



Course Description

AVM1062 | Aviation Career Planning | 1.00 credit

This course provides direction and guidance in career planning for all aviation students. Topics of discussion will include the job search education and training requirements, resume writing, business etiquette, interview skills and follow-up techniques.

Course Competencies:

Competency 1: The student will demonstrate knowledge and understanding of aviation career planning by:

1. Recalling the steps and procedures for writing a resume appropriately, discussing the general steps and proper procedures in gathering letters of recommendation
2. Identifying the steps and procedures for writing a proper cover letter outlining the student's strengths
3. Explaining the importance and appropriate steps involved in writing a thank you letter and summarizing networking and its impact on developing a professional career
4. Gaining knowledge and demonstrating how to perform a thorough job search using all available mediums (internet, newspaper, etc.)
5. Understanding the importance of filling out job application procedures
6. Demonstrating how to establish professional references and supplying references to prospective employers' custom-fit to the position desired
7. Differentiating physical and paperwork presentations (such as portfolios) to describing their impact on a job interview
8. Understanding job interviews and the interviewing process

Competency 2: The student will analyze and interpret the assigned aviation career planning text from a variety of perspectives by:

1. Preparing sample resumes
2. Requesting letters of recommendation
3. Providing cover letters
4. Utilizing thank you letters
5. Developing employment portfolio

Competency 3: The student will produce reasoned, critical responses to common concerns in aviation career planning by:

1. Participating in 'mock' job interviews and providing reasoned, critical responses to questions asked within such interviews
2. Analyzing and explaining the benefits and drawbacks of the different types of careers in the aviation industry
3. Selecting and creating strategies for career opportunities in the aviation industry

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information