

# BUS 411 Career Readiness Course Syllabus



**Instructor:** Jessica Muth

**Class Meeting:** 1:00PM- 1:50PM Tuesdays

Solano 1228

**Office Hours:** Tuesdays 11:00 am-12:00 pm, or [by appointment](#)

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MARTIN V. SMITH  
SCHOOL of  
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ECONOMICS

**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.

**Hours:** One hour lecture per week

**Prerequisite:** BUS 309, ECON 309 and BUS 310 and MGT 326 with grades of C- or better and Senior Standing Recommended: BUS 499 may be taken concurrently

**Units:** 1.00

**Grading:** Credit / No Credit

**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**

### **I. 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

- o 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 the 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

Learner Info Survey	5 points
Class Attendance and Participation	15 points
Focus 2 Assessment	5 points
MBTI Assessment	5 points
Identifying Organizations Activity	10 points
Professional Brand Activity	15 points
Professional Dress Requirements Satisfied	5 points
Resume Submission	15 points
Career Fair Reflection	5 points
In-Class Mock Interview	10 points
Jobscan Optimization	10 points

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**Total possible**

**100 points**

## Due Dates

- Activity 1: Focus 2 Assessment, 9/3*
- Activity 2: MBTI Assessment 9/10*
- Activity 3: Identifying Organizations List, 9/24*
- Activity 4: Professional Brand Activity, 10/1*
- Activity 5: Resume Submission, 10/15*
- Activity 6: In-Class Mock Interviews, 11/12*
- Activity 7: Career Fair Reflection, 11/12*
- Activity 8: Jobscan Optimization, Finals Week, 12/9*

## Course Outline

Week	Dates (Tues)	Topics	Assignments/ Work Due
Week 1	8/27	First Day of Class- <ul style="list-style-type: none"> <li>➤ Course Overview</li> <li>➤ Class activity- personal introductions and expectations</li> <li>➤ Introduction to Career Development in the Global Economy</li> </ul>	
Week 2	9/3	Why do we need <b>self-assessment</b> as we consider career paths & opportunities? <ul style="list-style-type: none"> <li>➤ Focus 2 Group Assessment</li> <li>➤ Launching Your Career</li> </ul>	Assignment Due: Focus 2 Assessment
Week 3	9/10	<b>MBTI and You</b> <ul style="list-style-type: none"> <li>➤ Exploring personal and professional growth through personality</li> </ul>	Assignment Due: MBTI Assessment
Week 4	9/17	<b>Work Search and Target Markets</b>	
Week 5	9/24	<b>Resumes Best Practices</b> <ul style="list-style-type: none"> <li>➤ Beat the ATS</li> <li>➤ What is it?</li> <li>➤ 5 Reasons why your Resume isn't landing interviews</li> </ul>	Due: Identifying Organizations List
Week 6	10/1	<b>Guest Presenter, "How to Stand out at the Career Fair"</b> Location: Bell Tower 1548	Due: Professional Brand Activity
Week 7	10/8	<b>Cover Letters</b> <ul style="list-style-type: none"> <li>➤ Beat the ATS</li> <li>➤ Difference between a prospecting letter, letter of referral, letter of application</li> </ul>	Please attend: <a href="#">Career and Internship Fair</a> Wednesday, October 9th, 2024 10:00am to 2:00pm CSUCI Broome Library Plaza  *Professional dress recommended
Week 8	10/15	<b>Acing the Interview</b> <ul style="list-style-type: none"> <li>➤ Preparing for the Interview (research, dress, arrival)</li> <li>➤ Types of interviews</li> </ul>	Due: Resume Assignment

Week 9	10/22	<b>Guest Speaker, Daniel Banyai, MBA “Graduate School Bound”</b>	Please consider attending the <a href="#">Graduate and Professional School Fair</a> Thursday, October 24th 10AM-2PM
Week 10	10/29	<b>LinkedIn Headshots</b>	*Professional dress recommended. Meet in the classroom and pictures will be taken outside.
Week 11	11/5	<b>Technology and the Job Search</b>	
Week 12	11/12	<b>In- Class Mock Interviews</b>	Assignment Due: Career Fair Reflection
Week 13	11/19	<b>Salary Negotiations</b> ➤ Guest Speakers ➤ Realities out of the gate vs. over time	
Week 14	11/26	<b>*Class Meets Asynchronously</b>  <b>Salary Negotiations Module</b>	
Week 15	12/3	<b>Getting the Job and Keeping It</b> ➤ Getting Off to a Good Start ➤ Why People Get Fired	
Finals	12/9		Due: Jobscan Optimization Due 12/13

*Please note: The following schedule is subject to change with notice and deviations to this 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.

- o Attend an MVS Sponsored Event (10 points)
- o 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>.