



**Carleton**  
UNIVERSITY

**SPROTT**  
SCHOOL OF BUSINESS

## **BUSINESS CAREER PREPARATION (EMPLOYABILITY PASSPORT)**

### **BUSI 2995 / 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

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#### **Course Calendar description:**

An intermediate course in the knowledge and tools required for a career in Business.

Includes: Experiential Learning Activity

Prerequisite(s): BUSI 1995.

Participation in employability events and initiatives throughout the year.

#### **Course Description:**

For second year of the Sprott Employability Passport (Business Career Preparation Requirement) students will engage and participate in five badges by successfully completing and submitting all requirements below to complete BUSI 2995:

1. Career Management: Submit a tailored cover letter and resume for the job description of your choice.
2. Communications: Complete a LinkedIn profile or write an approach email to a potential employer.
3. Professionalism: Attend TWO events and submit a reflection for each event.
4. Teamwork\*: Take part in TWO activities in school clubs, sports, orientation, etc. Submit a reflection for each activity **OR**  
Good Business\*: Take part in TWO volunteer activities and submit proof of participation.

**\*Please note that you can also choose to do 1 activity from Good Business and 1 activity from Teamwork**

## **Learning Objectives:**

This course will focus on using experiential learning to develop career ready skills. You will participate in various activities outside the classroom to help you build on the skills you developed in year 1 of the passport. 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 tailored resume and cover letter when presented with job opportunities.
3. Communications: Showcase your professional brand by building a LinkedIn profile or learn how to write an effective approach email to a potential employer that you may not have been formally introduced to but are interested in working for.
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.
6. Teamwork: Develop strong collaborative skills when working with peers, colleagues, faculty, and business professionals.

## **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):**

To complete their Employability Passport, Bachelor of Commerce students require completion of the four Employability Passport courses: BUSI 1995, BUSI 2995, BUSI 3995, and BUSI 4995. Employability Passport courses are 0.0 credits.

Students have both fall and winter terms to complete BUSI 2995 and all assignments must be submitted at the end of the winter term. However, please be advised that students need BUSI 1995 for registration into courses requiring second year standing, BUSI 2995 for courses requiring third year standing, and BUSI 3995 for courses requiring fourth year standing. BUSI 4995 must be completed as part of the degree requirements prior to graduation from the Bachelor of Commerce.

Students are 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. All students must achieve a SAT as a pre-requisite to BUSI 3995. Successful completion of BUSI 2995 is required for registration in any course that requires third year standing.

**Course Schedule:**

Class times are scheduled every Mondays from 15h25 – 16h25. However, it is not mandatory to attend all class times. The hours will be used for workshops or office hours.

## 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.

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](http://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](https://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](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. [carleton.ca/pmc](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 is 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](https://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](https://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](http://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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