



EMPLOYABILITY PASSPORT I BUSI 2995A 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 BUSI2995!

This is the second 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 intention is to add onto the skills you developed in Year 1 of the Employability Passport course.

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 intermediate course in 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 tailored cover letter and resume when presented with job opportunities.
2. Showcase professional brand by building a LinkedIn profile or learn how to write an effective approach email or message to a potential employer that students may be interested in working for or have not been formally introduced to.
3. Understand the importance of networking and how to do it professionally by attending in-person and/or online networking events to practice business etiquette skills.
4. Develop strong collaborative skills when working with peers, colleagues, faculty, and business professionals.
5. Understand the importance of community service and the value in giving back to the community.

PREREQUISITE(S):

- BUSI 1995.
- Participation in employability events and initiatives throughout the year.

LEARNING OUTCOMES AND SUBMISSION REQUIREMENTS:

For the second 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:

1. Career Management

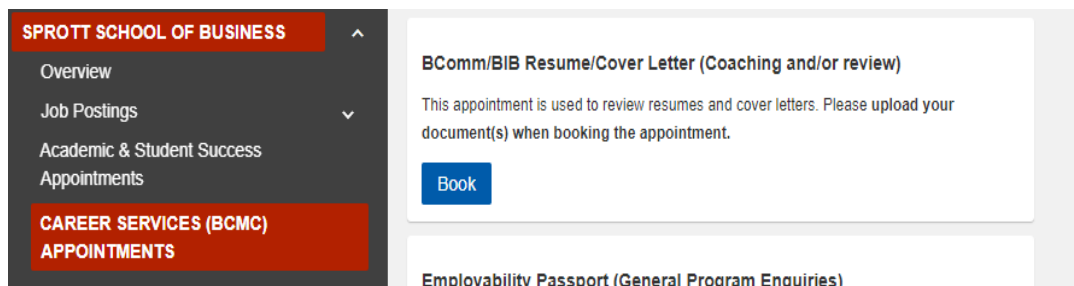
- Students **must** attend a mandatory Business Cover Letter workshop.
- On mySuccess click on **Sprott School of Business >> Sprott Events Calendar**. Students will be prompted to register for a Business Cover Letter Workshop for a specific day and time.

The screenshot shows the 'SPROTT SCHOOL OF BUSINESS' events calendar for May 2023. The calendar is viewed in 'Month' mode. Events are listed as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<p>2p BIB Information Session - BIB French - Planning and Preparation for 2nd year</p> <p>2p BIB Information Session - BIB German/Japanese/Mandarin - Planning and Preparation for 2nd year</p> <p>2p BIB Information Session - BIB Spanish - Planning and Preparation for 2nd year</p>	<p>12p Employer/Association Session - Women in ETFs Information Session</p> <p>4p Employer/Association Session - BDO Ignite Recruitment Event</p>		
	<p>2:30p Workshop - Business Resume</p>	<p>2:30p Workshop - Business Cover Letter</p>	<p>12p Career Panel/Guest Speaker - BCMC Connects</p>	<p>1p Workshop - Interview Preparation</p>		

- After attending the Business Cover Letter workshop, students **must** create a tailored cover letter to a specific job posting they are interested in, following the format, guidelines, and tips taught in the workshop. Students must also tailor their resume to the job posting, refining the document to match the cover letter. Additional resources are also available on mySuccess in the Employability Passport Tracker, as well as **Sprott School of Business >> BCMC Resources and Handouts**.
- Students **must** book a **mandatory** Resume and Cover Letter Review with the Business Career Management Centre (BCMC). On mySuccess click on **Sprott School of Business >> Career Services (BCMC) Appointments >> Book by Appointment Type >> BComm/BIB Resume/Cover Letter (Coaching and/or review)**.

The screenshot shows the 'Career Services (BCMC) Appointments' page. The sidebar on the left includes options like Dashboard, Job Postings, and Career Services (BCMC) Appointments. The main content area has the heading 'Career Services (BCMC) Appointments' and a prompt: 'Please select a booking option:'. Below this is a blue button labeled 'Book by Appointment Type'.



- Once both documents have been approved, students can submit their resume and cover letter on the Employability Passport Tracker. Read the instructions on the Tracker for full submission details.
- Note: **For students in COOP1000**, the Business Cover Letter workshop is **optional**. For completion, **students must upload their Module 3 assignment, as well as a screenshot of SAT or SAT-NI grade or email confirmation that you have successfully passed**. Full submission details are on the Employability Passport Tracker on mySuccess.

2. Professionalism

- Attend **two** professional events (i.e. BCMC Connects, any networking workshop, etc). There are a number of activities available on campus that can help students achieve this badge. On mySuccess, click on **Spratt School of Business >> Spratt Events Calendar** for a list of events, additional information, and register.
- If students are planning to attend an external event and/or a Carleton event that Spratt is not responsible for (i.e. Carleton Career Fairs, student club events, etc), the onus is on the student to provide confirmation of attendance (i.e. e-mail confirmation of attendance, take a photo of the event, etc - this can be embedded as an image in your submission). If students are unsure if an event qualifies for the badge, email employability.passport@carleton.ca.
- After attending, students must write a quality reflection expressing what they have learned.

3. Communications

- **Option 1:** Create a full LinkedIn Profile. A full LinkedIn profile should include the following: Introduction, About Me Section (can incorporate aspects of the elevator pitch here), Work Experience with a brief description (if applicable), Education, Volunteering with a brief description (if applicable), skills, and interests.
- **Option 2:** Write an Approach Email. Review the Approach Guideline on the Employability Passport Tracker as a resource.

4. Teamwork and/or Good Business

- **Option 1 – Teamwork:** Take part and reflect on **two** recent activities where you demonstrated teamwork. Students must write a quality reflection expressing what they have learned.
- **Option 2 – Good Business:** Give back to the community by volunteering for a cause you believe in. Take part in **two** volunteer activities in your community, or on campus. Upload your proof of completion (i.e. email from supervisor, volunteer tracking sheet, etc).

- **Option 3 – Teamwork and Good Business:** Do 1 activity from Teamwork (students must write a quality reflection) and 1 activity from Good Business (upload proof of completion).

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 the 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 2995 is required for registration in BUSI 3309 and BUSI3995.

COURSE SCHEDULE:

Class times are scheduled every Tuesday 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)** 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 2995 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 SCHEME:

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 2995 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 2995 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 Spratt 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 <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
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>				X
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				X
B15 Global Awareness (BIB ONLY) <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).

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:

<http://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 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: <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/>
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