EMPLOYABILITY PASSPORT I
BUSI 1995B
WINTER 2025 TERM

Carleton University | **Sprott** School of Business

Email: Employability.Passport@carleton.ca

Modality: ONLINE COMBINED SYNCHRONOUS/ASYNCHRONOUS

*Please note: Although the scheduled class time is noted as online, there are workshops, events, and appointments required for this course that must be completed in-person and/or virtually outside of the scheduled class time.

LAND ACKNOWLEDGEMENT

We acknowledge that the land on which Carleton campus is located is the traditional, unceded territory of the Algonquin Anishinabe people. The Algonquin peoples have lived on this land since time immemorial. We are grateful to have the opportunity to learn together and to learn from each other in this territory.

Student Email Writing Policy
To ensure professional and effective communication, students must follow these guidelines when emailing faculty or staff:
   o   All emails **must** be sent from your official CUNet email address.
   o   **Must** Include the course code and a clear purpose (e.g., "BUSI1995: Question About Assignment").
   o   Use formal salutations (e.g., "Dear [Name],") and sign off with "Sincerely" or "Best regards," followed by your name.
   o   Introduce yourself with your full name **and** include your student number in the email body.
   o   State your purpose clearly in the first paragraph and keep your email concise.
   o   Use complete sentences, proper grammar, and avoid slang or emojis.
   o   Check for typos, grammatical errors, and confirm all information is correct before sending.
   o   Allow 24-48 hours for a reply before sending a follow-up email.

NOTE: *Emails without a correctly formatted subject line will not receive a response.*

Pre-requisites:

• Restricted to students registered in first year BCom

• Participation in employability events and initiatives throughout the term

Course Description:

• An introduction to the knowledge and tools required for a career in Business.

• Includes: Experiential Learning Activity

• Participation in employability events and initiatives throughout the year.

Drop Course Policy

The deadline for academic withdrawal follows the dates prescribed by Carleton University: https://calendar.carleton.ca/academicyear/

The deadline to drop this course is January 31st, 2025. The last day to withdraw from full Winter courses is March 15th, 2025.

Learning Outcomes:

• Evaluate their career readiness and develop valuable self-awareness regarding their strengths and areas for improvement in crucial employability competencies

• Effectively network across various platforms such as LinkedIn, in-person, and online networking events, classrooms, wider Carleton community

• Develop positive and impactful personal brand, by establishing professional online presence to effectively market themselves

• Apply effective resume and cover letter writing skills, including key components like highlighting relevant qualifications, skills, experiences, interest, formatting guidelines and best practices to successfully market self in job applications

Grading Scheme:

Students who successfully complete the course at the end of the term will receive a **SAT (Satisfactory)** grade.

All students who have not completed the course by the end of each term **MUST** register themselves for a subsequent term and resubmit all approved assignments, re-do all quizzes and all incomplete or declined assignments. You will receive an **IP (in-progress)** grade at the end of the term.

COURSE DESCRIPTION

Welcome to BUSI 1995 – Employability Passport. This course is designed to equip students with job-readiness skills and awareness to find meaningful employment and career success. The

Employability Passport complements the academic knowledge and skills gained through Sprott's undergraduate business degree programs.

Students will use experiential learning to continually build and develop career readiness. Students are granted the opportunity to participate in various activities and events outside of the classroom to develop and practice soft skills needed to be career ready. This will help build a student's unique career toolbox designed to highlight individual strengths, skills, and experience related to their targeted industry.

The Employability Passport is a set of non-credit courses. These courses do not accrue a fee and can be taken independently or subsequently with other courses.

For more information, including a FAQ list visit: https://sprott.carleton.ca/current-students-undergraduate-students-employability-passport/

IMPORTANT DATES AND DEADLINES

Submission Requirement	Due Date
Career Readiness Survey	January 31st, 11:59 pm
Resume & Cover Letter (Quiz, Resume Review, First Draft)	March 21st, 11:59 pm
Resume (Final Draft)	March 28th, 11:59 pm
Networking Assignment	March 28th, 11:59 pm
LinkedIn & Approach Email (Quiz and Assignment)	April 8th, 11:59 pm

COURSE REQUIREMENTS AND METHODS OF EVALUATION
All assignments must be submitted at the end of the term, prior to the course deadline. Students are encouraged to promptly submit activities they have completed to help track progress and always, keep a **copy** of all submitted assignments.

SUBMISSION REQUIREMENTS

1. **CAREER READINESS SURVEY**
   - Complete survey

2. **RESUME**
   - Watch mandatory resume and cover letter writing videos
   - Complete quiz

- Complete first draft resume, upload to Brightspace then book **AND** attend a one-on-one resume review appointment with Sprott Career Team
- Submit final draft after attending resume review appointment. Your final draft **MUST** incorporate the recommended changes that were discussed in your resume review appointment **BY THE DUE DATE**

3. **LINKEDIN AND APPROACH EMAIL**
   - Watch mandatory videos
   - Complete quiz
   - Submit assignment – Create LinkedIn profile **OR** Submit Approach Email

4. **NETWORKING & PROFESSIONALISM**
   - Attend Introduction to Networking Workshop **OR** Complete LinkedIn Learning (Ultimate Guide to Professional Networking)
   - Attend Networking Event
   - Submit assignment – Answer reflection Questions **AND** Record Elevator Pitch

COURSE SCHEDULE:
A schedule of workshops and events will be shared early in the term on mySuccess. Click on **Sprott School of Business >> Undergraduate Programs>>Sprott Events Calendar** for a full listing of events and detailed information.

REQUIRED COURSE MATERIALS:
There are no textbooks required for this course. Access to a computer or laptop with internet will be required. Use of webcam or camera is required for engagement in virtual workshops, appointments, and events.

CONTRIBUTION TO LEARNING GOALS OF THE PROGRAM

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
BC1 Knowledge *Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.*				X
BC2 Collaboration *Graduates will be collaborative and effective contributors in team environments*		X		

that respect the experience, expertise and interest of all members.				
BC3 Critical Thinking *Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.*		X		
BC4 Communication *Graduates will be effective and persuasive in their communications.*				X
BI5 Global Awareness (BIB ONLY) *Graduates will be globally-minded.*	N/A			

ADDITIONAL INFORMATION

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Required calculator in BUSI course examinations.

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, followership, and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more

group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Grading

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

Grades entered by Registrar:
WDN = Withdrawn from the course DEF = Deferred

Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/

Requests for Academic Accommodation

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy Accommodation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: **carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf**

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: **carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf**

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your

instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. **carleton.ca/pmc**

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: https://students.carleton.ca/services/sexual-assault-support-services/

Accommodation for Student Activities
Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. **https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf**

For more information on academic accommodation, please contact the departmental administrator or visit: **students.carleton.ca/course-outline**

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: https://carleton.ca/registrar/academic-integrity/.

Sprott Student Services

The Sprott Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at bcom@sprott.carleton.ca or at bib@sprott.carleton.ca.

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Important Information:

- Students must always retain a copy of all work that is submitted.

- All final grades are subject to the Dean's approval.

- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting **https://carleton.ca/its/get-started/new-students-2/**