EMPLOYABILITY PASSPORT II
BUSI 2995A
Early Summer 2024 TERM

Carleton University | Sprott School of Business

Instructor: Helena Bandayrel/Philomina Abakah

Office Hours: Monday to Friday, 8:30 am – 4:30 pm (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 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 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 nine 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.

The Employability Passport is a set of non-credit courses. These courses do not accrue a fee and can be taken independently or subsequently with other courses.

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
- Participation in employability events and initiatives throughout the year.

LEARNING OUTCOMES

In BUSI2995, students will be able to:

- Apply effective resume and cover letter writing skills, including key components like highlighting relevant qualifications, skills, experiences, interest, formatting guidelines and best practices to successfully market self in job applications
- Effectively communicate and establish meaningful interactions and connections in the business world
- Identify networking strengths and areas of improvement; develop plan to leverage strengths and address areas of growth
- Develop positive and impactful personal brand, by establishing professional online presence to effectively market themselves
- Execute teamwork and leadership abilities in group business settings

- Examine and demonstrate approaches to social responsibility and ethical practices in the business world both locally and the world at large

PRE-REQUISITES

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

IMPORTANT DATES AND DEADLINES:

Date	Activity
May 10, 2024	Registration deadline for the Early Summer 2024 term
May 17, 2024	Last day to withdraw from the Early Summer term with a full fee adjustment
June 5, 2024	Last day for resume appointment
June 7, 2024 @ 4:00 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 18, 2024	Last day of Early Summer 2024 Term

IMPORTANT NOTE: Successful completion of BUSI 2995 is required for registration in BUSI 3309 and BUSI3995.

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 to continue working on completing their assignments for the course. You will receive an **IP (in-progress)** grade at the end of the term.

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

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.

SUBMISSION REQUIREMENTS

Important note: BUSI 2995 operates on two separate platforms: mySuccess for assignment submissions and Brightspace for additional resources such as videos, how-to guides, assignment examples, etc.

Complete all mandatory requirements below:

1. CAREER MANAGEMENT

   A) Watch Mandatory Cover Letter Videos – Asynchronous. (Approx. 60 min)

*Important note: After watching these mandatory videos, students have the **option** to attend a Resume/Cover Letter Drop-in Session held on Zoom. If attending, students must come with a draft of their documents to receive feedback and ask questions to the Career Team.

To attend these optional sessions, refer to the Sprott Events Calendar. Dates and times are listed below:

- May 8th, 12-1 pm
- May 14th, 12-1 pm
- May 23rd, 12-1 pm
- May 31st, 12-1 pm

   B) Book Resume/Cover Letter Review with Career Team – Synchronous. Mode: Online
      - Video instruction on how to book appointment is available on Brightspace.
      - **Last day to book resume/cover letter appointment is June 5**
   C) Assignment: Submit approved resume and cover letter, along with approval email from Career Team – Asynchronous.

Assignment Instructions for CO-OP 1000 students:

   - Students must upload their **Module 3 assignment (Resume/Cover Letter), as well as a screenshot of their SAT or SAT-NI grade or email confirmation that you have successfully passed.** If you did not pass the assignment, you must fulfill this badge as a non co-op student. Full submission details are on the Employability Passport Tracker on mySuccess.

2. PROFESSIONALISM

Students can choose to complete **one** of the following options – Option 1 or Option 2:

**Important note: The reflection questions for Option 1 and Option 2 are different. Make sure you are answering the questions according to the option you choose.

Option 1	Option 2
A) Attend Networking Event/Workshop.	A) Attend Information session.

• Attend networking event. This can be internal (hosted by Sprott Career Team) or external (hosted by Carleton and the public) B) Answer reflection questions	• Attend information session. This can be internal (hosted by Sprott Career Team) or external (hosted by Carleton and the public) B) Answer reflection questions

Full assignment instructions available on Employability Passport Tracker on mySuccess. Video instruction on how to register for events/workshops is available on Brightspace.

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

If you attend an external event, the onus is on the student to provide proof of attendance. Refer to assignment instructions for full details.

3. COMMUNICATIONS

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

1. LinkedIn URL – Sample: **Employability Passport Student LinkedIn profile**
   OR
2. Approach email – **Review: How to write an approach email.**

4. TEAMWORK

Reflection Assignment

- Reflect on a time where you demonstrated teamwork ability/skills. Must be within the last 6 months. Use the STAR (Situation, Task, Action, Result) format to write your reflection.

5. GOOD BUSINESS

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

Option 1

- Volunteer – Synchronous.

Option 2

- Research and Reflection – Asynchronous.
- **Task:** Select a company that you are interested in learning more about/work for in the future. Conduct research on their social responsibility practices and answer the reflection questions provided on the Employability Passport Tracker on mySuccess.

COURSE SCHEDULE:

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

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
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			

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.

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
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/**