

**EMPLOYABILITY PASSPORT I  
BUSI 1995A  
FALL 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](mailto: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 in-person and/or virtually 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.

## 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 nine badges (or skill areas) for the Bachelor of Commerce programs: **Career Management, Communications, Global Perspective, Leadership, Professionalism, Teamwork, Technology, Good Business, and Wellness**. Depending on the year, students are required to complete activities to build upon these learning objectives 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 OUTCOMES:

In BUSI 1995, students will be able to:

- Evaluate their career readiness and develop valuable self-awareness regarding their strengths and areas for improvement in crucial employability competencies
- Effectively network across various platforms such as LinkedIn, in-person, and online networking events, classrooms, wider Carleton community
- Develop positive and impactful personal brand, by establishing professional online presence to effectively market themselves
- Exemplify and apply strategies to optimize interactions with industry professionals
- Effectively and persuasively communicate in individual and group business settings to optimize interactions with industry professionals
- Explain the importance of mental health and strategies for building self-care in academia and the workplace in academia and the workplace

## PRE-REQUISITE(S):

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

## SUBMISSION REQUIREMENTS:

For the first course 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:

### FIRST STEPS

By completing the activities below, you will build skills in: Career Management, Professionalism, Communication, and Technology

- A) Video – Asynchronous. (Approx. 20 min)
  - Students will **watch a video presentation entitled First Steps**, which provides a high-level overview of the Employability Passport and highlighting activities that need to be completed in the course. Students must refer to these resources on Brightspace.
- B) Video and Quiz – Asynchronous. (Approx. 60 min)
  - **Students must watch the video entitled Digital Professionalism in the Workplace** on Brightspace. Once you have finished, you must **complete the subsequent quiz and receive a minimum grade of 80%** in order to successfully complete this activity.

**\*\*Meeting – Synchronous. Mode: In-person and/or virtual. (Optional)\*\***

- If a student requires additional support with the Employability Passport, you can book a First Steps appointment with the Employability Passport Coordinator. This can help foster a successful plan to complete all activities and answer any questions you may have about the Employability Passport Program.
- How to book:  
On mySuccess click on **Sprott School of Business >> Career Services (BCMC) Appointments >> Book by Appointment Type >> Employability Passport First Steps.**

The screenshot shows a web interface for booking appointments. On the left is a navigation menu with a dark background and white text. The menu items include 'Dashboard', 'Job Postings', 'Workshops / Events', 'Career Services', 'Co-op Program', 'SPROTT SCHOOL OF BUSINESS' (with a sub-menu: Overview, Job Postings, Academic & Student Success Appointments, CAREER SERVICES (BCMC) APPOINTMENTS, Sprott Events Calendar, BCMC Resources and Handouts, MBA/MAcc Internship, Employability Passport, BIB Internships), 'SPROTT SCHOOL OF BUSINESS' (with a sub-menu: Overview, Job Postings, Academic & Student Success Appointments, CAREER SERVICES (BCMC) APPOINTMENTS, Sprott Events Calendar, BCMC Resources and Handouts, MBA/MAcc Internship, Employability Passport, BIB Internships, International Internships), and 'International Internships'. The main content area is titled 'Career Services (BCMC) Appointments' and has a light gray background. It contains three booking options, each in a white box with a blue 'Book' button. The first option is 'Book by Appointment Type'. The second is 'Employability Passport (General Program Enquiries)' with the description: 'A discussion with Sprott's Employability Passport Consultant. (This appointment is not intended to complete badge requirements)'. The third is 'Employability Passport First Steps' with the description: 'First Steps appointment for Employability Passport.' There is also a section for 'document(s) when booking the appointment.' with a 'Book' button.

## CAREER READINESS SURVEY

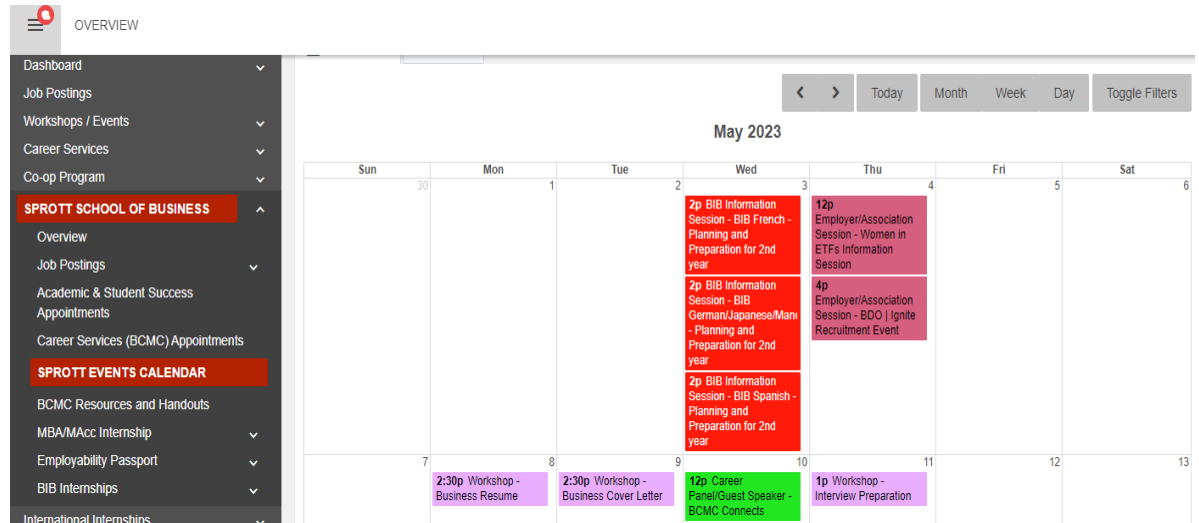
By completing this activity, you will build skills in Career Management.

- Survey – Asynchronous. (Approx. 20 min)
- Students must complete the Career Readiness Survey. This is an assessment of your current competency level in each of the skills provided in the Employability Passport. As you progress through the activities within the Employability Passport courses, your competency levels should increase over time.

## LINKEDIN AND APPROACH EMAIL

By completing the activities below, you will build skills in: Career Management, Professionalism, Technology, and Communication

- Workshop – Synchronous. Mode: Virtual (Approx. 60 min)
  - Attend LinkedIn workshop - learn how to optimize your profile and effectively network with peers and industry professionals.
  - How to register:  
On mySuccess, click on **Sprott School of Business >> Sprott Events Calendar**. Students will be prompted to register for a LinkedIn Workshop for a specific day and time.



B) Assignment – Asynchronous.

Submit **one** of the following:

1. LinkedIn URL – Your LinkedIn profile must include the following: Your name, photo, headline, about me section, work experience with a brief description (if applicable), education, volunteering with a brief description (if applicable), skills and interests. Incomplete profiles that do not meet the above criteria will be declined.

Follow and connect with the [Employability Passport Student profile](#) as your guide.

OR

2. Approach email – Prepare an approach/informational interview email that you would send to a prospective employer or industry professional. The purpose of this is to expand your network, learn, and conduct informational research on potential career interests. Submit as a .pdf or Word document.

[Review: How to write an approach email.](#)

## NETWORKING

By completing the activities below, you will build skills in: Professionalism, Communication, and Career Management

Students can choose complete **one** of the following options:

Option 1	Option 2
<p>A) Attend Introduction to Networking Workshop and Working Session with BCMC. Register on mySuccess</p> <p>B) Attend networking event. This can be internal (hosted by BCMC) or external (hosted by Carleton, the public)</p> <p>C) Answer reflection questions and record Elevator pitch on Brightspace. Must be an audio or video recording</p>	<p>A) Complete the Ultimate Guide to Professional Networking LinkedIn course</p> <p>B) Attend networking event. This can be internal (hosted by BCMC) or external (hosted by Carleton, the public)</p> <p>C) Answer reflection questions and record elevator pitch on Brightspace. Must be an audio or video recording</p>

### Option 1:

- A) Workshop and Working Session – Synchronous. Mode: In-person. (Approx. 60 min)
- Attend Introduction to Networking Workshop and Working Session. Students will have the opportunity to learn the basics of professional networking, and practice with your peers. Facilitated by the Business Career Management Centre (BCMC).
  - How to register:  
**On mySuccess, click on Spratt School of Business >> Spratt Events Calendar.** Students will be prompted to register for a Networking Workshop/Working Session for a specific day and time.
- B) Event – Synchronous. Mode: In-person and/or online. (Approx. 60 min)
- Attend networking event held by BCMC. Examples include: BCMC Connects, Coffee and Bagels with the Dean, Student Club events. **Register on mySuccess and click on Spratt School of Business >> Spratt Events Calendar.**

OR

- Attend external networking event. Examples include:

-Carleton events (Career Fairs, Information Sessions, Recruitment sessions, etc. Register on mySuccess and click on Workshops/Events >> Co-op & Career Events and Workshops Calendar).

OVERVIEW

Register for Workshops & Events

Select a calendar to view the available Workshops and Events!

**Co-op & Career Events and Workshops Calendar**

Find upcoming events and register for them on the Co-op & Career Events and Workshops page.

**Events include:**

- Employer Recruiting
- Career Fairs
- Graduation and Career Workshops
- Seminars, Presentations, and Panels
- Table Kiosks
- and Career Pop Up Events

Find out more about Career Services, online job offers, and our tip sheets [here](#).

**Centre for Student Academic Support Calendar**

Find workshops and academic support events in the CSAS Calendar.

**The CSAS Calendar includes:**

- Learning and Writing Support workshops (in-person and via Microsoft Teams)
- Academic Writing for English Language Learners Sessions

**No registration required for the Online Learning and Writing Support workshops (available on Brightspace).**

You can self-enrol in those workshops via the [Online Resources page](#).

Visit our [website](#) to find out more about our services.

-Outside networking events including but not limited to: Networking Meetups, Company events/information sessions/recruitment sessions, company meet-and-greets, etc. Use the following resources below to find events:

- [Eventbrite.ca](https://www.eventbrite.ca)
- [Meetup.com](https://www.meetup.com)
- [CUSA Club Events](https://www.cusaclub.com)
- LinkedIn
- Google events in your area!

Note: If you are unsure if an event counts for this activity, email [employability.passport@carleton.ca](mailto:employability.passport@carleton.ca) to inquire.

**If you attend an external event, the onus is on the student to provide proof of attendance.** In your submission, submit screenshot of registration, picture you took at the event, etc. to showcase your participation. Assignment example is included in Brightspace.

C) Assignment – Asynchronous.

Answer reflection questions and Record your Elevator Pitch. Submissions must either be an audio or video recording. Resources and instructions are available on Brightspace.

## Option 2:

A) LinkedIn Learning – Asynchronous. (Approx. 60 min)

- Complete the [Ultimate Guide to Professional Networking LinkedIn](#) course.
- For this option, students must obtain a library card through the Ottawa Public Library (or your local library) to access this course for free.
- Students **must** submit a copy of their LinkedIn Learning certificate, which should include the date and time you completed the course.

B) Event – Synchronous. Mode: In-person and/or online. (Approx. 60 min)

- Attend networking event held by BCMC. Examples include: BCMC Connects, Coffee and Bagels with the Dean, Student Club events. **Register on mySuccess and click on Sprott School of Business >> Sprott Events Calendar.**

OR

- Attend external networking event. Examples include:

-Carleton events (Career Fairs, Information Sessions, Recruitment sessions, etc. Register on mySuccess and click on Workshops/Events >> Co-op & Career Events and Workshops Calendar).

-Outside networking events including but not limited to: Networking Meetups, Company events/information sessions/recruitment sessions, company meet-and-greets, etc. Use the following resources below to find events:

- [Eventbrite.ca](https://www.eventbrite.ca)
- [Meetup.com](https://www.meetup.com)
- [CUSA Club Events](https://www.cusaclub.com)
- LinkedIn
- Google events in your area!

Note: If you are unsure if an event counts for this activity, email [employability.passport@carleton.ca](mailto:employability.passport@carleton.ca) to inquire.

**If you attend an external event, the onus is on the student to provide proof of attendance.** In your submission, submit screenshot of registration, picture you took at the event, etc. to showcase your participation.

C) Assignment – Synchronous. Reflection Questions

Answer the reflection questions and record elevator pitch. Full assignment details available on Brightspace.

**[Resource: Elevator Pitch Guide](#)**

HERE FOR YOU

By completing this course, you will build skills in Wellness.

- Register for the **[“Here for You”](#)** course on Brightspace.
- Review all steps in the course and complete the assessment.
- Submit a screenshot of assessment with a final grade of 80% or higher. Students must ensure the screenshot includes their name, course title, and Final Assessment submission grade.

**\*\*Note: Additional Resources, including submission examples are included on Brightspace.\*\***



## IMPORTANT DATES AND DEADLINES:

Date	Activity
September 12, 2023	Deadline for Registration for the Fall 2023
November 10, 2023	Last day to withdraw from fall term with a full fee adjustment
November 15, 2023	Last day for academic withdrawal for fall courses. <b>If you find that you cannot complete this course by the deadline below, it is recommended that you drop this course and take it again in the subsequent term.</b>
November 27, 2023 @ 9:00 am	<b>Deadline to have all work completed and submitted on the Employability Passport Tracker.</b> Note: This will give students the time to correct and resubmit badges if they are declined.
December 8, 2023	Last day of Fall 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 13:00 – 14:30.

**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. Use of webcam or camera is strongly encouraged as it is useful for engagement in virtual workshops, appointments, and events.

## COURSE REQUIREMENTS AND METHODS OF EVALUATION:

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:

Students who successfully complete the course at the end of the term will receive a SAT (Satisfactory) 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. You will receive an IP (in-progress) grade at the end of the term.

**All badges will need to be re-submitted when you re-register.**

## HOW TO SUCCESSFULLY COMPLETE THIS COURSE:

- **Read all instructions** (in this Course Outline and on your Employability Passport Tracker on Brightspace) 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.
- **Review all videos, resources, handouts etc. prior to attending workshops, working sessions, and submitting assignments.** Assignment examples are provided to you on Brightspace.
- 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 resources available on Brightspace and 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](mailto:employability.passport@carleton.ca)

CONTRIBUTION TO LEARNING GOALS OF THE PROGRAM

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>		X		
<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>		X		
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>				X
<b>B15 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).

### **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](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. <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](http://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.

**AI tools are not allowed to assist in any type of preparation or creation of the assignments in this course. Using AI tools in any way is a violation of academic integrity standards. Since this course focuses on building your original ideas and critical thinking, using AI tools would compromise the learning purpose, therefore is prohibited. Contact your instructors for more information before you use any AI tools.**

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**

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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](mailto:bcom@sprott.carleton.ca), [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca), or [sprott.careers@carleton.ca](mailto: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](http://carleton.ca/csas)

## **Important Information:**

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- 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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