



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

BUSINESS CAREER PREPARATION (EMPLOYABILITY PASSPORT)

BUSI 1995 / FALL 2020 & WINTER 2021

Employability Passport Coordinator: Jessica Thong

Virtual Office Hours: Monday – Wednesday (8:30am – 4:30pm)

Email: Employability.Passport@carleton.ca

Phone Number: 613-520-2600 ext. 1967

Modality: Online

Course Calendar description:

An introduction to the knowledge and tools required for a career in Business.

Includes: Experiential Learning Activity

Prerequisite(s): Restricted to students registered in first year B.Com.

Participation in employability events and initiatives throughout the year.

Course Description:

BUSI 1995 is the first course in the four-year career development program to equip Sprott School of Business students with the job-ready skills and awareness to find meaningful employment and career success. This program complements the academic knowledge and skills gained through Sprott's undergraduate business degree programs.

As the first step in this course, all students **must** book a "1st Year Employability Passport – First Steps (BUSI 1995)" appointment with a Business Career Management Centre (BCMC) Career Coordinator to explore career goals. This will help students foster a plan on what activities will help them achieve their goals as they progress with the Employability Passport.

For first year of the Sprott Employability Passport (Business Career Preparation Requirement) students will engage and participate in four badges by successfully completing and submitting all requirements below to complete BUSI 1995:

1. Career Management: Develop a resume to be reviewed by the BCMC team. Submit your resume and evaluation once it has been reviewed from the BCMC team.
2. Communications: Submit a written copy of an elevator pitch you would deliver to a

potential employer at a networking event.

3. Professionalism: Attend at least one networking event and write a reflection on the experience using the given networking form.
4. Technology: Attend a technology workshop or complete a LinkedIn technology course OR Good Business: give back to your community by volunteering for a cause you believe in.

Learning Objectives:

In this course you will use experiential learning to develop career ready skills. You will participate in various activities outside the classroom to practice the soft skills you develop through workshops and extra-curricular activities. The goal is to also help with the following:

1. Professionalism: Understand the importance of networking by attending networking events to practice business etiquette skills.
2. Career Management: Learn to craft a strong business resume.
3. Communications: Work on written and communication skills by developing an elevator pitch which can be used during networking events.
4. Technology: Learn new technology skills that is used and/or relevant to the industry in which you would like to pursue a career.
5. Good Business: Understand the importance of community service and the value in giving back to the community.

Reading(s)/Textbook(s)/Required Materials (incl. technical requirements, i.e., webcam):

There are no textbooks required for this course. Access to a computer or laptop with internet will be required for the course. A webcam or camera is not mandatory but useful for meetings or presentations.

Course Requirements & Methods of Evaluation (including due dates):

Students have both fall and winter terms to complete BUSI 1995 and all assignments must be submitted at the end of the winter term. More details on due dates will be communicated to students. However, students must complete their "1st Year Employability Passport – First Steps (BUSI 1995)" with a Business Career Coordinator before submitting assignments. Students are strongly encouraged to promptly submit activities they have completed to help track your progress and always keep a **hard copy** of all your submitted assignments.

This is a non-credit course and will result in either a SAT or UNSAT. Students must achieve a SAT as a pre-requisite to BUSI 2995. Successful completion of BUSI 1995 is required for any registration in any course that requires second year standing.

Course Schedule:

Class times are scheduled every Mondays from 14h35 – 15h25. However, it is not mandatory to attend all class times. The hours will be used for workshops or office hours. A schedule of workshops will be shared early in the term.

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 Spratt 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.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

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:

<http://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 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:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

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:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

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. 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 its 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: carleton.ca/sexual-violence-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: 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. 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. 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 student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

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 hard 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 <http://carleton.ca/ccs/students/>
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