



## BUSI 1995B: Employability Passport I (OTH)

### WINTER 2026

<b>Instructor</b>	Tara-Lee Raycraft & Olivia Tang
<b>Email Address</b>	employability.passport@carleton.ca
<b>Class Times</b>	Wednesdays from 13:05 – 15:25
<b>Modality</b>	In person
<b>Office Hours</b>	8:30 am – 4:30 pm
<b>Office Location</b>	3014 Nicol

#### Pre-Requisites & Preclusions:

Find the pre-requisites & precludes at: <https://calendar.carleton.ca/undergrad/courses/BUSI/>

#### Course Description/Instructor's Statement

Carleton Calendar Description (Find at <https://calendar.carleton.ca/undergrad/courses/BUSI/>)

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.

#### Instructor's Description:

This non-credit course helps students develop job-readiness and career readiness skills, complementing the academic knowledge gained through Sprott's undergraduate business programs. Through experiential learning, students build soft skills and career awareness by participating in activities and events both in and outside the classroom.

The Employability Passport supports students in creating a personalized career toolbox that showcases their strengths, skills, and industry-relevant experience. Courses do not accrue a fee and can be taken independently or alongside others.

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

#### Employability Passport Sponsors



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### Course Learning Objectives:

1. **Self awareness and career exploration:** Students will assess their strengths, interests, and growth areas in relation to employability competencies, while reflecting on career paths and setting initial professional development goals.
2. **Networking:** Students will recognize the value of professional networking and practice foundational skills across platforms such as LinkedIn, in-person events, and classroom interactions.
3. **Personal branding and online presence:** Students will develop a professional online profile and craft a personal brand statement to effectively present their skills and experiences to potential employers.
4. **Job search:** Students will learn basic job search strategies and identify entry-level opportunities through online job boards and campus resources.
5. **Resume fundamentals:** Students will create targeted resumes that highlight relevant qualifications, skills, and experiences aligned with entry-level roles.
6. **Interviewing:** Students will understand interview formats and expectations, prepare to present their strengths, and demonstrate professionalism and active listening in mock interview scenarios.

### **Required/Optional Materials & Prices**

No textbooks are required for this course. Students **must** bring personal device such as laptop or tablet to access course content on Brightspace for in-class activities.

### **Course Completion Requirements and Grading Scheme**

1. Career readiness and self assessment reflection
2. Elevator pitch
3. LinkedIn profile creation
4. Resume draft and peer evaluation
5. Interview assignment
6. Networking assignment

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

Students who do not complete the course by the end of the term will receive an **IP (In Progress) grade**. If this occurs, the student must re-register for the course in a future term and complete all components again. Work from previous terms will not carry over.

### *Important notes*

- Successful completion of BUSI 1995 is required for registration in BUSI 3995 for the Bachelor of Commerce, Bachelor of Accounting, and Bachelor of International Business Program.
  - Successful completion of BUSI 1995 is required for registration in BUSI 3309 for the Bachelor of Commerce and Bachelor of Accounting Program.
  - Successful completion of BUSI 1995 is required for the year abroad component of the Bachelor of International Business program.
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### Important Dates to Note

Career readiness and Self assessment reflection assignment	Due January 16 @ 4:00 pm
Elevator pitch assignment	Due January 23 @ 4:00 pm
LinkedIn assignment	Due January 30 at 4:00 PM
Resume draft and peer evaluation	Due February 6 at 4:00 PM
Mock interview assignment	Due February 27 at 4:00 PM
Employer information/Networking session assignment	Due March 20 at 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/>



**Stay updated with important notifications and announcements from Carleton University, by downloading the Carleton University App!**

### Make-Up Class Policy:

Attendance is mandatory for all scheduled classes. If you are unable to attend, you must notify the instructor **in advance** via email at [employability.passport@carleton.ca](mailto:employability.passport@carleton.ca). Your email must include:

1. Your full name, student ID and course code
2. The date of the class you will miss
3. The reason for your absence
4. Request for alternative arrangements (e.g., meeting times, access to materials, or makeup activities)

Failure to follow this email protocol may result in missed opportunities to make up class content or deliverables.

If you miss the first **Resume or Interview class**, you will be required to attend a **scheduled makeup class** listed in the course schedule. Approved absences for these sessions must still follow the email protocol above.

### Student Email Writing Policy:

To ensure professional and effective communication, students must follow these guidelines when emailing faculty or staff:

- All emails **must** be sent from your official CUNet email address.

- **Must** Include the course code and a clear purpose (e.g., "BUSI1995: Request for Assignment Extension").
- Use formal salutations (e.g., "Dear [Name],") and sign off with "Sincerely" or "Best regards," followed by your name.
- Introduce yourself with your full name **and** include your student number in the email body.
- State your purpose clearly in the first paragraph and keep your email concise.
- Use complete sentences, proper grammar, and avoid slang or emojis.
- Check for typos, grammatical errors, and confirm all information is correct before sending.
- 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.*

### Preparation and Participation:

This is an in-person course with mandatory deliverables, as outlined in the "Important Dates to Note" section. While limited class time will be provided to work on these tasks, students will have the opportunity to complete them outside of class. The course includes opportunities to engage with industry professionals. Attendance is mandatory.

### Course Schedule

Week	Class Content	Deliverable
Week 1: Intro to 1995 January 7	Team Introductions Review of Brightspace Review Course Outline Academic Integrity	<b>No deliverable</b>
Monday January 12	Sprott Career Expo Nicol Building 10am-4pm	<b>Optional Event</b>
Week 2: January 14 Self-Awareness and Career Exploration	Self-Assessment Potential Career Paths Student Panel	<b>Self-Assessment Reflection</b> due Friday January 16 @ 4:00 pm
Week 3: January 21 Intro to Networking	Intro to Networking Professionalism How to write an elevator pitch	<b>Elevator Pitch</b> due Friday January 23 @ 4:00 pm
Week 4: January 28 LinkedIn	Creating a LinkedIn Profile	<b>LinkedIn profile</b> due Friday January 30 @ 4:00 pm

Week 5: February 4 Resume	Intro to Resume Writing	<b>Resume and Peer evaluation</b> due Friday February 6 @ 4:00 PM
Week 6: February 11	<b>NO CLASS</b>	
Week 7: February 18	<b>NO CLASS</b> <b>READING WEEK</b>	
Week 8: February 25 Intro to Interviews	Purpose and structure of interviews In class mock interview	<b>Interview Assignment</b> due Friday February 27 @ 4:00 PM
Week 9: March 4	Employer information/networking session	<b>No deliverable</b>
Week 10: March 11	Employer information/networking session	<b>No deliverable</b>
Week 11: March 18 Intro to Job Search	Navigate and find job postings Volunteering Leveraging your network	<b>Networking Assignment</b> due March 20th @ 4:00 PM
Week 12: March 25 Intro to Resume	Resume writing (make-up class)	Refer to makeup class policy, deadline TBD
Week 13: April 1 Intro to Interviews	Purpose and structure of interviews In class mock interview (make-up class)	Refer to makeup class policy, deadline TBD

**Contribution to Learning Goals of the Program** ([BCom](#), [BIB](#), [BAcc](#)):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
<b>CHECK (X) ONE PER ROW</b>				
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				✓
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and</i>			✓	

<i>effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				
<b>BC3 Critical Thinking</b> <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>		✓		
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>				✓
<b>BI5 Global Awareness (BIB ONLY)</b> <i>Graduates will be globally-minded.</i>	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 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 Spratt 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:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

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](http://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](http://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](http://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](mailto: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](http://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: [carleton.ca/sexual-violence-support](http://carleton.ca/sexual-violence-support)

### **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](http://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 [academicadvising@sprott.carleton.ca](mailto:academicadvising@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](http://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/>
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