EMPLOYABILITY PASSPORT III
BUSI 3995A
FALL 2023 TERM

Carleton University | Sprott School of Business

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 BUSI3995!

This is the third 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 Years 1 and 2 of the Employability Passport course.

The Employability Passport have a total of nine badges (or skill areas) for the Bachelor Commerce 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 advanced course in the knowledge and tools required for a career in Business.
- Includes: Experiential Learning Activity

LEARNING OUTCOMES

- Implement effective strategies to employ when job searching including using job boards, company websites, and LinkedIn; learn how to create personalized job search plan based on career goals
- Apply techniques for answering interview questions and gain confidence in handling different interview formats
- Enhance communication and presentation skills to effectively articulate experiences and ask informative questions during interviews
- Interpret cross-cultural values influencing business practices and their impact on conducting business
- Use new technology tools/concepts aligned with career-related goals; recognize the importance of continuous learning to further develop skills and stay up-to-date with industry trends
- Develop skills to enhance leadership, drawing from various experiences; complete leadership related courses

PRE-REQUISITES

- BUSI 2995.
- Participation in employability events and initiatives throughout the year.

SUBMISSION REQUIREMENTS

For the third 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) Workshop – Synchronous. Mode: In-person and/or online. Students can choose to attend **one** of the following workshops:

Option 1 (Approx. 60 min)
- Attend the **Job Search workshop** hosted by BCMC. This will provide a high-level overview of effective job search strategies students can implement when seeking internships, co-op, summer employment, full-time/part-time employment, etc.
- How to register:
  On mySuccess, click on **Sprott School of Business >> Sprott Events Calendar.** Students will be prompted to register for a **Job Search Workshop** for a Specific day and time.

<u>Option 2 (Approx. 60 min)</u>

- For international students/newcomers, you can choose to attend one of the **Navigating the Canadian Workplace workshops offered by Career Services.**
- How to register:
  On mySuccess click on **Workshops/Events >> Co-op & Career Events and Workshops Calendar.**
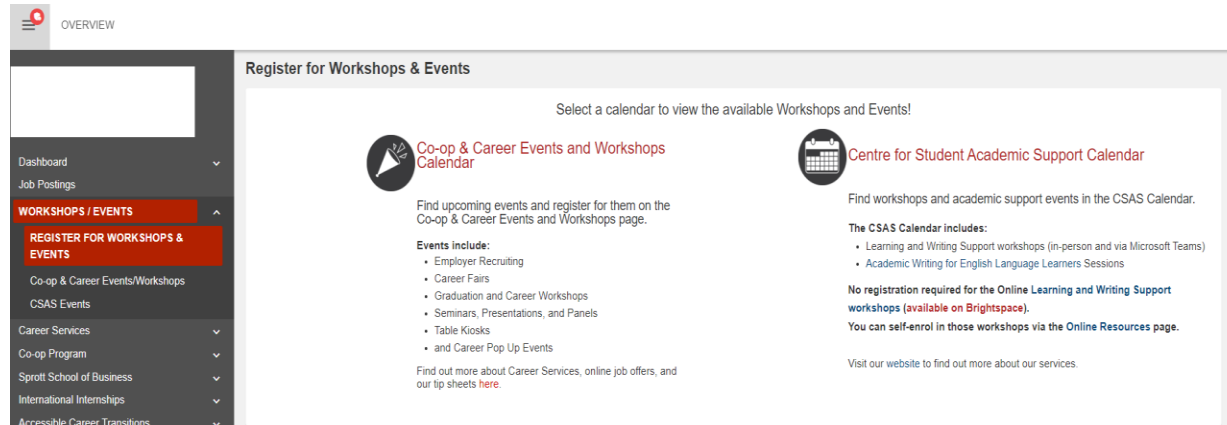
B) Assignment – Asynchronous.

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

FOR CO-OP students:

- Attending the Job Search Strategies/Navigating the Canadian Workplace workshop is optional. **Students must upload screenshot of their co-op sequence indicating your co-op work term position and answer reflection questions.** Full submission details available in the Employability Passport Tracker on mySuccess.

COMMUNICATION

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

- Watch the **Interview Preparation videos** provided on Brightspace. This will provide a high-level overview, with guidelines and best practices on how to ace your next interview. **Watching these videos are mandatory and used as preparatory material for Part B.**

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

- Attend **Interview Preparation Working Session** where students will have in-class time to practice their interview skills.
- How to register:
  On mySuccess, click on **Sprott School of Business >> Sprott Events Calendar.** Students will be prompted to register for an Interview Preparation Working Session for a specific day and time.

C) Kira Talent Mock Interview – Asynchronous. (Approx. 60 min)

- **Students must complete a mock interview on Kira Talent**. Everyone will receive an invitation from the BCMC team to create a Kira Talent account where the interview will be housed.
- Once your interview has been graded by BCMC, you will receive an email confirmation from sprott.careers@carleton.ca informing you of your grade. **If you successfully pass the interview, you can upload your confirmation email from the Sprott Careers email address.**
- **Ensure you are submitting the correct screenshot**. I am **not** looking for the confirmation from Kira Talent informing that you have completed your interview; I am looking for the email confirmation from Sprott Careers informing you have passed your interview. Example of the incorrect image is available on your Employability Passport Tracker on mySuccess. Example of the correct image is available under the Additional Resources tab on Brightspace.

Students who do not pass the interview will be given specific instructions on what to do next by the BCMC team via email.

FOR CO-OP students:

- **Part B (Attending the working session) is optional.** All other components must be completed.
- Students must upload a screenshot of their co-op sequence, **indicating your co-op work term position.** Full submission details are on the Employability Passport Tracker on mySuccess.

LEADERSHIP

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

Option 1

- Take part and reflect on a recent activity where you demonstrated leadership. 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.

Option 2

- Complete 1 of 3 LinkedIn Learning courses on leadership. For this option, students must obtain a library card through the Ottawa Public Library (or your local library) to access courses for free.
- Students **must** submit a copy of their Linkedin Learning certificate, which should include the date and time you completed the course.
- Students must answer reflection questions based on the course they took. Reflections must be of quality, answering questions in depth. One sentence responses will be declined.

**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.

GLOBAL PERSPECTIVE

- Conduct research on the business practices and culture of a specific country/region that is different from your own. Answer the reflection questions provided in the Employability Passport Tracker. ***Tip: Cite your sources!**
- Reflections must be of quality, answering questions in depth. One sentence responses will be declined.

TECHNOLOGY

A) Complete online course or attend technology related workshop. Choose from one of the following:

Option 1

- Online Course – Asynchronous.
  Complete [Amazon Web Service](#), [IBM Enterprise Design Thinking](#), [Trailhead](#), or [Linkedin Learning](#) course related to technology.
  *Note: Student must obtain a library card through the Ottawa Public Library (or your local library) to access LinkedIn Learning for free.
  Once completed, students must submit proof of completion (screenshot of certificate/badge including date/time of completion) and answer reflection questions.

Option 2

- Workshop – Synchronous. Mode: In-person and/or online (Approx. 60 min)
  Attend Technology Related Workshop. For a full list of events and detailed information, check the Sprott Events Calendar on mySuccess. Click on Sprott School of Business >> Sprott Events Calendar.

  Students must provide proof of attendance if attending an external event (i.e. picture of registration, taking picture at the event, etc).

B) Assignment – Asynchronous. Reflection Questions
  Answer the reflection questions provided on Brightspace.

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 3995 is required for registration in any course that requires fourth year standing.

COURSE SCHEDULE:

Class times are scheduled every Thursday 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.

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 Sprott 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 *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.*				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/**