

SUR 137
PROFESSIONAL SUCCESS PREPARATION

COURSE DESCRIPTION:

Prerequisites: SUR 122 and SUR 123

Corequisites: SUR 134 and SUR 135

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. Course Hours Per Week: Class, 1. Semester Hours Credit, 1.

LEARNING OUTCOMES:

Upon successful completion of this course the student will be able to:

- a. Prepare a professional type résumé that outlines career goals and identifies the clinical and academic skills that have prepared the student for a career as a surgical technologist.
- b. Understand the importance of preparation for an interview, how to conduct him/herself in an interview, and how to dress for an interview.
- c. Demonstrate confidence in fielding questions regarding their strengths and weaknesses in accepting an entry-level surgical technologist position.
- d. Identify from practice certification examinations what areas need particular emphasis for successful completion of the certification exam for surgical technologists.
- e. Identify test-taking strategy for assuring success in standardized tests such as the CST examination.

OUTLINE OF INSTRUCTION:

- I. Test taking strategies
 - A. What is the question asking?
 - B. Eliminating obviously wrong answers
 - 1.) Time management
 - C. Return at a later time
- II. Résumé preparation
 - A. Neatness is paramount
 - B. Type of résumés
 - C. Selling your experience
 - D. Short and to the point

- III. The interview
 - A. Personal appearance
 - B. Asking the right questions
 - C. Showing personal strengths
 - D. Avoiding critical errors
- IV. Practice testing
 - A. What are my strong points?
 - B. What are my weak points?
 - C. Taking advantage of my strong points
 - D. Working on my weak points

REQUIRED TEXTBOOKS:

To be selected by the instructor.

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 919-536-7207, ext. 1413 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1209.