



**The University of Suwon**  
**Global Employment Strategies**

**Sean Morgan**

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**Office Hrs:** To be announced

**Required texts/materials:** Available from the teacher in week 2

**Course Website:** <http://canvas.suwon.ac.kr/> <http://icsuwon.ac.kr>

**Competencies:** **Global, professional, communicative**

**COURSE OBJECTIVE:**

This class will prepare students for an English job interview. Students are encouraged to work in groups and practice interviewing each other in class. There will be a textbook for this class. Students will also need to participate and answer interview questions in groups or in front of the class. Homework will include gathering information and documents from the internet. Topics covered in class will include filling out job applications, designing a cover letter, resume and learning how to answer interview questions with confidence.

**RULES:**

Students must obey the following rules and regulations in terms of attendance and classroom etiquette. If students are absent more than 4 classes they will

receive an “F” (3 times late equal 1 absence). Valid excuses will require an official document. These include ROTC training and death of a family member. Medical excuses will not be accepted. Snacks and drinks are allowed in class, but please refrain from Kakao Talk and socializing in Korean in class.

**EXPECTATIONS:**

Upon completion of this course, students will be able to answer global job interview questions. Students will also learn the skills needed to create a resume, cover letter and other documents required in the hiring process.

**GRADING:**

Midterm Interview 20%	Cover letter 10%	Resume 10%	Application 10%
Final Interview 20%	Participation 10%	Homework 10%	Attendance 10%

**Global Employment Strategies: Week-by-week Syllabus**

<b>Wk:</b>	<b>Date:</b>	<b>Course Objectives:</b>	<b>Homework:</b>
1	Aug. 26 – Aug. 30	Level Testing, Rules and Course Overview, Student Introductions	Join BAND, Write Introduction on Blackboard, Read 37 – 41 in text
2	Sep. 2 – Sep. 6	Childhood Questions and Background information	Do Blackboard H/W, Read pgs. 42 – 46 in text
3	Sep. 9 – Sep. 13	University Related Questions and Dialogue	Do BB H/W, Read 47 – 50 in text
4	Sep. 16 – Sep. 20	Inappropriate Questions and Dialogue	Do BB H/W, Read 3 – 9 in text Watch YouTube videos on BB
5	Sep. 23 – Sep. 27	Interview Process and Dialogue, Dress code, what to prepare	Do BB H/W, Read 10 – 13 in text Watch YouTube videos on BB

6	Sep. 30 – Oct. 4	List of Power Phrases and Words – formal sentences, Reserve Midterm times	Do BB H/W, Read 14 – 20 in text  Watch YouTube videos on BB
7	Oct. 7 – Oct. 11	Job Applications, Review Midterm	Download and complete Job Application Form, Study for the midterm
8	Oct. 14 – Oct. 18	Midterm Exam (Job Applications due)	No BB H/W, Read Pages 51 – 55 & 27 – 34 in textbook, Watch YouTube videos
9	Oct. 21 – Oct. 25	Interview Questions 1 – 5, How to write a resume	Blackboard H/W, Watch YouTube videos, Rough draft of resume, Read 56 – 59 in text
10	Oct. 28 – Nov. 1	Interview Questions 6 – 11 Working on and fixing resume	Blackboard H/W, Watch YouTube videos, Read 60 – 63 in text
11	Nov. 4 – Nov. 8	Interview Questions 12 – 17 How to write a Cover letter	BB H/W, Watch YouTube videos Read 64 – 67, 35 – 36 in text
12	Nov. 11 – Nov. 15	Interview Questions 18 – 23 Working on and fixing cover letter	BB H/W, Watch YouTube videos, Read 68 – 71 in textbook
13	Nov. 18 – Nov. 22	Interview Questions 24 – 29 Reserve final exam times	BB H/W, YouTube, Read 72 - 79
14	Nov. 25 – Nov. 29	Interview Questions 30 – 35 Hypothetical Questions Go over Mock Exams	Finalize Resume and Cover letter Study for the Final exam
15 16	Dec. 2 – Dec. 15	Final Exam, Cover and Resume deadlines	Enjoy your winter vacation.