

COURSE INFORMATION

Course title:	Career Development		
Course code:	BA 520	Credits:	1.5
Session, term, period:	2019W, P1-P5	Class location:	See course schedule
Section(s):	MM1	Class times:	See course schedule
Course duration:	Sep 3, 2019 to May 30, 2020	Pre-requisites:	None
Division:	Business Career Centre	Co-requisites:	None
Program:	MM		

INSTRUCTOR INFORMATION

Instructor:	Carly Boettcher, Manager MM Careers		
Phone:	604-822-2973	Office location:	HA 155
Email:	carly.boettcher@sauder.ubc.ca	Office hours:	By appointment only COOL

COURSE DESCRIPTION

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:

- Understand and articulate a deep-level of understanding regarding one's strengths, values, transferable skills, ambitions, and motivators
- Understand 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 MM program.
- Identify and leverage changing workplace trends to their advantage by becoming more well-informed with industry, organization, and job roles in the global marketplace.

- Navigate the job search process from start to finish; including networking, applications, and interviews
- Be confident in their skills to take their next steps in regards to 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 assignments to a satisfactory degree to receive a passing grade in this course. All written assignments should be submitted in PDF format.

- **StrengthsFinder Assessment (Due Sept 13th at 9:59 am PST in class)**
Introduction and overview to be provided during BCC Day in MM Opening Week. Details to complete assessment will be communicated at that time.
- **StrengthsFinder Reflection (Due Sept 27th at 9:59 am PST via Canvas)**
After completing the online assessment you will submit a self-reflection paper in regards to your Top 5 most dominant talents. Details of assignment can be found on Canvas.
- **Career Development Intake Meeting (Due Oct 31st and book your appointment on COOL)**
This is your chance to establish a strong and personalized relationship with your MM Careers Manager (Carly Boettcher). Choose "Intake Appointment" in COOL when scheduling your appointment.

Emotional Intelligence (EQ) Deliverables

1. **Complete Emotional Intelligence (EQ) Online Assessment (Due Nov 22nd at 9:59 am PST via [link provided by Carly](#))**
2. **Conduct your Emotional Intelligence (EQ) / ECR Debrief Meeting with Carly or a ECR Certified Consultant (Due February 7, 2020 and book your appointment on COOL)**
3. **Complete and submit your Emotional Intelligence (EQ) individual reflection assignment (Due February 7 at 11:59 pm PST via [Canvas](#))**

IMPORTANT: You must complete your Emotional Capital Report (ECR) assessment before scheduling your ECR Debrief meeting with your Career Manager/ EQ Consultant. A code for the assessment will be provided by the Business Career Centre. Choose "EQ Assessment Debrief" when scheduling your 60 min appointment.

- **Informational Interviews Reflection (Due March 27 at 11:59 pm PST via [Canvas](#))**
You will participate in at least 3 informational interviews and submit a self-reflection about your experience and key insights/learnings.

- **Mock Interview Assignment (March 20th at 9:59 am PST 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. Key resources will be provided by the business career centre.
- **Mock Interview (March 17th to 20th, 2020 in person w/ interview consultant)**
You will participate in a mock interview with an interview consultant the week of March 17th - 20th during assigned timeslots (see page 7). You will receive tailored feedback on your performance including your application and LinkedIn profile presence.
- **Career Development Plan: Video Presentation Submission (May 8th at 9:59 am PST on Canvas)**
You will submit a short 5-minute video presentation reflecting on what you have learned through this course, and describing the key steps necessary to reach your post program goals.

LEARNING MATERIALS

Do not purchase these materials. They will be provided to you by the Business Career Centre:

- StrengthsFinder 2.0 by Tom Rath, Gallup Press, 1 Edition (Feb 2007)
- “Building a Better Business at SKY with Emotional Capital”, RocheMartin Case Study (2018)

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
 - Course page for all readings and assignments
- **COOL (Career Options Online):** saudercool.ca
 - Book coaching appointments, RSVP for company info sessions and networking events
- **SEAT (Sauder Employment Analytics Tool):** 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
 - 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](https://www.linkedin.com) (the world’s largest social network for business and careers)
- **Business in Vancouver:** biv.com (includes top listings of Vancouver companies by industry)
- **Glassdoor:** [glassdoor.ca/index.htm](https://www.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](#) (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)

Class	Date	Topic	Readings or Activities	Assessments due
1	Friday, Sept 13 Room: HA 133	Leverage your MM Journey & Self-Awareness	<ul style="list-style-type: none"> • Course introduction & class expectations • Overview of 21st century skills • Strengthsfinder Review & Debrief • Career Intake Survey 	Complete your 1:1 Intake Meeting by October 31st, 2019 (Book on COOL)
2	Friday, Sept 20 Room: HA 334	Understanding your values, transferable skills, and goals	<ul style="list-style-type: none"> • Personal Values • Transferable Skills • SMART Goals 	In Class: Group and/or Individual exercises
3	Friday, Sept 27 Location: Great Hall (The Nest) North/South	Presentation Skills	<ul style="list-style-type: none"> • Joint with MBAN & MM Dual cohorts 	

4	Friday, Nov 8 Room: HA 334	Emotional Intelligence	<ul style="list-style-type: none"> • Introduction of EQ and 10 core competencies • Understanding your Emotional Capital Report (ECR) 	<p>Complete ECR online assessment by Nov 22nd at 9:59 am PST (Link to be provided)</p> <p>Complete 1:1 ECR Debrief Meeting and submit individual reflection by January 31, 2020</p>
5	Friday, Nov 22 Room: HA 337	Career Trends & Exploring Industries	<ul style="list-style-type: none"> • MM Alumni Journey's • BD Panel - industries, trends and mobility 	
6	Friday, Jan 24 Room: HA 133	Networking & Information Interviews	<ul style="list-style-type: none"> • "The Art of Relationship Building" w/ Martina Valkovicova (Assistant Dean, BCC) 	Informational Interviews Reflection Assignment Due by March 27, 2020 at 11:59 pm PST
7	Friday, Mar 6 Room: HA 133	Get Application Ready	<ul style="list-style-type: none"> • Transferrable skills *refresher* • Resume peer review • Leveraging VMock to improve your resume • Job application assignment introduction 	Mock Interview assignment (job posting, cover letter & resume) Due by March 20, 2020 at 9:59 am PST
8	Friday, Mar 13 Room: HA 133	Get Interview Ready	<ul style="list-style-type: none"> • Behavioural Interviews and Storytelling • Articulating your Unique Value 	Complete your individual 1:1 mock interview by March 20th, 2020 (view tentative schedule on p.7)
9	Friday, May 1 Blackboard (online)	Job Search Strategies Special Guest: Whitney Friesen	<ul style="list-style-type: none"> • Learn about the "2 Hour Job Search" method and other key resources to help with your job search 	
10	Friday, May 8 Blackboard (online)	Career Planning & Your Next Steps Special Guests: Pam Nanson Whitney Friesen Gerard Cowan Kristine Thody Bonnie Lee	<ul style="list-style-type: none"> • Course wrap up, reflections and celebration • Intro to SEAT & Next Steps • Alumni Career Services • BA Course wrap-up/survey 	<p>Individual Career Development Video Presentation due at 9:59 am PST before class starts.</p> <p>Complete BA 520 course survey</p>

2020 MOCK INTERVIEW SCHEDULE

DATE	DAY OF THE WEEK	START TIME	END TIME
March 17	Tuesday	12:30	4:30
March 18	Wednesday	9:00	1:00
March 19	Thursday	12:30	4:30
March 20	Friday	9:00	3:00

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.