



## BUSI 3995A: Employability Passport I (OTH)

### SUMMER 2025

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

#### Pre-Requisites & Precludes:

Prerequisite(s): BUSI 1995

#### Course Description/Instructor’s Statement

An advanced course in 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
Interview Preparation: Quiz	<b>May 30<sup>th</sup></b> @ 4:00 pm
Interview Preparation: Complete Mock Interview	<b>May 30<sup>th</sup></b> @ 4:00 pm
Networking & Professionalism Assignment	<b>June 13<sup>th</sup></b> @ 4:00 pm
Job Search Assignment	<b>June 13<sup>th</sup></b> @ 4:00 pm
Technology Assignment	<b>June 13<sup>th</sup></b> @ 4:00 pm
Career Readiness Exit Survey	<b>June 17<sup>th</sup></b> @ 4:00 pm
Next Steps: Assignment and Meeting with Career Team	<b>June 17<sup>th</sup></b> @ 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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