EMPLOYABILITY PASSPORT BIB IIb
BUSI 2997B
WINTER 2024 TERM

Carleton University | Sprott School of Business

Instructor: Helena Bandayrel

Office Hours: Monday to Friday, 9:30am – 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.

AACSB ACCREDITED

COURSE DESCRIPTION:

Welcome to BUSI 2997!

The Employability Passport Program is 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 International Business programs: **Career Management, Communications, Global Perspective, Leadership, Professionalism, Teamwork, Technology, Good Business, Wellness**. 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
- Participation in employability events and initiatives throughout the year.

LEARNING OUTCOMES

In BUSI 2997, students will:

- Enhance communication and presentation skills to effectively articulate experiences and ask informative questions during interviews
- Utilize informational interviews to gather information, make informed decisions about career paths/opportunities, while continuing to expand professional networks
- Reflect upon teamwork and leadership abilities, drawing from various experiences such as course group work, work/volunteer experiences, extracurricular activities, and entrepreneurship ventures
- Recognize the importance of cultural competency and building strong relationships with individuals from diverse backgrounds
- Build cultural competency while interacting with individuals from diverse backgrounds
- Recognize how diverse perspectives and experiences are important in the business world
- Recognize cross-cultural values influencing business practices and their impact on conducting business
- Examine approaches to social responsibility and ethical practices in the larger global context

PRE-REQUISITIES:

- BUSI 1996, BUSI 1997
- Participation in employability events and initiatives throughout the term.

IMPORTANT DATES AND DEADLINES:

Date	Activity
January 19, 2024	Registration deadline for the Winter 2024 term
March 8, 2024	Last day to withdraw from winter term with a full fee adjustment
March 15, 2024	Last day for academic withdrawal for winter courses. **If you find that you cannot complete this course by this deadline, it is recommended that you drop this course and take it again in the subsequent term.**
March 27, 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.
April 10, 2024	Last day of Winter 2024 Term

IMPORTANT NOTE: Successful completion of BUSI 2996 and BUSI 2997 is required for the year-abroad component of the Bachelor of International Business program.

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 if you re-register in this course.

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

Complete all mandatory requirements below:

1. INFORMATIONAL INTERVIEW

- Students must set up an informational interview with an industry professional. Connect to better understand a certain occupation/career path, familiarize yourself with industry trends and grow your professional contacts.
- Answer reflection questions.

2. TEAMWORK/LEADERSHIP

Reflection Assignment

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

3. GLOBAL PERSPECTIVE ASSIGNMENT

A) Attend Event – Synchronous. Mode: In-person and/or online. Choose from **one** of the following:

- Cross cultural awareness helps us to communicate with others effectively and build strong relations with one another. **Attend or observe a cultural event/seminar that you consider to be outside of your own.**

    OR

- Engaging with equity-deserving groups and communities is essential to building empowered communities in the business world and our society as a whole. Equity-deserving groups include those who have been historically excluded from decision making, as well as those continuing to face barriers to civic participation.
- **Attend or observe an event/seminar that celebrates or discuss issues pertinent to these communities.** More information and resources are available on Brightspace.

B) Assignment: Answer Reflection Questions – Asynchronous.

4. 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:

Class times are scheduled every Wednesday 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.

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.

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				X

Graduates will be effective and persuasive in their communications.			
BI5 Global Awareness (BIB ONLY) *Graduates will be globally-minded.*			**X**

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/**