

BUS 411 Career Readiness Course Description

Instructor: Leanna Bruckner

Class Meeting: Online asynchronous

Office Hours: Thursdays from 11am-1pm; Fridays from 3:30pm-5pm

Email: leanna.bruckner@csuci.edu



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.

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:

Textbook not required. Detailed online and downloadable notes will be available on Canvas. Other materials will be utilized to assess student learning outcomes in this course.

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. 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.

Grading for the Course

Assignments

Introduction Survey	5 points
Focus 2 Assessment Assignment	15 points
Professional Brand Assignment	15 points
Creating Your Resume Assignment	15 points
Mock interview Assignment	15 points

Discussions

Networking and Informational Interviews	10 points
Handshake Job Board Challenge	10 points

Final

Professional Portfolio Submission	15 points
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Total possible	100 points
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REFLECTION DISCUSSION BOARDS (2 Total) – Reflect on your learning and submit a reflection to **Canvas Class Discussion Board**.

1. Networking & Informational Interview Brainstorming
Due by Sunday, February 16th
2. Job Search Brainstorming
Due by Sunday, February 23th

CAREER ASSIGNMENTS (6 Total) – Prepare to find your next job!

1. Introduction Survey
 - o Due by Monday, January 27th
2. Career Planning (Focus 2 Assessment Assignment)
Due by Monday January 27th
3. Networking (Personal Brand Assignment)

- Due by Sunday, February 2nd
4. Resume (Creating Your Resume)
- Due by Sunday, February 9th
5. Mock Interview (Practice Getting Hired Assignment)
- Due by Sunday, March 2nd
6. FINAL: Professional Portfolio (Highlight Your Talent)
- Due by Wednesday, March 12th

Course Outline

Please note: 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 approved Career Center, Graduate Studies or association event (10 points)
- o Conduct an informational interview with an Industry Professional (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 <https://www.csuci.edu/titleix/>.