



BUSI 3995B: Career Preparation II (OTH)

WINTER 2026

Instructor	Tara-Lee Raycraft and Olivia Tang
Email Address	employability.passport@carleton.ca
Class Times	Mondays from 13:05 – 15:25
Modality	In person
Office Hours	8:30 am – 4:00 pm
Office Location	3014 Nicol

Pre-Requisites & Preclusions:

Prerequisite(s): BUSI 1995

Course Description/Instructor's Statement

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

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.

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



Accountants. Advisors. Allies.



Course Learning Objectives:



1. **Self-Awareness and Career Exploration:** Students will apply evidence-based strategies to overcome imposter syndrome, set meaningful career goals, and maintain personal well-being throughout the career exploration process.
2. **Networking for Career Advancement:** Students will develop and apply effective networking techniques to build lasting professional relationships and communicate their skills confidently.
3. **Advanced Resume and Cover Letter Development:** Students will craft tailored, high-impact resumes and cover letters using strategic formatting, employer keywords, and professional feedback.
4. **Strategic Job Search:** Students will create and execute a personalized job search plan using advanced tools and industry insights to align with long-term career goals.
5. **Advanced Interview Skills:** Students will demonstrate confidence and clarity in various interview formats by using structured response techniques and asking thoughtful questions.
6. **Technology and Lifelong Learning:** Students will utilize emerging technologies and embrace continuous learning to stay competitive in their chosen industry.

Required/Optional Materials & Prices

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

Course Completion Requirements and Grading Scheme

1. Mock interview quiz
2. Technology reflection
3. Career readiness and self awareness reflection
4. Resume and cover letter meeting with career team
5. Informational interview and 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 3995 is required for graduation for the Bachelor of Commerce, Bachelor of Accounting, and Bachelor of International Business Program.

Important Dates to Note

Career Expo Networking Reflection	Due January 16 @ 4:00 pm
Mock interview quiz	Due January 23 @ 4:00 pm
Technology assignment	Due January 30 @ 4:00 pm
Career readiness and SMART goal reflection assignment	Due March 6 @ 4:00 PM
Resume and cover letter assignment and review meeting with career team	Due March 20 @ 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!

Attendance 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. 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.

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.*

If you miss the **Sprott Career Expo class**, you must notify the instructor **in advance** via email at employability.passport@carleton.ca. Documentation may be required. 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.

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: January 5 Intro to 3995 Professionalism & Networking	Team Introductions Review of Brightspace Review Course Outline Academic Integrity Professionalism & Networking	No Deliverable
Week 2: January 12 Networking	Career Conference Nicol Building	Career EXPO Networking Assignment Due Friday January 16 @ 4 PM
Week 3: January 19 Interview Prep	Preparing for Interviews Interview Question Types and How to Respond	Interview Quiz – Mock Interview Due Friday January 23 @ 4 PM
Week 4: January 26 Technology	Technology focused workshop with Guest Speaker	Technology Assignment due Friday January 30 @ 4:00 pm
Week 5: February 2 Job Search & Resume and Cover Letter Writing	Discuss skills developed in degree Advanced Job Search Strategies Job Search Tracker Advanced Resume & Cover Letter Writing Students can start booking mandatory review appointment with Career Team	Find job description for tailoring resume and cover letter to Resume and Cover Letter review meeting due Friday March 20 @ 4:00 pm
Week 6: February 9	Employer Information Session	No Deliverable
Week 7: February 16	NO CLASS Family Day/Reading Week	No Deliverable
Week 8: February 23	NO CLASS	No Deliverable
Week 9: March 2 Career Readiness	Overcoming Imposter Syndrome Maintaining Motivation SMART Goals Workplace Power Dynamics	Career Readiness and Self Reflection Questions due Fri March 6 @ 4:00 pm
Week 10: March 9	Employer Information Session	No Deliverable

Week 11: March 16 Grad Checks Graduate Programs	Information Session Guest Speaker(s)	Resume and Cover Letter Assignment & Review Meeting due Friday March 20 @ 4:00 pm
Week 12: March 23	TBD	
Week 13: March 30	No Class	
Week 14: April 6	No Class	

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
CHECK (X) ONE PER ROW				
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				✓
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>			✓	
BC3 Critical Thinking <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>		✓		
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				✓

BI5 Global Awareness (BIB ONLY) Graduates will be globally-minded.	N/A			
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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:

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).

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: 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

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 .

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/>
