

Course Specification

Phranakhon Si Ayutthaya Rajabhat University
Faculty of Humanities and Social Sciences

Section 1 General Information

1. Course Code and Course Title 9001105 English for Job Application
2. Number of credits 3 credits (3-0-6)
3. Program English Program
4. Course Administrator / Lecturer Navadet Yongsawai
5. Semester / Student's Year or Batch Semester 2 / 2016 Third year English Majors
6. Pre-requisite None
7. Co-requisite None
8. Classrooms 31010
9. Date of documentation writing 28 December 2016

Section 2: Goals and Objectives

1. Course Objectives 1. Familiarize students to the job application process. 2. Provide instruction on how to create a CV or resume. 3. Impart proper and effective interview techniques
2. Rationale for developing or revising the course To meet TQF requirements and to improve learning outcomes particularly those concerning ethical and disciplinary issues, body of knowledge, intellectual skills, interpersonal skills, communication and information technology skills.

Section 3: Course Description and administration

1. Course Description

This course is allows students to have a firsthand account on the job application process. Students will be able to practice the proper techniques of interviewing, creating effective resumes, and correctly filling out a job application.

2. Number of teaching hours per semester

Lecturer	Extra classes or supervision	Practicum or field work	Self-study
45 hours /semester	By appointment / Subject to individual needs	None	6 hours/ week

3. Number of hours of academic supervision/discussion per student

6 hours a week

Section 4: Expected Learning Outcomes

1 Morality and Ethics

1.1. Learning outcomes on morality and ethics

- 1.1.1 Being honest,
- 1.1.2 Having discipline,
- 1.1.3 Being diligent and patient,
- 1.1.4 Behaving suitably,
- 1.1.5 Being Thainess.

1.2 Teaching strategies for fostering morality and ethics

- 1.2.1 Supplementing morality and ethics while teaching,
 - 1.2.2 Doing a project based on locality,
- 1.2.3 Learning from real world situations both in-class and outdoor activities.

1.3 Strategies for evaluating learning outcomes on morality and ethics

- 1.3.1 Assessing students' behaviors by people concerned,
- 1.3.2 Assessing the qualifications of graduates by their employers.

2 Knowledge

2.1 Learning outcomes on knowledge

- 2.1.1 Having extensive knowledge and understanding the core subject matter for everyday life.
- 2.1.2 Being capable of adapting to domestic and international changes,
- 2.1.3 Being able to analyze and connect the knowledge body of the core subject matter for everyday life.

2.2 Teaching strategies for developing knowledge

- 2.2.1 Using various teaching methodologies including giving a lecture, providing a discussion, providing learning activities, and independent studies,
- 2.2.2 Project-based instruction with an emphasis on locality including field studies and attending seminars.

2.3 Strategies for evaluating learning outcomes on knowledge

- 2.3.1 Assessing from paper examination, performance tests, exercises, and assigned reports,
- 2.3.2 Assessing the qualifications of graduates by their employers.

3 Intellectual skills

3.1 Learning outcomes on intellectual skills

- 3.1.1 Having thinking skills,
- 3.1.2 Having skills in solving problems,
- 3.1.3 Having skills in developing oneself continually and being eager to learn.

3.2 Teaching strategies for developing intellectual skills

- 3.2.1 Learner-centered and problem solving -based instructions,
- 3.2.2 Independent studies, seminars, doing projects based on locality.

3.3 Strategies for evaluating learning outcomes on intellectual skills

- 3.3.1 Assessing from authentic learning situations,
- 3.3.2 Assessing from assignments,
- 3.3.3 Assessing the qualifications of graduates by their employers

4 Interpersonal skills and responsibility

4.1 Learning outcomes on interpersonal skills and responsibility

- 4.1.1 Having leadership,
- 4.1.2 Having a public mind,
- 4.1.3 Being responsible to oneself and the environment,
- 4.1.4 Having an ability to develop one's quality of life and the environment,
- 4.1.5 Having management skills.

4.2 Teaching strategies for developing interpersonal skills and responsibility

- 4.2.1 Group work oriented instruction,
- 4.2.2 Teaching with an emphasis on working in groups,
- 4.2.3 Project-based instruction for the public interest.

4.3 Strategies for evaluating learning outcomes on interpersonal skills and responsibility

- 4.3.1 Assessing from group work processes,
- 4.3.2 Assessing a success of the assigned projects,
- 4.3.3 Assessing the qualifications of graduates by their employers.

5 Numeracy, communication, and IT skills

5.1 Learning outcomes on numerical, communication, and IT skills

- 5.1.1 Having language skills for effective communication,
 - 5.1.2 Having numeracy skills,
- 5.1.3 Being able to use information technology.

5.2 Teaching strategies for developing numerical, communication, and IT skills

- 5.2.1 Practice-based instruction,
 - 5.2.2 Instruction through electronic media,
 - 5.2.3 Self-study via an information technology system.

5.3 Strategies for evaluating learning outcomes on numerical, communication, and IT skills

- 5.3.1 Assessing from students' practices,
- 5.3.2 Assessing from students' presentations through electronic media,
- 5.3.3 Assessing the qualifications of graduates by their employers.

Section 5: Study Plan and Assessment

1. Course Schedule				
Week	Topic / Content	No. of hours	Activities	Guest Lecturer (if any)
1	Introductions and review of course and syllabus.	3	Formal introductions by the students and the lecturer	Navadet Yongsawai
2	Your Field of Work	3	Finding the appropriate job that fits you. / Determining the type of responsibilities each job entails.	Navadet Yongsawai
3	Searching for Jobs	3	Using various resources such as the internet, newspapers, and other forms of media to find the job that is most appropriate for you.	Navadet Yongsawai
4	Searching for Jobs	3	Using various resources such as the internet, newspapers, and other form of media to find the job that is most appropriate for you.	Navadet Yongsawai
5	Responding to Offers	3	Sending the proper email in response to job offers	Navadet Yongsawai
6	Cover Letters	3	Creating the most effective cover letter that will intrigue and interest.	Navadet Yongsawai
7	Cover Letters	3	Creating the most effective cover letter that will intrigue and interest. Review for Midterm Exam	Navadet Yongsawai
8	Midterm Exam	3		
9	Filling Out Job Applications	3	Completing a job application accurately and learning what is required by employers.	Navadet Yongsawai
10	The CV and Résumé	3	Creating an effective CV or résumé that communicates yourself, your education, and abilities.	Navadet Yongsawai
11	The CV and Résumé	3	Creating an effective CV or résumé that communicates yourself, your education, and abilities.	Navadet Yongsawai
12	Interview Questions	3	Understanding the various questions used in interviews / Body language used to portray your personality.	Navadet Yongsawai
13	Interview Questions continued.	3	Understanding the various questions used in interviews / Body language used to portray your personality.	Navadet Yongsawai
14	Interview Quiz	3	One on one interviews conducted	Navadet Yongsawai
15	Review	3	Review for Final Exam	Navadet Yongsawai

2. Assessment			
Relevant learning outcomes from Section 4	Assessment activities or methods	Time to be assessed	Proportion of assessment
1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.2.1, 1.2.3, 2.1.1, 2.1.2, 2.1.3, 3.1.3, 3.2.1, 4.2.1, 4.2.2, 5.1.1, 5.1.3	Classwork (Attendance, participation discussions and homework)	Whole semester	30
3.2.2, 4.2.3	Term Project	Due by 13 th week	10
	Midterm exam		30
	Final exam		30

(Curriculum Mapping)

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Subject	1. Morality and Ethics					2. Knowledge			3. Cognitive Skills			4. Interpersonal Skills and Responsibilities					5. Numerical Analysis, Communication and Information Technology		
	1	2	3	4	5	1	2	3	1	2	3	1	2	3	4	5	1	2	3
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Grading Scale

grade			หมายเหตุ
A	90-100	Excellent	
B+	85-89	Very Good	
B	75-84	Good	
C+	70-74	Above Average	
C	60-69	Satisfactory	
D+	55-59	Poor	
D	50-54	Very Poor	
F	0-49	Fail	

Section 6: Teaching and Learning Resources

1. Main texts

Johnstone, Judith. The Job Application Handbook. Oxford, UK. How To Books Ltd, 2004

2. Required readings

3. Supplementary or extra readings

Excerpts from the Minnesota Literacy Council “Looking for Work”

1. Other resources (e.g. websites)

Section 7: Evaluation and revision of Course Specification

7.1 Strategies for effective course evaluation by students

Course evaluation by students

7.2 Evaluation strategies in teaching methods

Students’ achievement results

7.3 Improvement of teaching methods

Teaching/learning seminars

7.4 Evaluation of students’ learning outcome

Verification of exam results, students’ papers and assignments

7.5 Review and improvement for better outcome

Curriculum revision every 5 years

Improve the course according to suggestions and verification standard on 7.4