Second Language program consists of five levels, each focused on the following three content areas:

- /// Grammar and Writing
- /// Reading and Vocabulary
- /// Speaking and Listening

Students are initially placed into the appropriate level based on their ESL Accuplacer® Test scores.

Credit and non-credit courses are available to meet your personal needs.

ESL 130 • The Capstone Course

This course is open to all International students who have completed Level 4 or equivalent.

- /// Enroll while taking other college courses
- /// Prepare and write research papers
- /// Improve academic writing skills
- /// Use a variety of note-taking strategies
- /// Enhance academic reading skills
- /// Develop test taking skills
- /// Build academic vocabulary
- /// Increase English language vocabulary
- /// Instruction and support in the classroom and the ESL Lab
- /// Create a personal college success plan

Schoolcraft's ESL Language Lab

The lab is located on the first level of the McDowell Center, room MC011

- /// Assist with reading and writing strategies
- /// Peer review of written assignments
- /// Support in grammar/writing, reading/vocabulary, and listening /speaking skills
- /// Discussion groups to reinforce English conversation skills
- /// Workshops to support ESL curricula
- /// Individualized and group academic support offered by Language Fellows
- /// Computers and language learning software available
- /// Open lab available daily

Top Tips When Searching for a Job

Ten Time Saving Tips to Speed Up Your Job Search

By [Alison Doyle](#)

Updated August 06, 2016

Is your job search off to a slow start or getting stuck? Here are some quick time-saving job search tips that will help your hunt for a new job go smoothly.

Be Prepared. Have a voice mail system in place and sign-up for a professional sounding email address. Consider getting a separate email account to use for your job search, so you can stay organized. Put your cell phone number on your resume so you can follow up in a timely manner.

This job search toolkit will help you get everything you need set for your job search.

Be More Than Prepared. Always have an up-to-date resume ready to send - even if you are not currently looking for work. You never know when an opportunity that is too good to pass up might come along. If you're not on LinkedIn yet, create a LinkedIn Profile and start making connections who can help you job search.

Don't Wait. If you are laid-off, file for unemployment benefits right away. You will most likely be able to file online or by phone. Waiting could delay your benefits check.

Get Help. Utilize free or inexpensive services that provide career counseling and job search assistance such as college career offices, state Department of Labor offices or your local public library. Many libraries provide workshops, programs, classes, computers and printers you can use, and other resources to help you with your job search.

Here's more on getting job search help at the library.

Create Your Own Templates. Have copies of your resume and cover letter ready to edit. That way you can change the content to match the requirements of the job you're applying for, but, the contact information and your opening and closing paragraphs won't need to be changed.

Microsoft Word users can download free templates for resumes, cover letters and email messages which can be personalized for your own correspondence.

Review Samples. It's always a good idea to look at sample letters and resumes to get ideas for your own job search materials. Take a look at our collection of resume, cv, and letter samples.

Use Job Search Engines. Search the job search engines. Use the job search engine sites to search the major job boards, company sites, associations, and other sites with job postings for you - fast. You will be able to search all the jobs posted online in one step. Use Advance Search options to find jobs that are the closest match.

Jobs by Email. Let the jobs come to you. Use job alerts to sign up and receive job listings by email. All the major job sites have search agents and some websites and apps specialize in sending announcements.

Time Savers. Strapped for time? Consider getting professional help writing or editing your resume.

References Ready. Have a list of three references including name, job title, company, phone number and email address ready to give to interviewers.

Print a copy of your reference list and bring it with you to interviews. Here's how to create a list of references.

Use Your Network. Be cognizant of the fact that many, if not most, job openings aren't advertised. Tell everyone you know that you are looking for work. Ask if they can help.

Get Social. Social networking sites like Facebook and Twitter can be a good way to get job listings before they are listed elsewhere. Plus, you can promote your candidacy using the social media tools that are readily available for free for job seekers and companies are increasingly using social media for recruiting. Here's how to get started with social networking.

This tip isn't a time saver, but, it will broaden your online job search resources.

Don't Stop. Don't limit your job searching to the top sites like Monster or CareerBuilder. Check the smaller niche sites that focus on a particular geographic location or career field and you will find plenty of job listings. Networking works, too. Tap into your network of contacts to see who might be able to help you with job leads or a referral.



Kimberly Allen-Bradfield
M-CAM Career Coach
kbradfie@schoolcraft.edu
734-462-7462

RESUME WRITING WORKSHEET

The following worksheet will help you construct various sections of your resume. Think about the following areas and make notes for each section as appropriate. This will help you develop a professional resume with relevant and necessary content. If a category does not have enough space, please feel free to use scrap paper.

HEADING - Personal Information

This is the identifying information that appears at the top of the resume. You may include an alternate address to indicate where an employer may contact you if you currently reside in more than one location.

Name _____

Address _____

Phone # _____

Email _____

(Make sure your email address is one that you check daily and that it is appropriately named.)

OBJECTIVE (Optional)

What type of position are you seeking? Include an objective if you have a clear direction (career goal, industry).

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not abbreviate. Start with your most recent.

School _____ City, State _____

Degree _____ GPA _____ Graduation Date (Month/Year) _____

Major(s) _____

Emphasis _____

Minor(s) _____

Semester Honors _____

RESEARCH, CLASS PROJECTS

Note research or class projects which are related to your field of interest if appropriate.

CERTIFICATIONS & LICENSURES

Examples might include CPR/First Aid, Microsoft, Teaching, etc...

Name of Certificate/License _____ Date Rec'd/Expires _____

Organization granting Certification/Licensure _____

EXPERIENCE – Work, Internships and/or Related

List your experience, with most recent information first. When noting your responsibilities & accomplishments use concise statements describing your role, using action verbs to describe your skills, activities and accomplishments; quantify when possible.

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

HONORS & AWARDS

Include name of honor/award, date received & name of organization giving award.

SKILLS

This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include:

- Languages (note level of fluency)
- Computer skills – list programs and languages you are able to use
- Other field specific areas, such as techniques, instrumentation

PROFESSIONAL ASSOCIATIONS

List name of organization and dates of membership. Note if you are a student member of a professional association/organization.

INVOLVEMENT – Campus, Community, Volunteer

Highlight activities that demonstrate involvement in organizations, leadership roles and note length of membership.

REFERENCES

NOTE: References are **not** included on your resume. Create a separate references page, listing at least 3 individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references **prior** to including on your reference page.

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

WHAT'S NEXT?

After compiling your information, enter it into a Word document. Samples of various resume formats are available on the Career Services' website at www.uwgb.edu/careers. Remember, the staff in Career Services are available to review your resume and help you best market yourself to employers. Call the office to set up a time to have your resume critiqued.

Cover Letter Writing Guide With Examples

By Alison Doyle

Updated July 08, 2016

Here is your guide to writing effective cover letters that will help you win the interview. It will step you through the process of writing a cover letter to send with your resume when applying for jobs.

Here's advice on what to include in your cover letter, how to write a cover letter that will get your application noticed, tips for customizing your letters, cover letter format, and cover letter samples and examples.

Getting Started

Choose a Type of Cover Letter

When you are job hunting, it's important to choose the type of cover letter that is appropriate whether you are applying for a job, or requesting job search assistance. Here are the different types of cover letters and information on when each should be used.

What to Include in a Cover Letter

When you are writing a cover letter, there is specific information that needs to be included. Your cover letter should include a contact section, a salutation, information on why you are qualified for the job, a closing, and your signature.

How to Write a Cover Letter

A cover letter typically accompanies each resume you send out. A well written cover letter may make the difference between obtaining a job interview and having your resume ignored, so it makes good sense to devote the necessary time and effort to making yours effective.

Cover Letter Writing Tips

Perfection matters when writing cover letters.

Every cover letter you write should be customized for the job you are applying for, clear and concise, grammatically correct, and error-free.

<https://www.thebalance.com/cover-letter-writing-guide-2060175>

Customize Your Cover Letters

A targeted cover letter will show specifically how you are qualified, what makes you a strong candidate and why you should be selected to interview.

Includes targeted cover letter samples and examples.

What to Include and How to Format

Parts of a Cover Letter

A cover letter is comprised of several parts: contact information, a salutation, the body of the cover letter and an appropriate closing.

Cover Letter Salutations

When you're writing a cover letter or sending an email message to apply for a job, it's important to include an appropriate salutation at the beginning of the cover letter or message.

Cover Letter Closings

The closing to your cover letter is important. Be sure to use an appropriate, professional close to your email or sent cover letter.

How to Format a Cover Letter

Your cover letters should follow the basic format of a business letter or email and should address three general issues, including why you are writing, what you have to offer and how you will follow-up.

Email Cover Letters

Writing and Sending Email Cover Letters

When you're sending an email cover letter, it's important to follow the employer's instructions on how to submit your cover letter and resume, and to make sure that your email cover letters are written as well as any other correspondence you send.

Here's how to write and send email cover letters.

Review Examples

Sample Cover Letters

Review these cover letter samples and examples, cover letter formatting, plus templates you can customize to create your own cover letters.

<https://www.thebalance.com/free-cover-letter-examples-and-writing-tips-2060208>

Check Before You Send

Cover Letter Checklist

Before you send your cover letter, review this checklist to make sure that you have covered all the basics and are sending a perfect cover letter to your prospective employer.

Guide to Create Your Own Resume

A Resume Can Be The Gateway to a First Interview

By Alison Doyle
Updated June 21, 2016

When you are fresh out of school or looking for your first-job, the process can be overwhelming. One of the most difficult aspects of job searching is putting together a good resume. A resume, a brief overview of your work experience, education and skills, is a key document used by employers to narrow down the applicant pool. While your resume cannot get you a job, it can get you an interview, an important first step in securing a position.

This guide contains important aspects of resumes and tips on what to include.

Contact Information

While it may seem obvious, you would be amazed how many people submit beautiful resumes, but forget to include their contact information! Your resume should include your name, email address, phone number and a link to your online portfolio or LinkedIn page if you have one.

Make sure your email is accurate and professional; if you have an address that contains mentions of your hobbies or interests, create a new account with a free service like Google or Yahoo with just your name, such as Jane.Doe@gmail.com.

Overview

In the past, objectives have usually been included in resumes. But really, objectives in resumes are all the same; everyone is trying to get a job. Instead, make it easy for hiring managers by creating an overview. This is a written form of your elevator speech, giving them a quick snapshot of who you are, what your experience is and what you are looking for.

A sample overview for a graphic designer would state, "Seasoned graphic designer with 10 years of experience in print and digital media. Proficient with InDesign, Quark and Photoshop. Solid foundation in HTML and CSS for creating websites."

Employment History

The most common resume form is ordering your employment history chronologically, with the most recent experience first.

You do not have to include every role you ever had; if you are a seasoned manager, you do not need to include jobs you had in college or your internships.

In the employment history, include your employers' names, the dates you worked at each place, your job title and your accomplishments at each workplace. Focus on achievements rather than a list of tasks. For instance, if you are in public relations, instead of saying "distributed press releases," you would say, "Distributed over 200 releases to 500 outlets and had a publish rate of 50 percent."

Education

In your education section, include any college or post-graduate work. If you have a bachelor's degree or higher, there is no need for you to include your high school. If you do not have a college degree, it's perfectly acceptable to include where you went to high school and when you graduated.

The sections listed above are the key elements of a resume. Use these sections to highlight your experiences, education and talents. By using clear categories, you can make your resume visually engaging and more appealing to hiring managers.



23. Introducing Each Other

Description:	Participants are asked to break up into pairs to learn about each other in order to briefly introduce the other person to the group
Time Guideline:	20 to 30 minutes, depending on the number of participants
Purpose:	To serve as both an icebreaker and a way for participants to learn more about one another
Resources:	None required
Presentation:	<ol style="list-style-type: none">1. After welcoming participants to the seminar, training program, meeting, etc., tell them that they are going to introduce one another to the group.2. Break participants into pairs by asking each person to work with the person sitting next to him or her. To alleviate confusion, you could assign these pairs and, if there is an odd number, break the last group into a triad.3. Instruct participants to spend a few moments learning about the other individual in order to introduce that person to the rest of the group. Suggest that each person learn something about the other person that the group (if familiar with one another) might not already know, such as the person's hobbies, vacation destinations, age of children, schooling, special skills or training, etc.4. After each pair has had enough time to learn about each other (monitor each pair's discussions by walking around to check if they are still interviewing each other), ask each person to introduce the other to the entire group. Explain that these introductions should be brief—only a minute or two.
Debrief:	Thank participants for their introductions of one another and begin the seminar, training program, or meeting.

50 Communications Activities, Icebreakers, and Exercises

Difficulty Rating: Low to medium

Variations: Give specific questions that each person should ask of the other, such as favorite part of his or her job, a funny experience he or she may have had in his or her career, most embarrassing moment at work, etc.



Subject Matter Expert (SME) Course Review Summary

College: Schoolcraft College

M-CAM Training Area: CNC/Machining Multi-Skilled/Mechatronics Production Operation Welding/Fabrication

Degree Program Name: CNC Operator Boot Camp AND Basics of Welding Fabrications and Safety for Industry

Title of Course: CESB 1331 Career Readiness*

Subject Matter Expert (SME) Reviewer Information

Name: CHRIS O'Reilly and BARRY BRICKEY

Title: WIOA Adult/DLW CDFS.

Phone:

Email: bbrickey@etdinc.com and coreilly@etdinc.com

Organization/Affiliation: Wayne Michigan Works!

Attach Resume or provide credentials (showing years of experience and work experience that is relevant to course content):

Synopsis of Findings:

Curriculum is well-developed and structured ideally for students' job readiness. Sequencing of each subject matter flowed effectively preparing students to begin their job search and connection to employment.

Reviewers Signature

Barry Brickey / Chris O'Reilly

Date: 2-2-17

**Michigan Coalition for Advanced Manufacturing
Subject Matter Expert Course Review**

1. Course Overview and Objectives	Exceptional	Satisfactory	Ineffective
The goals and purpose of the course is clearly stated.	✓		
Prerequisites and/or any required competencies are clearly stated.			✓
Learning objectives are specific and well-defined.	✓		
Learning objectives describe outcomes that are measurable.		✓	
Outcomes align to occupational focus (industry skills and standards).	✓		
Comments or recommendations: <i>Competencies and Prerequisites are not clearly defined.</i>			
2. Material and Resources	Exceptional	Satisfactory	Ineffective
The instructional materials contribute to the achievement of the course learning objectives.		✓	
The materials and resources meet/reflect current industry practices and standards.		✓	
The instructional materials provide options for a variety of learning styles.	✓		
Resources and materials are cited appropriately. If applicable, license information is provided.		✗	
Comments or recommendations: <i>Unsure as to whether sample resumes are provided to the students, reflecting various resume format styles. ✗ Unsure about license information.</i>			
3. Learning Activities	Exceptional	Satisfactory	Ineffective
Provide opportunities for interaction and active learning.	✓		
Help understand fundamental concepts, and build skills useful outside of the learning object.	✓		
Activities are linked to current industry practices and standards.	✓		
Comments or recommendations:			

**Michigan Coalition for Advanced Manufacturing
Subject Matter Expert Course Review**

4. Assessment Tools/Criteria for Evaluation	Exceptional	Satisfactory	Ineffective
The course evaluation criteria/course grading policy is stated clearly on syllabus.			✓
Measure stated learning objectives and link to industry standards.		✓	
Align with course activities and resources.		✓	
Include specific criteria for evaluation of student work and participation.			✓
Comments and recommendations: Did not receive a course syllabus to review or grading policy, to determine course criteria for evaluation.			
5. Equipment/Technology	Exceptional	Satisfactory	Ineffective
Meets industry standards and needs.		✓	
Supports the course learning objectives.	✓		
Provides students with easy access to the technologies required in the course/module.		✓	
Comments and recommendations:			

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Barry Kevin Brickey
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JOB RELATED SKILLS:

- Proficient with Microsoft Office, Outlook, PowerPoint, Excel, and experienced with Web Page Design and Business Computer Graphics.
- Skilled in interviewing, presentations, developing and maintaining Individual Employment Plans, career counseling and evaluating client needs.
- Several years of Administrative/Human Resource Assistant experience.
- Experienced in interpreting career assessment tools (Tabc, ONET) and with providing follow-up services, referrals, and resources.
- Strong organizational skills in case management and file retention.
- Efficient multi-tasker, adaptable, with excellent communication and listening skills.
- Continually met and exceeded program measurement goals and expectations.
- Over twenty years of promotional/advertising/sales/marketing/fundraising experience
- Strong experience in Creative Writing/proofreading with attention to detail

EXPERIENCE:

6/08 to Present: **Employment & Training Design, Inc.**

Career Development Facilitator/Job Developer

Manage customer's case from the point of entry through termination from the program. Assist customers with career exploration and employment services. Determine suitability for program and make referrals to partnering service agencies. Prepare paperwork for enrollments, terminations and activity changes. Maintain contact with customers monthly and provide accurate case notes. Determine suitability for training enrollments and "On The Job" training. Stay informed on emerging occupations, labor market trends and current training providers. Administrate the Wayne Michigan Works! WIA Facebook page and provide daily job leads, job fair information, service center news and additional resources for the public.

1/07 to 6/08: **Michigan State AFL-CIO** – Lansing, Michigan

PEER Consultant

Counselor to 160 dislocated factory associates, whom I maintain contact with by phone, mail or in-person visits. I encourage and advise them to attend the Wayne, Michigan Works location for education, training, job search services and counseling.

8/98 to 1/07: **CEP Products/Carlisle Engineered Products** – Belleville, Michigan

Human Resource Assistant/Office Manager

Responsibilities included operating multiple lined switchboard, assisting H.R. Director with attendance, medical and OSHA issues; maintaining personnel records, benefit/orientation packets, filing, testing, training and company activities. Clerical duties included ordering supplies, handling mailroom, faxing, typing memos and letters and scheduling.

CERTIFICATES:

- **Career Development Facilitator, 2008**
- **Certificate in PEER Network Training, 2007**

EDUCATION:

Monroe County Community College, Monroe, Michigan
Associate Degree in Marketing, spring 2001.

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RELEVANT SKILLS & ACCOMPLISHMENTS

ADMINISTRATION/MANAGEMENT

- Case Management -Develop career and training plans for more than 100 current customers seeking to achieve successful employment or re-employment goals.
- Coordinated issue development and analysis for the Congressional delegations of 18 states in Northeast and Midwest United States. Organized regional conferences on key issue like the Big Ten Conference on Economic Development and Education.
- Established the U.S.-Arab Mayor's Council as part of the U.S.-Arab Economic Forum. Managed all events, presentations and deliverables including participation by four Mayors from the Middle East as part of a broader role as Executive Assistant to the Director.
- Facilitated the two day turnaround of the analysis of the new Federal proposed budget after its introduction by the President. Organized input from staff specialists in different subject areas in order to provide Congresspersons from 18 states the likely impact of the budget on the Northeast-Midwest region.

SERVICE DELIVERY

- Conduct orientations, job skill workshops and career assessments to maximize successful employment outcomes.
- Facilitated Community Outreach project, conducting job readiness workshops and job development for those entering/re-entering work force with substance abuse /criminal background barriers
- Served as "point person" for SESP (State Energy Partnership) Grant for "Green" jobs training programs. Screen, enroll and monitor training progress with 95% placement outcome
- Researched, outlined and summarized proposed State legislation including simultaneously managing 30 bills on education and training introduced in one session.

PROFESSIONAL EXPERIENCE

Employment and Training Designs, Inc. – Wayne, MI 7/09 to present

Career Development Facilitator - WIA (Workforce Investment Act)

- Attentive training and employment case management of over 100 case files in the WIA (Workforce Investment Act) program at MI Works! Wayne Service Center
- Workshop development to provide effective employment search strategies and conduct other training and employability skills seminars

U.S. –Arab Economic Forum – Dearborn, MI 12/07-5/08

Human Resources Director

- Director of Mayors Council Initiative for U.S.-Economic Forum
- Assisted in coordinating biennial international forum on economy in Washington, D.C.

Northeast Midwest Institute – Washington, D.C. 1982 - 1985

- Administrator of Public Policy Institute
- Worked directly with U.S. Senate and Congressional Coalitions
- Director of Personnel and Employee Relations

EDUCATION AND CREDENTIALS

University of Detroit B.A., Suma cum Laude
Career Development Facilitator Certificate (2/2010)
Case Management Strategies Certificate (2/11)