



Carleton
University

Sprott
School of Business

Carleton University, Sprott School of Business

EMPLOYABILITY PASSPORT II

BUSI 2995 A

FALL 2022 TERM

Employability Passport Coordinator: Jessica Thong

Virtual Office Hours: Monday – Friday (8:30am – 4:30pm)

Email: Employabilitypassport@cunet.carleton.ca

Modality: Online

Course Calendar description:

An intermediate course in the knowledge and tools required for a career in Business.

Includes: Experiential Learning Activity

Prerequisite(s): BUSI 1995.

Participation in employability events and initiatives throughout the year.

Course Description:

For second year of the Sprott Employability Passport (Business Career Preparation Requirement) students will engage and participate in four badges by successfully completing and submitting all requirements below to complete BUSI 2995:

1. **Career Management:** Attend the mandatory Cover Letter Workshop and create a tailored cover letter for a job you would be interested in. Further add to and complete your resume. Set up an appointment to have your finished resume and cover letter reviewed by BCMC.

2. **Communications:** Complete a LinkedIn profile or write an approach email or message to a potential employer.

3. **Professionalism:** Attend TWO professional events and submit a reflection for each event.

4. For this section you can complete a Teamwork activity or a Good Business activity or combine both

Option 1 - Teamwork*: Take part in TWO activities in school clubs, sports, orientation, etc. Submit a reflection for each activity

Option 2 - Good Business*: Take part in TWO volunteer activities and submit proof of participation.

Option 3 - Do 1 activity from Good Business and 1 activity from Teamwork

Learning Objectives:

This course will focus on using experiential learning to develop career ready skills. You will participate in various activities outside the classroom to help you build on the skills you developed in year 1 of the passport. The goal is to also help with the following:

1. Career Management: Learn to craft a tailored resume and cover letter when presented with job opportunities.
2. Communications: Showcase your professional brand by building a LinkedIn profile or learn how to write an effective approach email or message to a potential employer that you may not have been formally introduced to but are interested in working for.
3. Professionalism: Understand the importance of networking and how to do it professionally by attending networking events to practice business etiquette skills
4. Teamwork: Develop strong collaborative skills when working with peers, colleagues, faculty, and business professionals
5. Good Business: Understand the importance of community service and the value in giving back to the community.

Reading(s)/Textbook(s)/Required Materials (incl. technical requirements, i.e., webcam):

There are no textbooks required for this course. Access to a computer or laptop with internet will be required for the course. A webcam or camera is not mandatory but useful for meetings or presentations.

Course Requirements & Methods of Evaluation (including due dates):

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 your progress and always keep a **copy** of all your submitted assignments.

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 2995 in the Fall 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).

IMPORTANT NOTE: Successful completion of BUSI 2995 is required for registration in BUSI 3309.

DEADLINES: The deadline for Registration for the 2022 Fall Term is Tuesday, September 13th, 2022.

Although the 2022 Fall Term officially ends on Friday, December 9th, 2022, the deadline to have all of your work completed and submitted for the Fall Term is end of the day (11:59 pm) on **Friday,**

November 25th, 2022. This will give you time to correct and resubmit your badges if they are declined.

Course Schedule:

Class times are scheduled every Monday from 15h05 – 15h55. However, there is no class and the hours will be used to attend workshops or appointments. The Employability Passport Coordinator is available by appointment for Questions (via General Enquiries Appointments).

A schedule of workshops and events will be shared early in the term.

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
BI5 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).

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, 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.

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

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 bcom@sprott.carleton.ca or at bib@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/>

Covid-19 Information:

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's [symptom reporting protocols](#).

Masks: Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.