

The following assignments will be due throughout the semester. As a reminder this course is meant to help prepare you to enter the job market or help you grow in your current position. Each of these assignments are designed to meet these objectives. Due dates for each assignment will be published in IvyLearn. Each assignment will also contain the instructions that are provided here. Questions or concerns can be directed to me through Outlook or IvyLearn. If you would like to meet one on one, please contact me and arrangements will be made to make sure this happens.

**RESUME:** Each student will be required to submit a resume. This is a two-part assignment; the first part is to submit a draft for my review. I will read through the resume and provide a critique and feedback on areas I feel may benefit from my suggestions. My suggestions are based on twenty years of reviewing resumes' and performing job interviews. You are free to choose if you would like to incorporate my feedback in the final version of the resume. The second part is to turn in your final copy.

\*\*\*There are numerous resources available to use in preparing a resume online, in the Ivy Tech Library, and Allen County Public Library. It will work to your advantage to utilize just a few of these in preparing your resume. \*\*\*

**LinkedIn® PROFILE:** Each student will be required to prepare a LinkedIn® profile. This will be due after the final resume is due. The LinkedIn profile and the resume should compliment each other, and the information provided needs to be the same in both places. Your LinkedIn® profile must contain a link to your personal webpage.

**Keep in mind as you enter the job market that Social Media is an open and public resource that a potential employer can, and probably will utilize when making hiring choices. This includes not only LinkedIn®, but Facebook®, Twitter®, Instagram®, and any other location you might place data. It is strongly recommended that you use discretion and put thought into anything you post in the public domain.**

**PERSONAL WEBPAGE:** Each student will be required to develop a personal webpage. This is designed to be a living repository of your education and career growth. You will be provided with the resources to complete this phase of the class in the next couple of weeks. The design, layout, and included information are completely at your discretion. The two requirements on this page are 1) your resume, 2) your final paper, and 3) a link to your LinkedIn® page. The final site will be graded during finals week.

**FINAL PAPER:** The final paper needs to be 10 pages in length. The topic you choose should be based on a technical subject you covered while attending Ivy Tech. It can also be based on a project or product you are directly associated with at your employer. It should contain charts, graphs, or figures that support your topic. Proper technical writing practices need to be incorporated. Works cited must also be utilized to give credit for articles, materials, or quotations used in the paper. I will post a due date for your topic; followed by a due date for the paper. Both will be posted in the assignment section of IvyLearn.