

**EMPLOYABILITY PASSPORT IV  
BUSI 4995A  
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](mailto: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 BUSI 4995!

This is the final course in the four-year career development program, specifically designed for the Sprott School of Business undergraduate students.

In this final Employability Passport (EP) course, you will identify, reflect on and articulate the skills you have built in the EP courses. As the EP complements the academic knowledge and skills you have gained throughout your undergraduate program, you will have the opportunity to bring together and highlight your skills, as they relate to your career development, to an external audience. This course will also draw on your skill-set built in participating in all eight badges and challenge you to reflect on and merge these skills in a direction best suited for your professional goals, post-graduation.

This course will focus on using experiential learning to further develop career ready skills. You will participate in various activities outside the classroom to help you build on the skills you developed in years 1, 2 and 3 of the passport.

**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

In BUSI4995, students will

- Reflect on their career development journey from year 1 and identify interests, skills, tools, learnings they have developed, assess areas for growth, and develop comprehensive career development plan
- Utilize SMART goal planning aligned with their personal and professional aspirations, with actionable steps to achieve them
- Understand the importance of career planning, leveraging resources, and adaptability in a changing job market
- Master professionalism in business contexts including networking events, classrooms, internships, and the broader community; reflect on the impact on building professional relationships and expanding professional network
- Make informed career decisions by connecting with and gathering information from industry professionals
- Determine how personal brand identifies their unique value proposition, learning how to effectively communicate and execute brand in the business realm; enhance self-awareness
- Build cultural competency while interacting with individuals from diverse backgrounds

## PRE-REQUISITES

- BUSI 3995
- Participation in employability events and initiatives throughout the year.

## SUBMISSION REQUIREMENTS

For the fourth and final 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) Survey – Asynchronous. (Approx. 20 min)  
Complete Career Readiness Exit Survey, measuring your progress and competencies in the badges covered in the Employability Passport.
- B) Assignment – Asynchronous.  
Create Career Development plan using the template provided in the Employability Passport Tracker on mySuccess. Reflections must be of quality, answering questions in depth. One sentence responses will be declined.

***\*\*Students must complete all components before booking the Next Steps meeting.\*\****

## NEXT STEPS MEETING

- Book a **Next Steps meeting** (Approx. 30 min) with BCMC on mySuccess. This personalized one-on-one session will provide students the opportunity to discuss future career plans with a dedicated career professional and receive proper guidance. Students must upload their Career Development Plan and Resume when booking the meeting.
- How to book: on mySuccess click **Sprott School of Business >> Career Services (BCMC) Appointments >> Book by Appointment Type >> BComm/BIB Next Steps (BUSI4995/BUSI 4996)**

The screenshot shows a navigation menu on the left with the following items: Dashboard, Job Postings, Workshops / Events, Career Services, Co-op Program, SPROTT SCHOOL OF BUSINESS (highlighted), Overview, Job Postings, Academic & Student Success Appointments, CAREER SERVICES (BMC) APPOINTMENTS (highlighted), Sprott Events Calendar, BMC Resources and Handouts, MBA/MAcc Internship, Employability Passport, and BIB Internships. The main content area is titled "Career Services (BMC) Appointments" and contains a prompt "Please select a booking option:" with a blue button labeled "Book by Appointment Type".

## BComm/BIB Next Steps (Busi4995/4996)

This appointment is only for students in Busi4995 or Busi4996. Please upload documents as per the employability passport requirements.

[Book](#)

- When booking the appointment, you must upload your Career Development Plan and the most recent copy of your resume into the appointment scheduler. **This is mandatory.**

## COMMUNICATION

A) Informational Interview – Synchronous. Mode: In-person and/or online.

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. This will strengthen your job search and help make informed career decisions. Refer to the Informational Interview Tip Sheet on mySuccess and Brightspace.

- Examples of who you can reach out to:
  - Carleton/Sprott alum
  - Someone you know who already works in industry
  - Someone you connected with at a prior networking event
  - A new connection altogether

If you are feeling uneasy or unsure about reaching out to someone for the interview, request a one-on-one appointment with BMC on mySuccess by clicking Sprott School of Business >> Career Services

(BCMC) Appointments >> BComm/BIB Job Search (Discuss a strategy for searching and networking, including LinkedIn).

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.

PROFESSIONALISM

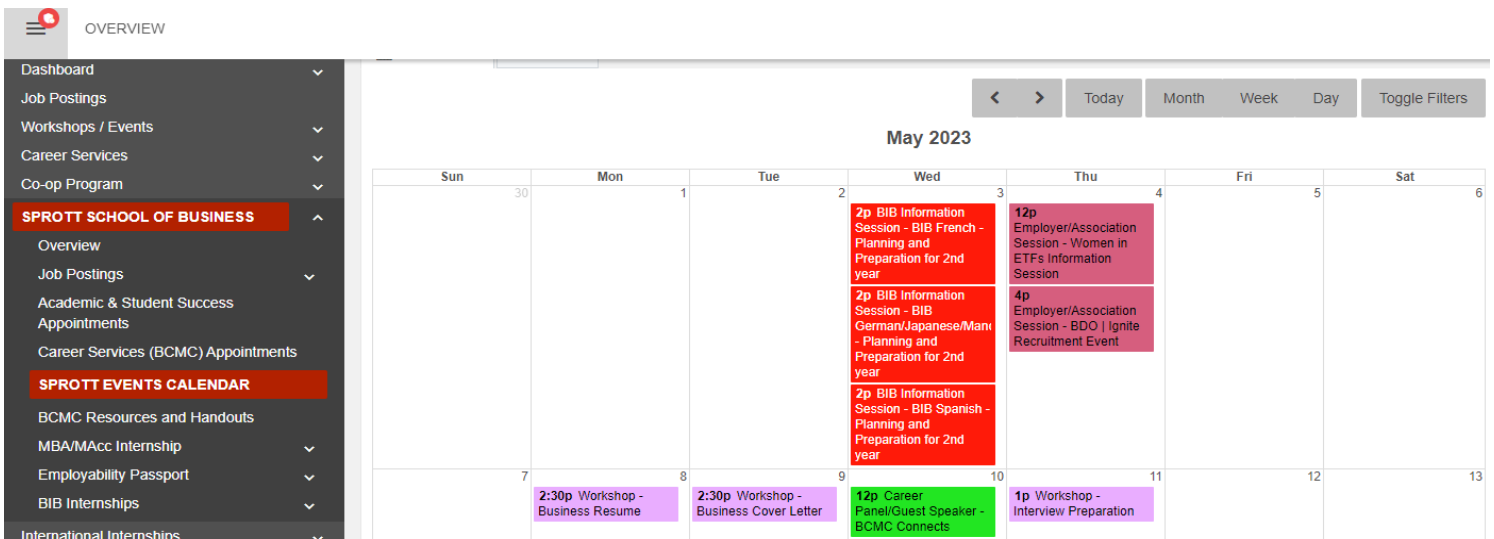
Students must complete Part A and B of this badge.

Part A (Students can choose from the following 2 options)

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

Part A, Option 1: Event – Synchronous. Mode: In-person and/or online. (Approx. 60 min)

- Attend **Advanced Networking workshop** or other networking events hosted by BCMC. Register on mySuccess by clicking **Sprott School of Business >> Sprott Events Calendar**. You will be prompted to register for a workshop for a specific day and time.



OR

Event – Synchronous. 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 Workshop Calendar.

- 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!

**Part A, Option 2: 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 or other information sessions hosted by BCMC.** Register on mySuccess and click Sprout School of Business >> Sprout 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.cusaclubevents.com)
      - LinkedIn
      - Google events in your area!

**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.

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

Reflection – Asynchronous.

- Once you have attended your event, answer reflection questions based on the networking event/information session you attended. 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 (Part A) are different. Make sure you are answering the questions according to the option you choose.**

**Part B**

Video – Asynchronous.

- Watch 1 of 4 videos on personal branding linked in the Employability Passport Tracker. This will help define your purpose, highlight your specific skills/interests, identify your unique personal brand, and how to effectively execute your brand in the business realm.

**\*Note:** If a student chooses to complete the LinkedIn course **Creating Your Personal Brand**, you must include your LinkedIn certificate with your submission. You can access free LinkedIn Learning by obtaining a library card from your local library.

Assignment – Asynchronous.

**Complete Personal Branding template** provided in the Employability Passport Tracker. Full submissions available on mySuccess.

GLOBAL PERSPECTIVE

A) 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. For more information and context, visit the Government of Canada's Employment Equity Group webpage [here](#).

Equity deserving groups include, but not limited to:

- Indigenous Persons
- Members of visible minorities
- Women
- Persons with disabilities
- 2SLGBTQ+ community

**Attend or observe an event/seminar that celebrates or discuss issues pertinent to these communities.** For more information about Carleton's Equity, Diversity and Inclusion Action Plan, click [here](#).

Below are some resources students can use to find events in their community:

- [International CUSA Clubs](#)
- [Carleton – Indigenous Gathering Site](#)
- [Carleton – Department of Equity and Inclusive Communities](#)
- [The Norman Paterson School of International Affairs](#)
- [Carleton – ACE EDI Events](#)
- [Eventbrite.ca](#)
- [Meetup.com](#)
- Google events in your area!

Note: If you are unsure if an event counts for this activity, email [employability.passport@carleton.ca](mailto: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.
- 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 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	<b>Deadline to have all work completed and submitted on the Employability Passport Tracker.</b> 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 4995 is required for graduation from the Bachelor of Commerce Degree Program.**

## COURSE SCHEDULE:

Class times are scheduled every Friday from 11:30 – 13:00.

**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](mailto:employability.passport@carleton.ca)

## CONTRIBUTION TO LEARNING GOALS OF THE PROGRAM

<b>Program Learning Goal</b>	<b>Competencies Not Covered</b>	<b>Competencies Introduced (only)</b>	<b>Competencies Taught But Not Assessed</b>	<b>Competencies Taught and Assessed</b>
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
<b>BC3 Critical Thinking</b> <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
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>				X
<b>BI5 Global Awareness</b> <i>Graduates will be globally-minded.</i>				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](mailto: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](http://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**

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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](mailto:bcom@sprott.carleton.ca), [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca), or [sprott.careers@carleton.ca](mailto: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](http://carleton.ca/csas)

## **Important Information:**

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- 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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