

BUS 411 Career Readiness Course Description



Instructor: Professor Jessica Muth

Class Meeting: Online asynchronous

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

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MARTIN V. SMITH
SCHOOL of
BUSINESS &
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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:

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. On Attendance and Participation

Attendance

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

Participation: I will tag students and ask for replies and comments on discussion boards. 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.

Grading for the Course

Assignments

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

Discussions

Identifying Organizations Discussion	5 points
Improve Social Media Discussion	5 points
Handshake Job Board Challenge Part A	5 points
Handshake Job Board Challenge Part B	5 points

Final

Professional Portfolio Submission	20 points
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Total possible

100 points

REFLECTION DISCUSSION BOARDS (4 Total) – Reflect on your learning! Submit a reflection on learning and career topic to Canvas Class Discussion Board on **Friday of assigned week**

1. Evaluate and Improve Social Media Presence
Due by Friday, September 8th
2. Identifying Organizations
Due by September 22nd
3. Handshake Job Board Challenge Part A
Due by Friday, October 6th
4. Handshake Job Board Challenge Part B
Due by Friday, October 13th

CAREER ASSIGNMENTS (5 Total) – Prepare to find your next job!

1. Career Planning (Focus 2 Assessment Assignment)
Due by Friday, September 1st

2. Networking (Personal Brand Assignment)
Due by Friday, September 8th
3. Resume (Creating Your Resume)
Due by Friday, September 15th
4. Mock Interview (Practice Getting Hired Assignment)
Due by Friday, October 6th
5. Professional Portfolio (Highlight Your Talent)
Due by Friday, October 13th by 11:59pm

Course Outline

Week	Dates	Topics	Assignments/ Work Due on Fridays by 11:59PM
Week 1	August 21-25	Career Exploration & Planning <ul style="list-style-type: none"> • Why do we need self-assessment as we consider career paths & opportunities? • Focus 2 Assessment • Launching Your Career 	
Week 2	August 28-September 1	Making Industry Connections, Informational Interviews, & Professional Brand <ul style="list-style-type: none"> • What is an informational interview? • Stand Out With Your Professional Brand • Evaluate Your Social Media Presence 	Due: Focus 2 Assessment Assignment
Week 3	September 4-8	Resumes Best Practices <ul style="list-style-type: none"> • What is it? • Why do I need one and by when? • Do I need more than one version? Cover Letters, Thank You Notes <ul style="list-style-type: none"> • Difference between a prospecting letter, letter of referral, letter of application • Importance of Thank You Notes 	Due: Discussion I, Evaluate and Improve Social Media Presence Due: Professional Brand Assignment
Week 4	September 11-15	Job Searching Tips <ul style="list-style-type: none"> • Finding Your Career Fit • Research 	Due: Creating Your Resume Assignment

Week 5	September 18-22	Practice Getting Hired! <ul style="list-style-type: none"> • Acing the Interview • Types of interviews 	Due: Discussion 2 Identifying Organizations List
Week 6	September 25-September 29	21st Century Professional Skills <ul style="list-style-type: none"> • The Skills Gap- why it matters & what you can do to prepare • Getting the Job and Keeping It 	
Week 7	October 2-6	Highlight Your Talent <ul style="list-style-type: none"> • What is a professional portfolio and why do I need one? 	Due: Mock Interview Assignment Due: Discussion 3
Week 8	October 9-13	Salary Negotiation & Expectations <ul style="list-style-type: none"> • Know Your Worth • Realities out of the gate vs. over time 	Due: Discussion 4
Finals		Professional Portfolio Submission	Professional Portfolio Due Friday, October 13 th by 11:59pm

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](#)

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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/>.