

**EMPLOYABILITY PASSPORT II
BUSI 2995A
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

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.

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 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.

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:

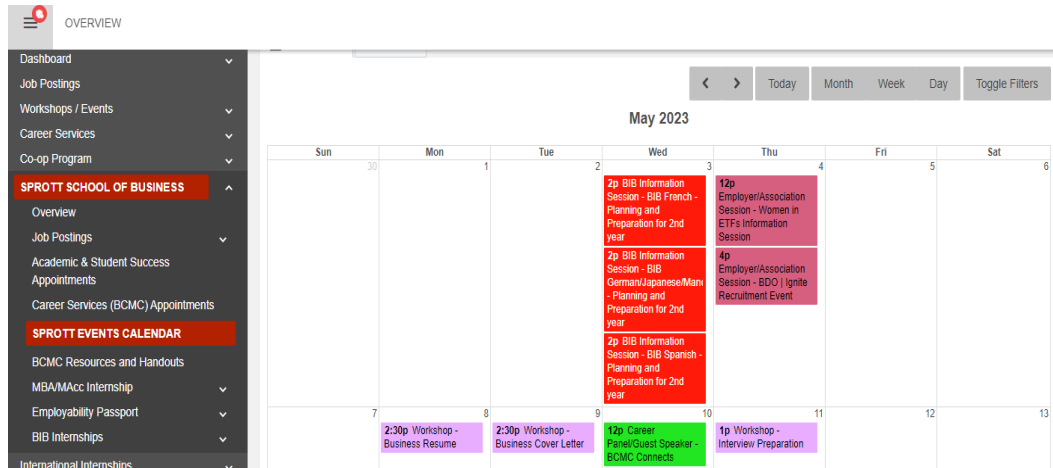
CAREER MANAGEMENT

A) Video – Asynchronous. (Approx. 60 min)

- **Watch the Business Cover Letter videos provided on Brightspace.** This will provide a high-level overview, with guidelines and best practices on how to write an effective cover letter. **Watching these videos are mandatory and used as preparatory material for Part B.**

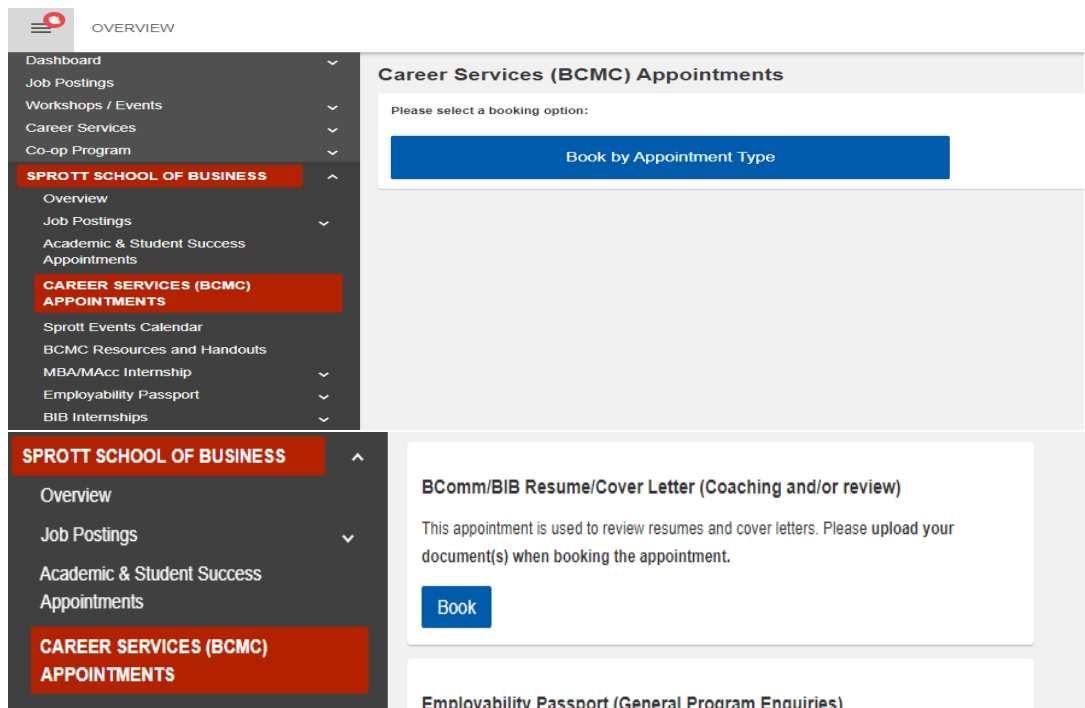
B) Working Session – Synchronous. Mode: In-person (Approx. 60 min)

- **Attend Resume/Cover Letter Working Session** where students will have in-class time to work on their documents. Have a draft/template of your documents ready. By the end of the session, you should have an initial draft of your cover letter and resume completed.
- How to register:
On mySuccess, click on **Sprott School of Business >> Sprott Events Calendar**. Students will be prompted to register for a Resume/Cover Letter Working Session for a specific day and time.



C) Review – Synchronous. Mode: In-person and/or online (Approx. 30 min)

- **Students must book a Resume/Cover Letter Review** with the Business Career Management Centre (BCMC) on mySuccess. This personalized one-on-one session will provide students the opportunity to have their documents reviewed and approved by a career professional.
- How to book an appointment:
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)**.



- When booking the appointment, you must upload a copy of both your resume and cover letter into the appointment scheduler. This will give BCMC time to review your documents prior to your meeting. **This is mandatory.**

D) Assignment – Asynchronous.

- **Once both documents have been approved, the BCMC team member will send the student an e-mail confirmation.** Students must upload a screenshot of this email, along with their resume and cover letter into one document. Full instructions are available on Brightspace.

****Students cannot submit documents until all components have been completed.****

For CO-OP 1000 students:

- **Part B (Attending the working session) and Part C (Resume/Cover Letter Review) are optional.**
- 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 accordingly. Full submission details are on the Employability Passport Tracker on mySuccess.

PROFESSIONALISM

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

Option 1	Option 2
A) Attend Networking Event/Workshop. <ul style="list-style-type: none"> • Can be internal (hosted by BCMC) or external (hosted by Carleton, the public) B) Answer reflection questions	A) Attend Information session. <ul style="list-style-type: none"> • Can be internal (hosted by BCMC) or external (hosted by Carleton, the public) B) Answer reflection questions


Option 1

- A) Event – Synchronous. Mode: In-person and/or online. (Approx. 60 min)
- Students must attend a networking event or workshop. Choose from the following:
 1. Advanced Networking Workshop hosted by BCMC and other networking events held by BCMC. Register on mySuccess and **click Sprott School of Business >> Sprott Events Calendar.**
 2. Attend External Networking Event. Examples include:
 - i) 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.

Dashboard

Job Postings

WORKSHOPS / EVENTS

REGISTER FOR WORKSHOPS & EVENTS

Co-op & Career Events/Workshops

CSAS Events

Career Services

Co-op Program

Sprott School of Business

International Internships

Accessible Career Transitions

ii) 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.cusaclubevents.com)
- LinkedIn
- Google events in your area!

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

B) Assignment – Asynchronous.

- Answer reflection questions provided on the Employability Passport Tracker. Reflections must be of quality, answering questions in depth. One sentence responses will be declined.

Important: If students are planning to attend an external event, the onus is on the student to provide proof of attendance. Examples include screenshot of registration/attendance, taking a picture at the event, getting an email confirmation from the event organizers, etc. Embed this as a screenshot in your submission. Assignment example is included in Brightspace.

Option 2

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

- Students must attend an Information Session regarding an industry, field, or career you are interested in learning more about. Students can choose from the following:
 1. BCMC Connects and other information sessions hosted by BCMC. Register on mySuccess and click **Sprott School of Business >> Sprott Events Calendar**.
 2. Attend external information sessions. Examples include:
 - i) Carleton Events (Career Fairs, Information Sessions, Recruitment Sessions, etc). Register on mySuccess and click on Workshop/Events >> Co-Op & Career Events and Workshops Calendar.
 - ii) Other information sessions provided outside of Carleton University. 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 to inquire.

B) Assignment – Asynchronous.

- Answer reflection questions provided in the Employability Passport Tracker. Reflections must be of quality, answering questions in depth. One sentence responses will be declined.

Important: If students are planning to attend an external event, the onus is on the student to provide proof of attendance. Examples include screenshot of registration/attendance, taking a picture at the event, getting an email confirmation from the event organizers, etc. Embed this as a screenshot in your submission. Assignment example is included in Brightspace.

****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.**

COMMUNICATIONS

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

Option 1

- Submit your LinkedIn url for review. Resources are provided on mySuccess and Brightspace. Your LinkedIn profile must include the following (incomplete profiles that do not meet the below criteria will be declined):
 - i) Your name
 - ii) Photo

- iii) Headline
- iv) About Me Section
- v) Work Experience with a Brief Description (if applicable – use accomplishment based statements)
- vi) Volunteer Experience with a Brief Description (if applicable – use accomplishment based statements)
- vii) Skills and interests
- Follow and connect with the [Employability Passport Student profile](#) as your guide.
- Optional: You can choose to attend the LinkedIn workshop hosted by BCMC. Register on mySuccess and click Spratt School of Business >> Spratt Events Calendar.

Option 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](#)

TEAMWORK

- Take part and reflect on a recent activity where you demonstrated teamwork. This must be within the last six months.
- Students must write a reflection using the STAR (Situation, Task, Action, Result) method when writing their reflection. Reflections must be of quality, answering questions in depth. One sentence responses will be declined.
- Full details available on the Employability Passport Tracker on mySuccess.

GOOD BUSINESS

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

Option 1

- Volunteer – Synchronous.
- Give back to the community by volunteering for a cause you believe in. Upload your proof of completion (i.e. email from supervisor, volunteer tracking sheet, etc). Must be within the last six months. Full details available on the Employability Passport Tracker on mySuccess.

Option 2

- Research and Reflection – Asynchronous.
- **Corporate social responsibility (CSR)** is a concept that refers to a company's responsibility to operate in a socially responsible and sustainable manner, while also considering the impact of its

actions on various stakeholders including: employees, customers, the community, and the environment. CSR involves voluntarily taking into account the social and environmental impacts of a company's operations, and going beyond compliance with legal and regulatory requirements. For more information about Corporate social responsibility, check out this [article](#) published by the Harvard Business School.

- **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. Reflections must be of quality, answering questions in depth. One sentence responses will be declined.

****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 late fall term with a full fee adjustment
November 15, 2023	Last day for academic withdrawal for fall courses
November 27, 2023 @ 9:00 am	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.
December 8, 2023	Last day of Fall 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 10:00 – 11:30.

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.

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

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

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 <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:

<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/>
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