

COURSE INFORMATION

Course title:	Career Development		
Course code:	BA 520	Credits:	1.5
Session, term, period:	2022S, P1 - 2022W, P2	Class location:	See course schedule (p.6 & 7)
Section(s):	DD1 & DD2	Class times:	See course schedule (p.6 & 7)
Course duration:	June 10 – November 18, 2022		
Division:	Business Career Centre	Pre-requisites:	None
Program:	MM Dual	Co-requisites:	None

INSTRUCTOR INFORMATION

Instructor(s):	Specialty Masters Careers Team		
Phone:	604-822-2973	Office:	BCC HA 155
Email:	SpecialtyMastersCareers@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 online 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.**

Details of Assessments

- **Career Intake Meeting (Complete by July 15 at 4:59 pm PST)**

This is your chance to establish a strong and personalized relationship with your Specialty Masters Careers team. **All** students must complete the [MMDD 2023 Intake Career Coaching Questionnaire](#) and upload your *My Unique Career Journey* worksheet and most current resume prior to your scheduled intake appointment. **Note: For those who have not had a meeting with the BCC recently, we sent out individual emails with your assigned timeslots and [contact us](#) if you need to reschedule.*

- **Information Interview Assignment (Complete by July 29 at 11:59 pm PST)**

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

- **Emotional Intelligence (EQ) Assignment (Due August 19 at 11:59 pm PST)**

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

- **Application Assignment (Due September 23 at 11:59 pm PST)**

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 (TBA) – Schedule to be published at start of P2**

You will be assigned and participate in a virtual behavioral mock interview with a BCC consultant. You will receive tailored feedback on your performance including your application and interview skills.

Discussions/Reflections (In class/Assignments)

At specific points in the course, you may be required to reflect on your professional development and MMDD career journey and what you have been learning. Your reflections will help you gain clarity on and also learn from your peers at various times throughout this course.

LEARNING MATERIALS

No specific material is required.

Career Resources and Tools

- [Canvas](#) for accessing readings, assignments, and discussions
- [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.
- [Working In Resources](#) provide you with knowledge about the following industries: Accounting, Business Analytics, Consulting, Finance and Marketing. They can be accessed under the “Resources” section on [COOL](#) and will help with your job search in the future.
- [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 Specialty Masters Careers team for FREE student access
- [Firsthand](#) 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.

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>

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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 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.

ONLINE TEACHING TOOL & REQUIREMENTS

For some BA 520 classes they will be taught using Zoom and highlighted accordingly within course schedule.

If you do not have a Zoom account, you can create one here: <https://zoom.us/signup>. Note: creating a Zoom account requires that you provide a first name, last name, and email address to Zoom. For privacy purposes, you may consent to using your existing email address and your real name. Alternatively, if you prefer, you may sign up using an alternative email address and an anonymized name that does not identify you (i.e. Jane Doe, jane.doe@email.com). If you have trouble creating an account, or accessing a Zoom session, please contact CLCHelp@sauder.ubc.ca. You will be required to provide the email address associated with your Zoom account in a Canvas quiz for identification purposes.

To help replicate the classroom experience, make sessions more dynamic and hold each person accountable, both students and instructors are required to have their cameras on during Zoom class sessions. Students who require an accommodation with regard to the “camera on” requirement must contact their instructors in advance of the first class to discuss options. As professional graduate students, students are expected to conduct themselves professionally by joining sessions on time, muting mics when not speaking, refraining from using any other technology when in-session, attending in business casual dress (at a minimum), and participating from a quiet environment. Content from synchronous sessions will be selectively recorded per instructor discretion and made available to students on Canvas for a maximum duration of the course length. This is done to allow students the opportunity to return to lecture content to solidify learnings.

COURSE SCHEDULE

Note: Please review course schedule carefully to determine if a class is on campus or virtual. There will be joint classes on particular Fridays that will be listed below (both DD1 & DD2 in same room together). This schedule may change with class consultation.

Class	Date	Topic	Readings or Activities (TBA)	Assessments
1	June 10 Room HA 098 DD1 & DD2 *Joint Class*	Introduction to Business Career Centre Overview of BA 520 Career Development course <i>My Unique Career Journey Career Development Model</i>	<i>*Bring a copy of your completed My Unique Career Journey worksheet to class*</i>	Complete Career Intake Meeting (Due by July 15, 4:59 p.m.)
2	June 17 Room HA 098 DD1 & DD2 *Joint Class*	Exploring your Career Interests & Values		
3	June 24 Room HA 098 DD1 & DD2 *Joint Class*	Art of Relationship Building Introduction to Emotional Intelligence (EQ) Emotional Capital Report (ECR) assessment		
4	July 29 Virtual via Zoom DD1 & DD2 *Joint Class*	Exploring Industries & Career Trends		Information Interview Assignment (Due July 29, 11:59 pm PST)

5	August 12 DD1 HA 132 10-12 pm DD2 HA 132 1-3 pm	Job Search Strategies Introduction to SEAT (Sauder Employment Analytics Tool)		
6	August 19 DD1 HA 132 10-12 pm DD2 HA 132 1-3 pm	Resumes Cover Letters Strategic Applications		Emotional Intelligence (EQ) Assignment (Due August 19, 11:59 pm PST)
7	September 23 Virtual via Zoom DD1 & DD2 *Joint Class*	Employer Networking Event		Application Assignment (Due September 23, 11:59 pm PST)
8	October 7 Location TBA DD1 & DD2 *Joint Class TBD*	Storytelling & Interviews		Complete virtual Mock Interview w/ BCC Consultant (Schedule TBA)
9	November 4 Virtual via Zoom DD1 & DD2 *Joint Class*	Salary & Job Offer Negotiations		
10	November 26 Location TBA DD1 & DD2 *Joint Class*	Managing Your MM Career Transition & Building Resilience		Celebrate and prepare for your future!

The Specialty Masters Careers team may be offering additional BCC programming throughout your time in the MMDD 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.