



**BUSI 1995A: Employability Passport I (OTH)
SUMMER 2025**

Instructor	Helena Bandayrel
Email Address	employability.passport@carleton.ca
Class Times	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.
Modality	Online Combined Synchronous/Asynchronous
Office Location/Hours	3014 Nicol; 8:30 am – 4:30 pm

Pre-Requisites & Precludes:

Prerequisite(s): Restricted to students registered in B.Com. or B.I.B.

Course Description/Instructor’s Statement

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.

Textbook (Required/Optional Materials & Prices)

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.

Important Dates to Note

Submission Requirement	Due Date
Career Readiness Survey	May 16th @ 4:00 pm
LinkedIn & Approach Email (Quiz & Assignment)	May 23rd @ 4:00 pm
Resume & Cover Letter (Quiz, Resume Review, First Draft)	May 30th @ 4:00 pm
Resume (Final Draft)	June 6th @ 4:00 pm
Networking & Professionalism (Part A, Part B, Part C)	June 13th @ 4:00 pm

University Academic Calendar: <https://calendar.carleton.ca/academicyear/>

Policies & Accommodations

<https://students.carleton.ca/course-outline/>

<https://carleton.ca/pmc/current-students/academic-accommodations/>



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