

### COURSE INFORMATION

Course title:	Career Development	Credits:	1.5
Course code:	BA 520	Class location:	On campus – various rooms
Session, term, period:	2021 P1-P2, 2022 P3-P5	Class times:	See course schedule (p. 6)
Section(s):	MM1	Pre-requisites:	None
Course duration:	Sept 17, 2021-May 6, 2022	Co-requisites:	None
Division:	Business Career Centre		
Program:	MM		

### INSTRUCTOR INFORMATION

Instructor:	Carly Boettcher, Manager MM Careers	Office location:	Business Career Centre (BCC) HA 155
Phone:	604-822-2973		

Email: [carly.boettcher@sauder.ubc.ca](mailto:carly.boettcher@sauder.ubc.ca) Office hours: By appointment on [COOL](#)

### 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 your Unique Career Journey, the course will focus on four main components:

- **Know Yourself:** Getting to know yourself is a great starting point for your unique career development journey.
- **Tell Your Story:** Learning how to communicate who you are and your discovered career interests will help you build confidence and make meaningful connections with others.
- **Explore Career Opportunities:** Gain clarity on your career interests by: increasing your market knowledge, building your network, and identifying the skills, experiences & attributes for different professions.
- **Learn Through Experience:** Through different experiences, you'll develop work-related skills, build important relationships, and gain clarity on how you want to contribute to the world of work. All of which will support your career journey.

By the end of the course students will develop key career readiness 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 class lectures and discussions with the inclusion of guest speakers periodically.

## LEARNING OBJECTIVES

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

- Recognize your personal and professional career interests and aspirations
- Understand your emotional intelligence competency level
- Understand how to tailor your story for multiple communication channels (applications, interviews, networking etc.) to optimize your professional presence
- Develop a strategy to be able to share your story (virtually and in-person)
- Understand the current market and future of work trends related to your career interests
- Identify and reflect on fit and skills for preferred roles, industries and companies
- Identify and build key relationships to support your career goals
- Develop a practice of reflection to understand the importance of initiative, decision-making, accountability and skill/knowledge development to your continued learning and success

## 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. ALL assignments must be uploaded to BA 520 – Career Development Canvas course site by assignment deadlines.**

### Details of Assessments

#### **Career Development Meeting (Completed by October 29, 2021)**

This is your chance to establish a strong and personalized relationship with your Career Manager, Carly Boettcher. Complete the *My Unique Career Journey* worksheet prior to the intake appointment. Choose “Career Intake Appointment” in [COOL](#) when scheduling your appointment.

#### **Strengthsfinder Reflection Assignment (Due October 1, 2021 at 11:59 pm)**

Submit your personal reflection on your understanding of the Strengthsfinder assessment and your top 5 strengths – see key questions and overall format under “Assignments” tab in Canvas.

#### **Information Interview Assignment (Due January 31, 2022 at 9:59 a.m.)**

Submit your personal reflection on four information interviews that you have completed thus far in the MM program –see key questions and overall format under “Assignments” tab in Canvas.

#### **Emotional Intelligence (EQ) Assignment (Due March 4, 2022 at 9:59 a.m.)**

Submit your reflection on the Emotional Capital Report (ECR) assessment after you complete your ECR debrief with a Roche Martin certified coach from the BCC.

#### **Application Assignment (Due March 17, 2022 at 9:59 a.m.)**

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 Assignment (Weeks of March 14-31, 2022; various days and schedule TBA)**

You will participate in a mock interview with a career consultant and receive tailored feedback on your performance including your application and interview skills.

**Career Journey Presentation (Due May 2, 2022 at 9:59 a.m; in-class presentations on May 6, 2022)**

You will deliver a short 3-minute presentation to your peers outlining what specific S.M.A.R.T. professional and personal goals you will be taking to reach your post-graduation goals. Make sure you refer to and reflect back on your *My Unique Career Journey* worksheet to guide this presentation. You are required to upload your presentation to Canvas by May 6.

**Discussions/Reflections (ongoing)**

At specific points in the course, you will be required to reflect on your career journey and what you have been learning. Your reflections will help you gain clarity on your career journey.

**Learning Materials**

No specific material is required.

*Career Resources and Tools*

- [Canvas](#) for accessing readings, assignments, and various resources
- [COOL \(Career Options On-Line\)](#) for booking one-on-one career advising and coaching appointments, registering for career-related workshops and events, and viewing and applying for job postings
- [Career Toolkits](#) give you the resources to feel comfortable, confident, and capable in your career. These are accessible through COOL and on the BA 520 Canvas site.
- [SEAT \(Sauder Employment Analytics Tool\)](#) for researching what companies have hired MM grads, average base salaries, and job offer trends
- [VMock](#) is an online tool designed to provide you with instant feedback on your resume
- [CaseCoach](#) is an online tool job-seekers can use to help prepare for applications and case interviews in various industries
  - Contact your Career Manager for more information
- [InterviewStream](#) will help you practice and develop your interviewing skills
  - Access via COOL
- [LinkedIn](#) is the world's largest professional network with hundreds of millions of members
  - If you haven't yet, be sure to complete the [LinkedIn Masterclass](#)
- [Business in Vancouver \(BIV\)](#)
- [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 and log into COOL to book a meeting to discuss your results.
- [Vault](#) provides in-depth intelligence on what it's really like to work in different industries, companies, and professions
  - Access via COOL

**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](#).

## 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.

### *COVID-19 Policies for Attendance & Academic Concessions:*

If a student feels unwell, they should stay home and send a courtesy email to each impacted instructor and cc their program manager. The student should also submit an [Academic Concession Request & Declaration Form](#).

If a student suspects possible Covid-19 infection, they should use the BC Ministry of Health's [self-assessment tool](#), to help determine whether further assessment or testing for COVID-19 is recommended.

If a student is required to self-isolate (e.g., while waiting for test results), they should follow the steps above (stay home, email instructor(s) and program manager, submit an [Academic Concession Request & Declaration Form](#), and follow BC Health Guidance.

Students who are required to quarantine, should get in touch with their Program Manager to discuss the possibility of academic concessions for each impacted course. The Program Manager will work closely with your instructors to explore options for you to make up the missed learning.

### *Covid-19 Safety in the Classroom:*

**Masks:** Masks are **required** for all indoor classes, as per the BC Public Health Officer orders. For our in-person meetings in this class, it is important that all of us feel as comfortable as possible engaging in class activities while sharing an indoor space. For the purposes of this order, the term "masks" refers to medical and non-medical masks that cover our noses and mouths. Masks are a primary tool to make it harder for Covid-19 to find a new host. You will need to wear a medical or non-medical mask for the duration of our class meetings, for your own protection, and the safety and comfort of everyone else in the class. You may be asked to remove your mask briefly for an ID check for an exam, but otherwise, your mask should cover your nose and mouth. Please do not eat in class. If you need to drink water/coffee/tea/etc, please keep your mask on between sips. Students who need special accommodation are asked to discuss this with the program office.

**Seating in class:** To reduce the risk of Covid transmission, please sit in a consistent area of the classroom each day. This will minimize your contacts and will still allow for the pedagogical methods planned for this class to help your learning.

Visit the following website for the most recent updates regarding Covid-19 protocol on campus: <https://students.ubc.ca/campus-life/returning-to-campus>

### *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*

During online lectures, students are not permitted to use any electronic devices other than the primary one used for attending the online lecture (e.g. laptop or desktop). Only Zoom should be open during the online lecture unless an instructor advises the use of another program/website for an in-class activity. Feedback from students indicates that personal devices are the number one distraction from effective learning and participation in the online learning environment.

#### *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 [DO NOT MODIFY THIS PARAGRAPH]**

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>.

#### *Respect for Equity, Diversity, and Inclusion*

The UBC Sauder School of Business strives to promote an intellectual community that is enhanced by diversity along various dimensions including status as a First Nation, Metis, Inuit, or Indigenous person, race, ethnicity, gender identity, sexual orientation, religion, political beliefs, social class, and/or disability. It is critical that students from diverse backgrounds and perspectives be valued in and well-served by their courses. Furthermore, the diversity that students bring to the classroom should be viewed as a resource, benefit, and source of strength for your learning experience. It is expected that all students and members of our community conduct themselves with empathy and respect for others.

### *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.

### *Academic Freedom and Students Studying from Outside Canada*

During this pandemic, the shift to online learning has greatly altered teaching and studying at UBC, including changes to health and safety considerations. Keep in mind that some UBC courses might cover topics that are censored or considered illegal by non-Canadian governments. This may include, but is not limited to, human rights, representative government, defamation, obscenity, gender or sexuality, and historical or current geopolitical controversies. If you are a student living abroad, you will be subject to the laws of your local jurisdiction, and your local authorities might limit your access to course material or take punitive action against you. UBC is strongly committed to academic freedom, but has no control over foreign authorities (please visit <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,33,86,0> for an articulation of the values of the University conveyed in the Senate Statement on Academic Freedom). Thus, we recognize that students will have legitimate reason to exercise caution in studying certain subjects. If you have concerns regarding your personal situation, consider postponing taking a course with manifest risks, until you are back on campus or reach out to your academic advisor to find substitute courses. For further information and support, please visit: <http://academic.ubc.ca/support-resources/freedom-expression>

### **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 and could be subject to legal action. Any lecture recordings are for the sole use of the instructor and students enrolled in the class. In no case may the lecture recording or part of the recording be used by students for any other purpose, either personal or commercial. Further, audio or video recording of classes are not permitted without the prior consent of the instructor. Students may not share class Zoom links or invite others who are not registered to view sessions.

### **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 – see next page)

Class	Date	Topic	Readings or Activities	Assessments due
1	Sept 17 HA 337	<b>Introduction to Strengthsfinder &amp; your Top 5 strengths</b> <ul style="list-style-type: none"> <li>Guest Speaker: Kimberley Rawes</li> </ul>	<i>Strengthsfinder Assessment</i>	a) Complete Strengthsfinder assessment & bring results to class on Sept17 b) Complete and submit personal reflection assignment by Oct 1
2	Sept 24 HA 337	<b>The Art of Relationship Building</b> <ul style="list-style-type: none"> <li>Guest Speaker: Martina Valkovicova</li> </ul>	<i>Personal ask &amp; Video on Canvas</i>	
3	Nov 5 DL 005 Learning Labs	<b>Enhance your Presentation Skills</b> <ul style="list-style-type: none"> <li>Guest Speaker: Ivan Ruiz</li> </ul>	<i>Pre-work required in small groups (see BA 520 Canvas course announcement/Class #3 module for instructions)</i>	
4	Nov 19 HA 337	<b>Job Search Strategies</b>		SMART Goals Assignment (In Class)
5	Nov 26 Virtual/Online via Zoom	<b>Exploring Industries &amp; Career Trends (Virtual)</b> <ul style="list-style-type: none"> <li>Guest Speaker: UBC Sauder Employer Relations Team</li> </ul> <b>Introduction to SEAT</b>	<i>Log into SEAT and update your personal profile</i>	Information Interview Assignment (Due Jan 31, 9:59 a.m.)
6	Jan 14 Virtual/Online via Zoom	<b>Importance of Emotional Intelligence &amp; the Emotional Capital Report (ECR) (Virtual)</b> Guest Speaker: Martina Valkovicova	<i>ECR Assessment &amp; Debrief</i>	a) Complete ECR Debrief meeting b) Emotional Intelligence (EQ) Assignment (Due March 4, 9:59 a.m.)
7	March 4 HA 337	<b>Get Noticed! Resumes &amp; Cover Letters</b>		Application Assignment (Due March 13, 9:59 a.m.)
8	March 11 Virtual/Online	<b>Rock Your Interview (Virtual)</b> <ul style="list-style-type: none"> <li>Guest Speaker(s): The LinkedIn Guys</li> </ul>		Complete Mock Interview (Dates TBA- March 14 to 31)

9	April 29 HA 337	<b>Negotiate Your Offer</b> • Guest Speaker: TBA		
10	May 6 HA 337 HA 132 DL 125	<b>My Unique Career Journey Individual Presentations</b>	<i>Refer to your MyUnique Career Journey Worksheet &amp; various personalreflection assignments</i>	<ul style="list-style-type: none"> <li>a) Upload your PowerPoint to Canvas(Due May 2, 9:59 am)</li> <li>b) Be prepared to present to your peers/BCC &amp;RHL Staff during classon May 6</li> </ul>



The Specialty Masters Careers team may be offering additional BCC programming throughout your time in the MM program. 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 under the “Events” tab.