

# BUS 411 Career Readiness Course Syllabus



**Instructor:** Professor Jessica Muth

**Class Meeting:** 11:00AM- 11:50AM online synchronous

**ZOOM Link:**

<https://csuci.zoom.us/meeting/register/tZwpdOCqrDsiHNA3uB7pk-A6rykY3r5NYJKw>

Passcode: 411

Meeting ID: 884 3922 0864

**Office Hours:** Wednesdays 9:00 am-10:00 am, or [by appointment](#)

**Email:** [jessica.muth@csuci.edu](mailto:jessica.muth@csuci.edu)

**Phone:** 805-437-1611

**Office:** MVS Hall 2171

**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**

### **I. Online Synchronous Modality**

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## 2. 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.

## 3. 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”

## 4. 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.

5. **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                         | 10 points |
| Identifying Organizations Activity         | 10 points |
| Professional Brand Activity                | 15 points |
| Resume Submission                          | 15 points |
| Discussion Post-Evaluate Your Social Media | 5 points  |
| Career Fair Reflection                     | 5 points  |
| In-Class Mock Interview                    | 10 points |
| Portfolio Submission                       | 10 points |

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**Total possible**

**100 points**

## Due Dates

*Activity 1: Focus 2 Assessment, 1/31*

*Activity 2: Identifying Organizations List, 2/21*

*Activity 3: Professional Brand Activity, 2/28*

*Activity 4: Resume Submission, 3/27*

*Activity 5: Career Fair Reflection, 4/24*

*Activity 6: Discussion Post, Evaluate and Improve Your Social Media, 4/24*

*Activity 6: In-Class Mock Interviews, 5/1*

*Activity 7: Portfolio submission, Finals Week, 5/15*

## Course Outline

| Week   | Dates (WED) | Topics   | Assignments/ Work Due   |
|--------|-------------|--|---|
| Week 1 | 1/24        | 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 | 1/31        | 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 | 2/7         | <b>Research Methods and Resources for Identifying Career Fields, Job Titles</b> <ul style="list-style-type: none"> <li>➤ Handshake</li> <li>➤ Formulating your email campaign</li> </ul>                                       |   |
| Week 4 | 2/14        | <b>Technology and the Job Search, Guest Speaker: Jobscan</b> <ul style="list-style-type: none"> <li>➤ LinkedIn Advanced</li> </ul>   |   |
| Week 5 | 2/21        | <b>Professional Brand</b> <ul style="list-style-type: none"> <li>➤ Enhance your Online presence</li> <li>➤ LinkedIn</li> <li>➤ Career Conversations</li> <li>➤ Introduction to Portfolios</li> </ul>                           | Due: Identifying Organizations List                                       |
| Week 6 | 2/28        | <b>Cover Letters with Jobscan</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>                               | Due: Professional Brand Activity<br>*Reminder: Bring technology to class* |
| Week 7 | 3/6         | <b>Resumes Best Practices</b> <ul style="list-style-type: none"> <li>➤ Beat the ATS</li> <li>➤ What is it?</li> </ul>  | *Reminder: Bring technology and a rough copy of your resume to class*     |

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|--------|------|--|--|
|        |      | <ul style="list-style-type: none"> <li>➤ 5 Reasons why your Resume isn't landing interviews</li> </ul> |  |
| Week 8 | 3/13 | <b>GUEST Speaker</b><br>*Industry Panel Discussion with Company Recruiters*                            |  |

***SPRING BREAK 3/19 No class***

|         |      |  |   |
|---------|------|--|---|
| Week 9  | 3/27 | <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 10 | 4/3  | <b>Salary Negotiation &amp; Expectations</b> <ul style="list-style-type: none"> <li>➤ Guest Speakers</li> <li>➤ Realities out of the gate vs. over time</li> </ul>   |   |
| Week 11 | 4/10 | <b>GUEST SPEAKER</b><br>*Career Fair Best Tips*  |   |
| Week 12 | 4/17 | <b>NO CLASS</b><br><br><b>Please consider attending Career and Internship Fair</b> <ul style="list-style-type: none"> <li>➤ Wednesday, April 17th, 2024</li> <li>➤ 10:00AM to 2:00PM (you are only required to attend during the class period 11AM-11:50PM)</li> <li>➤ CSUCI Broome Library Plaza</li> </ul> |   |
| Week 13 | 4/24 | <b>Class will meet asynchronously on Canvas</b> <ul style="list-style-type: none"> <li>➤ Discussion Post: Evaluate and Improve Your Social Media</li> </ul>  | Assignment Due: Discussion Post, Evaluate and Improve Your Social Media<br><br>Assignment Due: Career Fair Reflection |
| Week 14 | 5/1  | <b>In-class Virtual Mock Interviews</b>  | *Reminder: Professional dress recommended*  |
| Week 15 | 5/8  | <b>Getting the Job and Keeping It</b> <ul style="list-style-type: none"> <li>➤ Getting Off to a Good Start</li> <li>➤ Why People Get Fired</li> </ul>  |   |

|        |      |                           |
|--------|------|---------------------------|
| Finals | 5/15 | Due: Portfolio Submission |
|--------|------|---------------------------|

*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>.