EMPLOYABILITY PASSPORT I
BUSI 1995A
EARLY SUMMER 2023 TERM

Employability Passport Coordinator: Helena Bandayrel

Office Hours: Monday to Friday, 8:30am – 4:30pm (Virtual and in-person)

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 virtually and/or in-person 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.

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COURSE DESCRIPTION:

Welcome to BUSI 1995!

This is the first course in the four-year career development program, specifically designed for the Sprott School of Business undergraduate students. 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 have a total of eight badges (or skill areas) for the Bachelor of Commerce programs: **Career Management, Communications, Global Perspective, Leadership, Professionalism, Teamwork, Technology, Good Business**. Depending on the year, students are required to complete a combination of badges designed to build each person's employability skills through theoretical and practical learning.

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

Course Calendar Description:
- An introduction to the knowledge and tools required for a career in Business.
- Includes: Experiential Learning Activity

LEARNING OBJECTIVES:

Upon completion of this course, students will be able to:

1. Learn to craft a strong business resume.
2. Develop an elevator pitch which can be used in networking events.
3. Learn how to and practice networking at in-person and virtual events, and through professional social media channels such as LinkedIn.
4. Learn new technology skills that are used and/or relevant to the industry of their choice.
5. Understand the importance of community service and the value in giving back to the community.

PREREQUISITE(S):

- Restricted to students registered in first year B.Com.
- Participation in employability events and initiatives throughout the year.

LEARNING OUTCOMES AND SUBMISSION REQUIREMENTS:

For the first year of the Sprott Employability Passport (Business Career Preparation Requirement), students will engage and participate in activities and/or events by successfully completing and submitting all mandatory requirements below (in total 6 out of 7 badges must be completed):

1. **First Steps Meeting**
   - As the first step in this course, all students must book an **Employability Passport First Steps** appointment with the Employability Passport Coordinator or the Business Career Management Centre (BCMC) team.
   - On mySuccess click on **Sprott School of Business >> Career Services (BCMC) Appointments >> Book by Appointment Type >> Employability Passport First Steps**.


   - This will help students foster a plan on what activities will help them achieve their goals as they progress with the Employability Passport.

2. **Career Readiness Survey**
   - Students must complete the Career Readiness Survey, assessing their confidence level in each of the badges provided in the Employability Passport. As students progress in the Employability Passport courses, students should build their confidence level as they partake in activities required.

3. **Career Management**
   - Students **must** attend a mandatory Business Resume Workshop.
   - On mySuccess click on **Sprott School of Business >> Sprott Events Calendar. Students will be prompted to register for a Business Resume workshop for a specific day and time**.
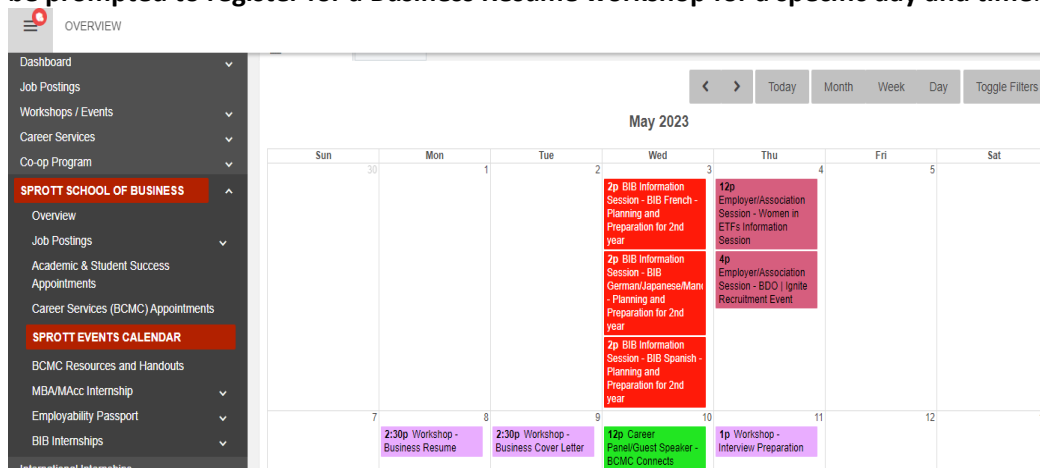
   - After attending the Business Resume workshop, students must write and submit a Business Resume following the format, guidelines, and tips taught in the workshop. Additional resources are also available on mySuccess in the Employability Passport Tracker, as well as **Sprott School of Business >> BCMC Resources and Handouts.**

4. **Professionalism**
   - **Option 1:** Attend an **Introduction to Networking Workshop OR Tea & Biscuits with the Dean.** On mySuccess, click on **Sprott School of Business >> Sprott Events Calendar**. You will be prompted to register for the workshop or event on a specific day and time. Students must then write a quality reflection expressing what they have learned.

   - **Option 2:** Complete 1 of 3 LinkedIn Learning Courses and write a quality reflection expressing what they have learned. Students can register for a Free Linkedin Learning Account.

5. **Communications**
   - Submit a written copy of an elevator pitch that can be used for a networking event. Resources are available in the Employability Passport Tracker on mySuccess, as well as **Sprott School of Business >> BCMC Resources and Handouts.**

6. **Good Business**
   - Give back to the community by volunteering for a cause you believe in. Find volunteer opportunities in your community, or on campus. Upload your proof of completion (i.e. email from supervisor, volunteer tracking sheet, etc).

   OR

7. **Technology**
   - **Option 1:** Create a free account with Amazon Web Services, IBM Enterprise Design Thinking or Linkedin Learning. Complete a course related to technology and write a quality reflection expressing what they have learned.

   - **Option 2:** Attend a Technology related workshop. BCMC conducts a workshop entitled **Digital Professionalism in the Workplace**. Additionally, student clubs may also provide workshops related to the Employability Passport courses. For a full list of events and detailed information, check the Sprott Events Calendar on mySuccess.
     Click on **Sprott School of Business >> Sprott Events Calendar.**

IMPORTANT DATES AND DEADLINES:

Date	Activity
May 10, 2023	Deadline for Registration for the 2023 Early Summer Term
June 8, 2023 – 11: 59 pm	**Deadline to have all work completed and submitted on the Employability Passport Tracker.** Note: This will give students time to correct and resubmit badges if they are declined.
June 16, 2023	Last day of Early Summer 2023 Term

IMPORTANT NOTE: Successful completion of BUSI 1995 is required for registration in BUSI 2101 and BUSI2995.

COURSE SCHEDULE:

Class times are scheduled every Monday from 14:30 – 17:30.

While there are no classes on the scheduled class time, it should be used to attend mandatory workshops, appointments, and events to fulfill the Learning Outcomes and Submission Requirements.

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

The Employability Passport Coordinator is available by appointment for questions. Click on **Sprott School of Business >> Career Services (BCMC) Appointments >> Book by Appointment Type**. You can then choose to book an **Employability Passport (General Program Enquiries) or an Employability Passport First Steps appointment.**

REQUIRED COURSE MATERIALS:

There are no textbooks required for this course. Access to a computer or laptop with internet will be required. Although webcam or camera is not mandatory, it is useful for engagement in virtual workshops, appointments, and events.

COURSE REQUIREMENTS AND METHODS OF EVALUATION:

Students may complete BUSI 1995 over two terms or one term. 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.

GRADING SHEME:

This is a non-credit course and will result in either a SAT (Satisfactory) or IP (In Progress) Grade.

All students who have not completed the course by the end of each term **MUST** register themselves for the following term in order to be able to continue working on completing their badges for the course. (e.g. A student who registered for BUSI 1995 in the Fall who did not complete by the end of the Fall term **MUST** register for the Winter Term in order to be able to continue working on the course requirements. If this student does not complete the course by the end of the Winter Term, they **MUST** register for and **SUCCESSFULLY** complete BUSI 1995 by the end of the summer term).

Badges completed in previous terms will carry over into the new term.

HOW TO SUCCESSFULLY COMPLETE THIS COURSE:

- **Read all of the badge instructions** (in this Course Outline and on your Employability Passport Tracker on mySuccess) and plan ahead. Do not wait until the last minute to submit badge requirements.
- Check the Sprott Events Calendar on mySuccess to register for workshops and events early as spaces are limited. If you register for a workshop and can no longer attend, please cancel your registration so another student can take your spot.
- **Before** the workshop, read the reflection questions required. **During** the workshop, take notes. **After** the workshop, answer the reflection questions right away when the information is fresh in your mind.
- Always **review your submissions** before uploading them on your tracker. Check for things like proper grammar, ensure you are uploading the right documents, and referring to tip sheets available on mySuccess. **If you do not, you risk having your badge declined and re-submitting your work to meet the proper requirements.**
- If you have any questions, please email the Employability Passport Coordinator at employability.passport@carleton.ca

CONTRIBUTION TO LEARNING GOALS OF THE PROGRAM (BCom, BIB):

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 that respect the experience, expertise and interest of all members.*		X		
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).

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, follower-ship 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.

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

Requests for Academic Accommodation
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: **https://carleton.ca/equity/**

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: **https://carleton.ca/equity/**

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. **https://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 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://carleton.ca/equity/focus/sexual-violence-prevention-survivor-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: **www.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, career advising, and overall student success support. Our team is available to discuss your academic goals, program progression plans, and your one-stop shop for employability related services. 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, bib@sprott.carleton.ca, or sprott.careers@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/**