

BUS 411 Career Readiness Course Syllabus



Instructor: Professor Jessica Muth
Class Meeting: 11:00 am- 11:50 am Wednesdays
Bell Tower 1302
Office Hours: Mondays 9 am-10 am, or by appointment
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Course Description: This course teaches skills for searching for, applying for, and beginning a post-graduate job. It focuses on entry-level jobs for professional careers.

Student Learning Objectives: After completing this course, students will be able to:

1. Prepare for the transition from college to a professional job
2. Identify jobs matching interests and qualifications
3. Create professional resumes, cover letters and other resources for a job search

BUS 411 Assurance of Learning Goals for this Course:

Area: Knowledge, Awareness, and Skills for life and Career Decision Making

Goal: Students are able to make an informed career choice, understand the job search process and develop the professional skills necessary for career advancement.

Outcome: Students can construct an effective resume.

Area: Knowledge, Awareness, and Skills for life and Career Decision Making

Goal: Students are able to make an informed career choice, understand the job search process and develop the professional skills necessary for career advancement.

Outcome: Students understand the necessary elements of a job search process.

Primary Course Textbook:

This is a no-cost course!

- Additional readings as posted on CI Learn under each Learning Module
- Articles available on CI Learn

Course Content & Requirements

1. Grading

In order to receive a Pass for this course you must earn a minimum of 70 out of 100 available points. If total grades result in 69 points or below a No Pass will be issued. Extra credit opportunities are available.

2. On Attendance and Participation

Attendance

- Attendance will be monitored using QR code/link check in
- Attendance will be scored for credit using an accumulation of point model

Participation: I will ask for volunteers or call on students. You may choose to “pass”

3. Late Work

Due dates are shared in advance and participants are expected to submit work on time. If there is an unexpected situation that arises, please submit an extension request 12 hours before a due date and to request an extension.

4. **Absence:** Students that miss more than four classes without proper documentation will not pass the class.

Grading for the Course

Class Attendance and Participation	15 points
MBTI Assessment Completed	5 points
Professional Brand Activity	15 points
Professional Dress Requirements Satisfied	10 points
Identifying Organizations Activity	10 points
Resume Submitted to Handshake	15 points
Career Fair Reflection	5 points
In-Class Mock Interview	10 points
Google Slides Portfolio Submission	15 points
Total possible	100 points

Due Dates

- Activity 1: MBTI Assessment completed, 2/1*
Activity 2: Professional Brand Activity, 2/22
Activity 3: Identifying Organizations List, 3/1
Activity 4: Resume Submitted to Handshake, 3/29
Activity 5: Career Fair Reflection, 4/26
Activity 6: In-Class Mock Interviews, 4/26
Activity 7: Google Slides Portfolio, Finals Week

Course Outline

Week	Dates (Wed)	Topics	Assignments/ Work Due
Week 1	1/25	First Day of Class- <ul style="list-style-type: none"> ➤ Course Overview ➤ Class activity- personal introductions and expectations ➤ Introduction to Career Development in the Global Economy 	
Week 2	2/1	Why do we need self-assessment as we consider career paths & opportunities? <ul style="list-style-type: none"> ➤ MBTI Group Assessment ➤ Launching Your Career 	Assignment Due: MBTI Assessment completed
Week 3	2/8	Professional Brand <ul style="list-style-type: none"> ➤ Enhance your Online presence 	
Week 4	2/15	Research Methods And Resources for Identifying Career Fields, Job Titles <ul style="list-style-type: none"> ➤ Career Center Resources ➤ BuzzFile 	*Reminder: Wear professional attire*

		<ul style="list-style-type: none"> ➤ What can I do with this major ➤ Explore Career Types ➤ LinkedIn Alumni Tool ➤ LinkedIn Search and Filters <p>LinkedIn Photo Booth- Napa Hall</p>	
Week 5	2/22	<p>Informational Interviewing</p> <ul style="list-style-type: none"> ➤ What is an informational interview? ➤ Formulating your email campaign ➤ Protocol on the follow-up 	Due: Professional Brand Activity
Week 6	3/1	<p>GUEST Speaker *Panel Discussion with Company Recruiters*</p>	Due: Identifying Organizations List
Week 7	3/8	<p>Resumes Best Practices</p> <ul style="list-style-type: none"> ➤ What is it? ➤ Why do I need one and by when? ➤ Do I need more than one version? 	*Reminder: Bring a rough copy of your resume to class*
Week 8	3/15	<p>Cover Letters, Thank You Notes</p> <ul style="list-style-type: none"> ➤ Difference between a prospecting letter, letter of referral, letter of application ➤ Importance of Thank You Notes <p>*Guest Speaker*</p>	
	3/22	Spring Break	

Week 9	3/29	<p>Assessing Your Network & How to Network Effectively</p> <ul style="list-style-type: none"> ➤ Who do you know? ➤ Who do you need to know? ➤ Common myths and errors in networking <p>Technology & the Job Search</p> <ul style="list-style-type: none"> ➤ LinkedIn Advanced ➤ In-class portfolios 	Due: Submit screenshot showing successful upload/approval of your Resume uploaded to Handshake
Week 10	4/5	<p>Acing the Interview</p> <ul style="list-style-type: none"> ➤ Preparing for the Interview (research, dress, arrival) ➤ Types of interviews 	
Week 11	4/12	<p>GUEST SPEAKER: Career Center</p> <p>Career Fair Protocol – How to make the most out of Career Fairs</p>	
Week 12	4/19	<p>NO CLASS: Attend Career Fair 11 AM- 2 PM Broome Library</p>	*Reminder: Wear professional attire and bring 5 copies of your resume. *

Week 13	4/26	In Class Mock Interviews	Assignment Due: Career Fair Reflection
Week 14	5/3	Getting the Job and Keeping It <ul style="list-style-type: none"> ➤ Getting Off to a Good Start ➤ Why People Get Fired <i>Young Alumni Panel: Transition from College to Work</i>	
Week 16	5/10	Salary Negotiation & Expectations <ul style="list-style-type: none"> ➤ Guest Speakers ➤ Realities out of the gate vs. over time 	
Finals			Due: Google Slides Portfolio Submission

Please note: The following schedule is subject to change with notice and deviations to these course/assignments may be necessary throughout the semester.

Extra Credit Opportunities

There are opportunities for extra credit points in this course. You may utilize more than one of these opportunities, but you cannot receive more than 20 total points in extra credit. All extra credit must be completed, and necessary paperwork turned in on or before the last day of class. See the posting on Canvas about the extra credit assignment details.

- Plot-A-Thon 2023 Networking Event, 2/16 (10 points)
- How to Apply for Federal Jobs Virtual Session with the US Dept. of Labor, 2/13 (10 points)
- Attend Virtual Career Fair Best Practices Shared by Alumni: 4/11 (10 points)
- Informational Interview Assignment (10 points)
- Attend an approved Career Center, Graduate Studies or association event (10 points)

Academic Dishonesty

By enrolling at CSU Channel Islands, students are responsible for upholding the University's policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling or stealing any material for an examination, or substituting for another person may be considered violations of the [Student Conduct Code](#).

If a student is found responsible for committing an act of academic dishonesty in this course, the student may receive academic penalties including a failing grade on an assignment or in the course, and a disciplinary referral will be made and submitted to the Dean of Students office. For additional information, please see the faculty [Academic Senate Policy on Academic Dishonesty](#), also in the CI Catalog. Please ask about my expectations regarding academic dishonesty in this course if they are unclear.

Accommodations for Students with Disabilities

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of needed services. Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty. **Apply for DASS Services**

Title IX and Inclusion

Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSU Channel Islands prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. For more information regarding CSU Channel Islands' commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit [Title IX - CSU Channel Islands](#).

Campus Tutoring Services

You are encouraged to make early and regular use of campus tutors and/or peer-led study groups. For campus tutoring locations, subjects and hours, go to: <http://go.csuci.edu/tutoring>.