

COURSE INFORMATION

Course title:	Career Development	Credits:	1.5
Course code:	BA 520	Class location:	Online (TBD moving forward)
Session, term, period:	Summer P1 – Winter P2	Class times:	Friday, 10 AM – 12 PM (variable dates – see schedule)
Section(s):	n/a	Pre-requisites:	n/a
Course duration:	June 12-Nov 27	Co-requisites:	n./a
Division:	Business Career Centre		
Program:	MM Dual		

INSTRUCTOR INFORMATION

Instructor: Carly Boettcher, MM Career Manager
Phone: 604-822-2973 Office location HA 155
Email: carly.boettcher@sauder.ubc.ca Office Hours: Book an appointment on [COOL](#)

Instructor: Elena Giorgetti, B+MM Career Manager ****ON LEAVE****
Phone: 604-822-0097 Office location HA 155
Email: Elena.giorgetti@sauder.ubc.ca Office Hours: Book an appointment on [COOL](#)

Instructor: Laura Dowling, B+MM Career Manager **** ON LEAVE****
Phone: 604-827-3518 Office location: HA 155
Email: laura.dowling@sauder.ubc.ca Office Hours: Book an appointment on [COOL](#)

Course Description

The Career Development course provides students with the tools and resources 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 and motivators.
- **Build Your Brand:** Understand your unique selling proposition and learn how to articulate your thoughts into persuasive stories and compelling applications.
- **Explore Your Options:** Increase your knowledge and conduct primary and secondary research to be confident in your next career move.
- **Practice:** Incorporate your learning by conducting interviews with confidence, professionalism, and enthusiasm. Meet alumni and professionals to continue your job or further post-education search.
- **Create your Career / Post-Education Roadmap:** 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 (or further education) search and overall career professional goals.

COURSE FORMAT

Blended course delivery that will include professional guest speakers, industry professionals, employer relations staff, alumni, discussions and personal reflection activities. There will also be events and workshops scheduled outside of class time which are not mandatory, yet highly encouraged.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

1. Design a career action plan in line with your personal aspirations and ambitions
2. Learn how Emotional Intelligence (EQ) can influence your personal and professional growth and become aware of how to develop core dimension of EQ
3. Develop confidence in how to connect with people in order to optimize your professional network
4. Gain a broad view of the current job market and explore different entry points to a variety of industries
5. Navigate the job search process from start to finish including networking, applications, and interviews and offer negotiation techniques
6. Identify best practices to help you transition into the workplace

ASSESSMENTS

There are several personal assessments in this course; 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.

- **Odyssey Plan (Due June 19th on Canvas at 9:59am)**
Based on the model presented in the book “Designing Your Life”, you are going to create three alternative versions for the next five years of your life.
- **Career Development Meeting (Due July 26th, book on saudercool.ca)**
This is your chance to establish a strong and personalized relationship with your B+MM Careers Manager (Elena Giorgetti or Laura Dowling). Choose “Intake Appointment” in COOL when scheduling your appointment.
- **Career Survey (Due in class on June 26th at 12:30 pm)**
You will complete a survey to reflect on which industries and career options you would like to explore during your MM journey which will inform our Employer relations team what support you may want.
- **Complete & Update your SEAT status (Due in class on July 10th at 12:30 pm)**
SEAT is a platform that allows you to research previous MM cohorts’ employment outcomes as part of your job search process. During this class, we will familiarize with this tool and you will start your own profile on the platform.

- **Career Action Journey Presentation (Due Aug 14th at 9:59am on [Canvas](#))**
On Aug 14th you will deliver a short 3-minute presentation to your peers outlining what your specific personal and professional goals are over the coming months before graduation – refer to Career Action Journey Plan.
- **Emotional Intelligence (EQ) Assessment (Due prior to 1:1 EQ Debrief Meeting and not beyond Aug 21st)**
You will be provided specific instructions in class about this assignment. A code for the EQ assessment will be provided by the Business Career Centre.
- **Emotional Intelligence (EQ) Debrief 1:1 Meeting (Due August 21st at 9:59 am)**
You must complete an Emotional Capital Report (ECR) assessment before scheduling this 1-hour meeting with your Career Managers or external consultants (see notes above here). Choose “EQ Assessment Debrief” when scheduling your appointment. During this meeting, you will debrief on your results and set personal goals for self-growth and improvement.
- **Pre-mock Interview Survey (Due in class on Aug 14th at 12:30 pm)**
In preparation to your mock interview, we will ask you to complete a survey to let us know which industries or professional areas you are interested in.
- **Resume Peer-Review (Upload your document on [Canvas](#) by Aug 21st by 9:59 am & review peer’s document by Aug 28th)**
For this assignment, you will be assigned one of your peers' resume and you will have to review it by providing constructive feedback and scores based on the assignment's rubric.
- **Mock Interview Assignment (Aug 28th at 11:59 pm PST on [Canvas](#))**
You will choose a job description of a role you are interested in and you will create a tailored resume and cover letter for it. You will also ensure that your LinkedIn profile is complete and up-to-date. Your mock interview will be based on this application.
Resources to complete this assignment will be provided by the Business Career Centre in class.
- **Mock Interview (September 25th to October 9th online)**
You will participate in a mock interview with a career consultant on either Sept 25, Oct 2 or October 9. You will receive tailored feedback on your performance including your application and LinkedIn profile presence.

LEARNING MATERIALS

No specific material is required.

Additional resources recommended:

- StrengthsFinder 2.0 by Tom Rath, Gallup Press, 1 Edition (Feb 2007)
- “What Makes a Leader?”, Daniel Goleman, Harvard Business Review (Jan. 2004)
- Designing Your Life: How to Build a Well-lived, Joyful Life, Bill Burnett, Dave Evans (Sept.2016)

- Start with Why, Simon Sinek (Oct. 2009)
- Dare to Lead: Brave Work. Tough Conversations. Whole Hearts, Brene Brown (Oct. 2018)
- How to Win Friends and Influence People, Dale Carnegie (Aug. 2010)
- Range: Why Generalists Triumph in a Specialized World, David Epstein (May 2019)
- Quiet: The Power of Introverts in a World that Can't Stop Talking, Susan Cain (Jan. 2012)
- The Fine Art of Small Talk, Debra Fine (Oct. 2015)

There are many other excellent books, blogs, articles, and podcasts in Personal and Professional Development. We will continue to suggest resources throughout the duration of the program.

Other Important Resources:

- **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):** ms-sauder-ubc.12twenty.com
 - Research previous MM cohorts' employment outcomes as part of your job search process
 - Submit your post MM program status, job offers, and final placement(s)
- **VMock:** vmock.com/sauder
 - Instant resume review tool used by leading business schools (Instructions provided in class)
- **CaseCoach** <https://webforms.sauder.ubc.ca/casecoach-privacy-policy> (contact your Career Coach for additional instructions)
 - Consulting case interview preparation

Additional Career Resources:

- **Career Toolkits:** 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)
 - **LinkedIn MasterClass: get access [here](#)**
- **Business in Vancouver:** biv.com (includes top listings of Vancouver companies by industry)
- **David Lam Library MM Careers:** guides.library.ubc.ca/mm/career
- **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)
- **InterviewStream:** [access via COOL](#) (practice your interview skills)

COURSE-SPECIFIC POLICIES AND RESOURCES

Missed or late assignments, and regrading of assessments

You will submit assignments in Canvas except for the career development intake meeting, emotional intelligence meeting, mock interview assignment, and career development plan presentation.

Late submissions will not be accepted. All assignments must be completed to a satisfactory degree and submitted on time to receive a Pass standing in this course.

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) <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](#).

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.

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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 Pre-Work Activities	Assessments due
1	June 12	Design your Life (Guest speaker: Pam Nanson , Associate Dir. Of Specialty Master Programs)	<ul style="list-style-type: none"> None 	<p>Complete your Odyssey Plan: Due June 19th on Canvas at 9:59am</p> <p>Book your Career Intake Meeting with your assigned Career Coach (Due July 26th, book on COOL).</p>
2	June 19	Art of Relationship Building (in a virtual environment) & ECR Intro (Guest speaker: Martina Valkovicova , Assistant Dean)	<ul style="list-style-type: none"> Details will be provided through Canvas Announcement 	<p>Complete ECR Assessment: Link to be provided</p> <p>Complete 1:1 EQ Debrief Meeting by Aug 21st (Book on COOL)</p>
3	June 26	Master your Online Presence (Guest speakers: The LinkedIn Guys)	<ul style="list-style-type: none"> Complete LinkedIn Masterclass (found in additional resources as above) 	Complete Career Survey (in class)
4	July 10	Exploring Industries & Career Trends (Guest speakers: Sauder Employer Relations Team and Intro to SEAT)		<p>Complete & update SEAT status (in class)</p> <p>Prepare your Career Action Journey Presentation: Aug 14th</p>
5	Aug 14	Career Action Journey Presentations	<ul style="list-style-type: none"> Prepare to present and discuss your career goals 	Complete pre-mock interview survey (in class)

Class	Date	Topic	Readings or Pre-Work Activities	Assessments due
6	Aug 21	Resume Review & Rock your Interview – virtual practice (Guest speaker: Sandy Moore, Recruiting Consultant & Expert)	<ul style="list-style-type: none"> Familiarize with InterviewStream (Log in from COOL) 	Resume Peer Review Assignment <ul style="list-style-type: none"> Upload your document on Canvas by Aug 21st Review your peer's document by Aug 28th on Canvas at 9:59 am Mock Interview Assignment: Aug 28 th on Canvas at 11:59 pm PST
7	Sept 25	Employer Networking Event (in class)	<ul style="list-style-type: none"> Suggested Reading: Networking Toolkit 	Mock Interview: Complete by October 9 th , 2020 (See times below)
8	Oct 2	Dynamic Communication and Presentation Skills (Guest Speaker: Ivan Wanis Ruiz)	<ul style="list-style-type: none"> Prepare for a highly engaging class 	Mock Interview: Complete by October 9 th , 2020 (See times below)
9	Nov 6	Negotiate Your Offer (Guest speaker: Sandy Moore, Recruiting Consultant & Expert)		Career Journey Reflection (video or paper) Complete by: November 27th on Canvas at 9:59am
10	Nov 27	Managing your Career Transition & Building Resilience (Guest Speakers: TBA)		Celebrate and prepare for your future!

2020 BCC IMPORTANT EVENTS:

Mock Interviews Schedule:

DATE	DAY OF THE WEEK	START TIME	END TIME
September 25, 2020	Friday	1:00 pm	5:00 pm
October 2, 2020	Friday	1:00 pm	5:00 pm
October 9, 2020	Friday	1:00 pm	5:00 pm

2020 BCC IMPORTANT EVENTS (Cont'd):

Mock Interviews Schedule (cont'd):

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 in advance.

The B+MM Careers team will be offering additional BCC programming throughout your time in the MM Dual. Please regularly check the [Canvas course site](#) and [COOL](#), and RSVP accordingly.

Additional workshops on specific career related topics may be offered, please check COOL consistently for more details, including Company Information Sessions (TBD: in person or online).

NETWORKING EVENTS (TBD: in person or online):

MM Alumni Mixer (date TBA)

Fall Networking Event (date TBA)

****Attendance to Networking Events is highly encouraged but not mandatory****