

### COURSE INFORMATION

Course title:	Career Development		
Course code:	BA 520	Credits:	1.5
Session, term, period:	2019W, P1-P5	Class location:	See course schedule (pg. 6)
Section(s):	BA1	Class times:	See course schedule (pg. 6)
Course duration:	Sep 3, 2019 to May 30, 2020	Pre-requisites:	None
Division:	Business Career Centre	Co-requisites:	None
Program:	MBAN		

### INSTRUCTOR INFORMATION

Instructor:	Whitney Friesen, Manager MBAN Careers		
Phone:	604-822-6559	Office location:	HA 155
Email:	<a href="mailto:whitney.friesen@sauder.ubc.ca">whitney.friesen@sauder.ubc.ca</a>	Office hours:	By appointment only <a href="#">COOL</a>

### COURSE DESCRIPTION

The Career Development course provides students with the tools, resources and confidence to strengthen and enhance their personal and professional development, and guide their transition from student to professional.

Based on the Career Readiness Model, the course will focus on five main components:

- **Understand Yourself:** Know your values, strengths, motivators and how best to leverage them during and post MBAN program.
- **Build Your Brand:** Understand your unique value proposition and learn how to articulate your thoughts into persuasive stories and compelling applications.
- **Explore Your Options:** Enhance your knowledge and conduct primary and secondary research to be confident in your next steps.
- **Practice:** Incorporate your learning by conducting interviews with confidence, professionalism, and enthusiasm. Meet alumni and industry professionals to increase your personal network and further explore your future career search.
- **Create S.M.A.R.T. goals and develop your own action plan:** Be confident and inspired to take the next step after you graduate.

By the end of the course students will develop key employability skills to support their job search and overall professional development goals.

### COURSE FORMAT

The Career Development course consists of a series of classes and assignments spread throughout P1-P5 designed to help students develop graduate-business level career-related awareness and accelerate their personal and professional development skills. The typical format is in-person lectures and discussions with the inclusion of guest speakers periodically.

### LEARNING OBJECTIVES

By the end of BA 520, students will be able to:

- Articulate a deep-level of understanding regarding one's strengths, values, transferable skills, ambitions and motivators

- Describe the value and importance of emotional intelligence (EQ) as a leadership skill in the workplace and further develop core EQ competencies during and after the MBAN program
- Identify and leverage changing workplace trends to their advantage by becoming more well-informed with industry, organization, and job roles
- Navigate the job search process from start to finish, including networking, applications, and interviews
- Exhibit confidence in their ability to progress their personal or professional development

## ASSESSMENTS

### *Summary*

There are several personal assessments in this course (see detailed Assessment section); each is graded on a Pass/Fail basis. **You must receive a Pass on all assignments to pass this course.**

### *Details of Assessments*

You must complete the following to a satisfactory degree to receive a passing grade in this course. All written assignments should be submitted in PDF format.

- **Career Toolkit Group Presentation | Due: September 13<sup>th</sup> to May 1<sup>st</sup> in person**  
You will deliver a 10-minute group presentation to your peers summarizing your assigned Career Toolkit and providing recommendations for personal and professional development. A presentation schedule will be provided during opening week.
- **StrengthsFinder 2.0: Assessment Results | Due: September 20<sup>th</sup> @ 9:59am**  
Complete the StrengthsFinder assessment, review results, and bring the PDF summary to class.
- **StrengthsFinder Reflection | Due: September 27<sup>th</sup> at 9:59am on [Canvas](#)**  
After completing the online assessment (code provided by the Business Career Centre on the day of your Orientation) you will submit a reflection paper in regards to your Top 5 most dominant talents. Details of assignment can be found on Canvas.
- **Career Development Intake Meeting | Due: October 31<sup>st</sup>, book on [saudercool.ca](#)**  
This is your chance to establish a strong and personalized relationship with your MBAN Career Manager (Whitney Friesen). Choose “Career Intake Appointment” in COOL when scheduling your appointment.
- **Informational Interviews Reflection | Due November 22<sup>nd</sup> at 9:59am on [Canvas](#)**  
You will participate in at least 3 informational interviews and submit a reflection about your experience.
- **Emotional Intelligence (EQ) Assignment | Due November 22<sup>nd</sup> at 9:59am on [Canvas](#)**  
Submit your reflections on the case study of using the ECR assessment as a business leadership tool and how EQ supports an industry/workplace of your choice. To be submitted on Canvas.
- **Emotional Intelligence (EQ) Meeting | Due: January 31<sup>st</sup>, book on [saudercool.ca](#)**

You must complete a 15-minute Emotional Capital Report (ECR) assessment before scheduling this meeting with your Career Manager. A code for the assessment will be provided by the Business Career Centre. Choose “EQ Assessment Debrief” when scheduling your appointment.

- **Application Assignment | Due: February 14<sup>th</sup> at 9:59am on [Canvas](#)**  
You will create a cover letter and resume for a job of your choice. You will ensure that your LinkedIn profile is complete and up-to-date. Your mock interview will be based on this application. Resources will be provided by the Business Career Centre.
- **Mock Interview | March 3<sup>rd</sup> - 13<sup>th</sup> in person**  
You will participate in a mock interview with a career consultant on either September 20<sup>th</sup>, Sept 27<sup>nd</sup> or October 4<sup>th</sup>. You will receive tailored feedback on your performance including your application and LinkedIn profile presence.
- **Career Development Plan: Presentation Hand-in | Due: May 3<sup>rd</sup> at 11:59pm on [Canvas](#)**  
Your PowerPoint or other visual aids for your May 8<sup>th</sup> in-class presentation are due on May 3<sup>rd</sup>.
- **Career Development Plan Presentation | Due: May 8<sup>th</sup> in class**  
You will deliver a short 3-minute presentation to your peers outlining what you’ve learned through this course, and describing the steps necessary to reaching your post-graduation goals.

## LEARNING MATERIALS

Required:

- StrengthsFinder 2.0 by Tom Rath, Gallup Press, 1 Edition (Feb 2007)
- “What Makes a Leader?” by Daniel Goleman, Harvard Business Review (Jan 2004)

Estimated cost of required materials: \$0 - *Do not purchase these materials. They will be provided to you by the Business Career Centre*

Additional materials recommended but not required: There are many excellent books, blogs, articles, and podcasts in Personal and Professional Development. We will continue to provide resources throughout the duration of the program

## COURSE-SPECIFIC POLICIES AND RESOURCES

*Missed or late assignments, and regrading of assessments*

Late submissions will not be accepted and will receive a grade of zero.

*Academic Concessions*

If extenuating circumstances arise, please contact the RHL Graduate School program office as early as reasonably possible, and submit an [Academic Concession Request & Declaration Form](#) <https://webforms.sauder.ubc.ca/academic-concession-rhlee>. If an academic concession is granted during the course, the student will be provided options by RHL, or by the instructor in consultation with RHL, per [UBC’s policy on Academic Concession](#).

*Other Course Policies and Resources*

## Important Websites:

- **Canvas Course for BA 520:** [canvas.ubc.ca](https://canvas.ubc.ca)
  - Course page for all readings and assignments
- **COOL (Career Options Online):** [saudercool.ca](https://saudercool.ca)

- Book coaching appointments, RSVP for company info sessions and networking events
- **SEAT (Sauder Employment Analytics Tool):** [sauder-ubc.12twenty.com/](http://sauder-ubc.12twenty.com/)
  - Research MM/MBA cohorts' employment outcomes as part of your job search process
  - Submit your post MBAN program status, job offers, and final placement(s)
- **VMock:** [vmock.com/sauder](http://vmock.com/sauder)
  - Instant resume review tool used by leading business schools

**Other Career Resources:**

- **Career Toolkit:** find on Canvas under the BA520 Course website in “Modules”
- **LinkedIn:** [linkedin.com](http://linkedin.com) (the world's largest social network for business and careers)
- **Business in Vancouver:** [biv.com](http://biv.com) (includes top listings of Vancouver companies by industry)
- **Glassdoor:** [glassdoor.ca/index.htm](http://glassdoor.ca/index.htm) (anonymous reviews and ratings of local companies)
- **Career Leader:** (provides actionable information that you can use to identify the career paths and work cultures that will suit you the best – contact your Career Manager for FREE student access)
- **Vault:** [access via COOL](#) (explore careers through industry guides, and a detailed career database)
- **Career Cruising:** [access via COOL](#) (career guidance and career pathway planning)
- **AngelList:** [angel.co](http://angel.co) (company listings and a job board for start-up companies)

**POLICIES APPLICABLE TO COURSES IN THE ROBERT H. LEE GRADUATE SCHOOL**

*Attendance*

Excepting extenuating circumstances, students are expected to attend 100% of their scheduled class hours. Absent students limit their own academic potential, and that of their classmates, and cause unnecessary disruption to the learning environment. Students missing more than 20% of the total scheduled class hours for a course (including classes held during the add/drop period) without having received an academic concession will be withdrawn from that course. Withdrawals, depending on timing, could result in a “W” or an “F” standing on the transcript.

*Punctuality*

Students are expected to arrive for classes and activities on time and fully prepared to engage. Late arrivals may be refused entry at the discretion of the instructor or activity lead. Students arriving later than halfway through a scheduled class will be treated as absent for that class.

*Electronic Devices*

Devices such as laptops, tablets, and cell phones are not permitted to be used in class unless directed by the instructor for in-class activities. Students who do not follow the School's policy in this regard may be required to leave the room for the remainder of the class, so that they do not distract others. Research shows that students' use of laptops in class has negative implications for the learning environment, including reducing their own grades and the grades of those sitting around them.

*Citation Style*

Please use the American Psychological Association (APA) reference style to cite your sources.

Details of the above policies and other RHL Policies are available at:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,199,506,1625>

**UNIVERSITY POLICIES AND RESOURCES**

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors

of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available on the UBC Senate website at <https://senate.ubc.ca/policies-resources-support-student-success>.

### *Academic Integrity*

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

### **COPYRIGHT**

All materials of this course (course handouts, lecture slides, assessments, course readings, etc.) are the intellectual property of the instructor or licensed to be used in this course by the copyright owner. Redistribution of these materials by any means without permission of the copyright holder(s) constitutes a breach of copyright and may lead to academic discipline. Audio or video recording of classes are not permitted without the prior approval of the Instructor.

### **ACKNOWLEDGEMENT**

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

**COURSE SCHEDULE**

(Subject to change with class consultation)

Please check class locations – this course meets in different rooms depending on in- class activities.

Class	Date	Topic	Readings or Activities	Assessments due
1	September 13 10:00am – 12:00pm	<b>Leverage your MBAN Journey &amp; Understanding your Value</b>	<ul style="list-style-type: none"> <li>Course introduction &amp; expectations</li> <li>Overview 21st century skills</li> <li>Values and Motivators</li> <li>Transferable skills</li> <li>SMART Goals</li> </ul>	<b>Complete 1:1 Career Development Intake Meeting</b> by October 31 <sup>st</sup> (Book on <a href="#">COOL</a> )
2	September 20 10:00am – 12:00pm	<b>Self-awareness &amp; Strengths</b>	<ul style="list-style-type: none"> <li>Self-awareness</li> <li>Career Mindset</li> <li>StrengthsFinder</li> </ul>	<b>StrengthsFinder 2.0 Assessment Results</b> Due September 20 <sup>th</sup> in class
3	September 27 9:30am – 11:30am	<b>Enhance your Presentation Skills</b>	<ul style="list-style-type: none"> <li>Enhance your verbal/non-verbal communication skills and learn how to become more confident and professional during group or individual presentations</li> <li><u>Guest speaker: Ivan Ruiz</u></li> </ul>	<b>StrengthsFinder Reflection:</b> Due September 27 <sup>th</sup> on Canvas at 9:59am
4	October 21 2:00pm – 4:00pm	<b>The Art of Networking</b>	<ul style="list-style-type: none"> <li>The Art of Relationship Building and the Future of Work</li> <li>Introduction to Informational Interviews &amp; Assignment</li> <li><u>Guest speaker: Martina Valkovicova</u></li> </ul>	
5	November 8 10:00am – 12:00pm	<b>Emotional Intelligence</b>	<ul style="list-style-type: none"> <li>Intro to Emotional Intelligence</li> <li>Emotional Capital Report (ECR)</li> <li>Intro to Toronto trip</li> <li><u>Employer Panel</u></li> <li><b>Readings:</b> “What Makes a Leader?” by Daniel Goleman</li> <li><b>Readings:</b> “Client Case Study” - Roche Martin’s workbook (Canvas)</li> </ul>	<b>Application for Toronto Trip:</b> Due November 15 <sup>th</sup>
6	November 22 10:00am – 12:00pm	<b>Career Trends &amp; Exploring Industries</b>	<ul style="list-style-type: none"> <li>Industries, trends and mobility</li> <li><u>Business Development panel</u></li> <li><u>Alumni panel</u></li> </ul>	<b>EQ Assignment:</b> Due November 22 <sup>nd</sup> on Canvas at 9:59am <b>Informational Interviews Reflection:</b> Due November 22 <sup>nd</sup> on Canvas at 9:59am

7	January 24  10:00am – 12:00pm	<b>Job Applications</b>	<ul style="list-style-type: none"> <li>Resumes and Cover Letters</li> <li>Job application peer review</li> <li>Leveraging <b>VMock</b> to improve your resume</li> <li>Career Action Plan worksheet</li> </ul>	
8	January 31  10:00am – 12:00pm	<b>Rock your Job Interviews</b>	<ul style="list-style-type: none"> <li>Behavioural Interviews and Storytelling</li> <li>Articulating your Unique Value</li> <li>Mock interview assignment introduction</li> <li><u>Guest Speaker:</u> <b>Sandy Moore</b></li> </ul>	<p><b>Complete 1:1 ECR Debrief Meeting</b> by January 31, 2020 (Book on <a href="#">COOL</a>)</p> <p><b>Application Assignment:</b> Due February 14<sup>th</sup> on Canvas at 9:59am</p>
9	March 6  10:00am – 12:00pm	<b>Negotiating your offer</b>	<ul style="list-style-type: none"> <li>Salary &amp; Job Offer Negotiation</li> <li><b>SEAT</b></li> <li><u>Guest Speaker:</u> <b>Sandy Moore</b></li> </ul>	<b>Mock Interview:</b> Complete by March 13 <sup>th</sup> (See times below)
10	May 1  10:00am – 12:00pm	<b>Case Interview Prep</b>	<ul style="list-style-type: none"> <li>Learn how to complete the interviews, what to ask and what to expect for case interviews</li> <li><u>Guest Speaker:</u> <b>(TBD)</b></li> </ul>	<b>Career Development Presentation Hand-In</b> (PowerPoint or visual aids) Due May 3 <sup>rd</sup> on Canvas at 11:59 pm
11	May 8  9:00am – 12:00pm	<b>Career Planning</b>	<ul style="list-style-type: none"> <li>Career Action Plan presentations</li> <li>Course wrap-up</li> <li>Post-grad career resources</li> <li><u>Guest Speaker:</u> Alumni Careers</li> </ul>	<b>Career Action Plan Presentation</b> All students present today in class

### 2020 MOCK INTERVIEW SCHEDULE

DATE	DAY OF THE WEEK	START TIME	END TIME
March 3, 2020	Wednesday	8:00 am	1:00 pm
March 6, 2020	Friday	1:00 pm	5:00 pm
March 10, 2020	Tuesday	1:00 pm	5:00 pm
March 12, 2020	Thursday	1:00 pm	5:00 pm
March 13, 2020	Friday	8:00 am	5:00 pm

**Note:** Multiple mock interviews will occur simultaneously during the above times. Students will be assigned to a 60-minute timeslot with an interview consultant. Times and details about your mock interview will be communicated two weeks in advance.