

# Berrien Springs Partnership Lab Syllabus and Instructor Qualifications

LABS (CLASSES) ARE PROVIDED AS AN EDUCATIONAL SOURCE FOR PBL (PROJECT BASED LEARNING)

**COMMUNITY CLASS TITLE: Resume Builder with Interview Materials**

**GRADE OR AGE LEVELS:** 8th-12th grade

**FORMAT:** IN-PERSON

**DAY AND TIME OF THE WEEK:** Saturdays, 8:00-4:00 on 9/13/25 and 10/18/25

**TOTAL REQUIRED HRS:** 13

**TOTAL SEMESTER HOURS POSSIBLE:** 16

**LOCATION (address):**

**Innovation Central** at *Lakeside Family Church*

6999 Red Arrow Highway

Stevensville, MI 49127

**ADD'L POSSIBLE HRS (OPTIONAL TIME):**

**PRIMARY INSTRUCTOR:** Becky Davis

- list additional instructors that will be background checked:

In the event of an instructor absence, Innovation Central reserves the right to substitute instructors.

**CONTACT INFORMATION: phone: 269-408-6631**

**email: beckymullikin@gmail.com**

**ADDITIONAL REGISTRATION AT SITE REQUIRED?** NO

**INSTRUCTOR QUALIFICATIONS (may attach a separate page if necessary):**

20+ years experience in subject matter Volunteer instructor for STEM4Them c3 non-profit

**COURSE DESCRIPTION (OVERVIEW):** Students will have the opportunity to write a premium resume using organization tools. Students will also learn techniques for how to craft a resume that will stick out to potential employers. Students will also be provided with materials and technology to craft a cover letter and references list, plus a guide to building their portfolio for interview ventures.

**SYLLABUS/OUTLINE: WEEKLY BREAKDOWN OF PROJECT-BASED LEARNING LAB ACTIVITIES**

This class is broken down into two 8 hours sessions. The first session will include gathering data for skill set, job experience, training in using language to maximize readability and targeting marketable employee features that will help students compete in the job market. In addition to building a resume rough draft, students will be generating their page of references and cover letters. The second session will be taking the rough draft from the first session and compiling it into a resume template, refining data, formatting, and printing their first resume portfolio packet.

## COURSE OBJECTIVES AND APPROXIMATE TARGET DATES:

*Students need to attend the first class and be able to reflect on their skills. During class, we will discuss what types of skills and features are needed by employers. I'll be looking for students to think about and be able to communicate what they offer in terms of their marketable qualities and what makes them stand out from other candidates.*

## STUDENT ASSESSMENT - what will be used to evaluate student progress and/or end of semester pass/fail status?

- 1) Student agrees to attend at least 80% of class sessions/lessons offered. Attendance is kept online and tracked by Partnership staff. Failure to meet 80% or be on track to meet 80% may result in program discontinuation.
- 2) The Partnership Student Assessment or Performance Form is filled out by the teacher and turned in to Partnership staff. The link to this form is found on the web page for this class. Failing marks for lack of participation, behavior issues, practice time, etc. may result in program discontinuation.
- 3) Other: (please list)

**Class-specific assessment:** discuss and include any form or a link to a form that you use. Students will be able to complete cover letter, references, and resume and show mastery in representing their skills in both written and verbal communication of their skillset.

## ADDITIONAL RESOURCES: (online, books, video, etc.):

## CLASS POLICIES: ATTENDANCE, BEHAVIOR, WEATHER, ETC.

**Attendance:** The Partnership requires 80% attendance during this 16 hour course to pass the class. Please let your instructor know if your student will not be attending due to illness or vacation. You can just call and leave a message or text your instructor.

**Weather:** If Lakeshore Public Schools, closes for weather, we will not have class. No matter where you are coming from, if you do not feel safe going out, then please stay home and just let your instructor know via a text or voicemail. We will hold a make up class or arrange an at home activity for your child to complete if needed.

**Behavior:** We expect students to be kind and respectful of other students and of other student's work and work space. Treat others as you would want to be treated.