

Tamkang University Academic Year 113, 2nd Semester Course Syllabus

Course Title	ENGLISH FOR JOB HUNTING	Instructor	LIU, PEI-HSUN
Course Class	TFLAB4A DEPARTMENT OF ENGLISH (ENGLISH-TAUGHT PROGRAM), 4A	Details	◆ General Course ◆ Selective ◆ One Semester ◆ 2 Credits
Relevance to SDGs	SDG4 Quality education		
D e p a r t m e n t a l A i m o f E d u c a t i o n			
<p>I . Cultivate diverse research specialists with abilities in language, literature, culture, and English teaching.</p> <p>II. Carry on and further the excellent tradition of domestic language instruction and literary research to be a department contributing equally to research and language teaching.</p> <p>III. Foster a holistic learning process by putting equal emphasis on language and literature, theory and practice.</p> <p>IV. Strategies</p> <p>1. Train students' abilities in five skills: English listening, speaking, reading, writing and translation.</p> <p>2. Promote technologicalization and internationalization.</p> <p>3. Upgrade the quality and quantity of those students who participate in the Junior Year Abroad program.</p> <p>4. Launch a common English Proficiency Test and enhance students' competitiveness in the job market.</p> <p>5. Enrich international video conferencing.</p> <p>6. Promulgate such areas of research as English and American literature, cultural studies, ecocriticism, and English Teaching.</p>			
S u b j e c t D e p a r t m e n t a l c o r e c o m p e t e n c e s			
<p>A. Strengthen students' abilities in English listening, speaking, reading, writing and translation. (ratio:20.00)</p> <p>B. Develop students' critical thinking skills in an English language learning context.(ratio:20.00)</p> <p>C. Strengthen students' workplace English ability.(ratio:25.00)</p> <p>D. Develop students' professional abilities in linguistics and English teaching.(ratio:25.00)</p> <p>E. Develop students' ability to appreciate Anglophone and Western literatures in cultural and historical contexts.(ratio:10.00)</p>			

Subject Schoolwide essential virtues		
<div>1. A global perspective. (ratio:20.00)</div> <div>2. Information literacy. (ratio:10.00)</div> <div>3. A vision for the future. (ratio:10.00)</div> <div>4. Moral integrity. (ratio:10.00)</div> <div>5. Independent thinking. (ratio:30.00)</div> <div>6. A cheerful attitude and healthy lifestyle. (ratio:10.00)</div> <div>7. A spirit of teamwork and dedication. (ratio:5.00)</div> <div>8. A sense of aesthetic appreciation. (ratio:5.00)</div>		
Course Introduction	<p>This course equips students with essential English skills and strategies for successful job hunting in a professional, international context. Topics include online job searches, analyzing job advertisements, crafting resumes and cover letters, preparing for interviews, and writing professional emails. AI tools are integrated to help students draft, refine, and personalize job application documents and simulate interview scenarios. Through AI-enhanced activities, students will build the confidence, proficiency, and adaptability needed to navigate the job market successfully.</p>	
<p>The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.</p> <p>Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.</p> <p>I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.</p> <p>II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.</p> <p>III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.</p>		
No.	Teaching Objectives	objective methods
1	<ul style="list-style-type: none">• Use AI tools to enhance online job searches and analyze job ads.• Create tailored resumes and persuasive cover letters with AI assistance.• Write professional job application emails, ensuring clarity and proper tone.• Practice and improve interview skills through AI-simulated scenarios.	Cognitive

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment				
No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCDE	12345678	Lecture, Discussion	Discussion(including classroom and online), Report(including oral and written), Activity Participation
Course Schedule				
Week	Date	Course Contents	Note	
1	114/02/17 ~ 114/02/23	Course overview ; Introduction to AI tools for job hunting		
2	114/02/24 ~ 114/03/02	Job Search Strategies: Online job search and application process		
3	114/03/03 ~ 114/03/09	Job Search Strategies: Utilizing job boards and recruitment agencies		
4	114/03/10 ~ 114/03/16	Understanding Job Advertisements: Analyzing job descriptions and requirements		
5	114/03/17 ~ 114/03/23	Understanding Job Advertisements: Identifying key skills and qualifications		
6	114/03/24 ~ 114/03/30	Writing a Resume: Basic structure and content of a resume		
7	114/03/31 ~ 114/04/06	Spring Break, No Class		
8	114/04/07 ~ 114/04/13	Writing a Resume: Tailoring resumes for different job positions		
9	114/04/14 ~ 114/04/20	Midterm Exam/Midterm Assessment Week (teachers can adjust the week as needed)		
10	114/04/21 ~ 114/04/27	Professional Email Writing		
11	114/04/28 ~ 114/05/04	Professional Email Writing		
12	114/05/05 ~ 114/05/11	Writing Cover Letters		
13	114/05/12 ~ 114/05/18	Job Interview Preparation		
14	114/05/19 ~ 114/05/25	Job Interview Preparation		
15	114/05/26 ~ 114/06/01	Graduate Exam/Graduate Assessment Week (teachers can adjust the week as needed)		
16	114/06/02 ~ 114/06/08			

17	114/06/09 ~ 114/06/15		
18	114/06/16 ~ 114/06/22		
Key capabilities			
Interdisciplinary			
Distinctive teaching			
Course Content	Logical Thinking		
Requirement			
Textbooks and Teaching Materials	Self-made teaching materials:Presentations, Worksheets		
References			
Grading Policy	◆ Attendance : 20.0 % ◆ Mark of Usual : 20.0 % ◆ Midterm Exam : 20.0 % ◆ Final Exam : 20.0 % ◆ Other 〈Expansion activity〉 : 20.0 %		
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php . ※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.		