Commerce 2IN0
Career Development Course
Winter 2023 – Session 2
Course Syllabus

DeGroote School of Business
McMaster University

COURSE OBJECTIVE

This 10-hour, non-credit course equips students with the essential skills to effectively transition from the classroom to the workplace. It gives students the tools to successfully participate in summer, internship, and full-time job searches. Topics covered may include, but are not limited to: skills assessment, resume and cover letter development, interview skills, networking, job search strategies, and business etiquette. Successful completion of this course is one of the requirements to participate in the BCom / IBH with Internship program.

INSTRUCTORS AND CONTACT INFORMATION

C12, C13, C14	**C09, C16**	**C10, C11**
Karam Noel	**Maddie Lad**	**Chantal Godin**
Relationship Manager, BCom	Relationship Manager, BCom	Relationship Manager, BCom
noelk@mcmaster.ca	ladm11@mcmaster.ca	godinc@mcmaster.ca
Coaching: By appointment	Coaching: By appointment	Coaching: By appointment

Course website: http://www.avenue.mcmaster.ca

COURSE ELEMENTS

Credit Value:	0	Leadership:	Yes	IT skills:	No	Global view:	Yes
A2L:	Yes	Ethics:	Yes	Numeracy:	No	Written skills:	Yes
Participation:	Yes	Innovation:	Yes	Group work:	Yes	Oral skills:	Yes
Evidence-based:	Yes	Experiential:	Yes	Final Exam:	No	Guest speaker(s):	No

COURSE DESCRIPTION

This is a non-credit (pass/fail) course that requires students to participate actively and engage in all five live sessions, complete all activities and discussions (including asynchronous pre-work assigned prior to attending session), and submit all deliverables by given deadlines. Classes will be held weekly from February 27th to March 31st. You must attend the section of the course you have registered in unless otherwise requested and approved by the course lead. All relevant course materials will be made available on Avenue to Learn, including the pre-work that complements each live session.

LEARNING OUTCOMES

This course supports students' career exploration, job search, career development, and networking skills. By the end of the course, students will have mastered the following:

Career Exploration
1. Identified skills to develop to achieve career goals
2. Explored various careers based on interests, motivators, and skills

Job Search
3. Applied different job search strategies
4. Understood business recruitment cycles and timelines
5. Learned how to assess a job description

Career Development
6. Learned to leverage experience(s) and transferable skills
7. Defined and created personal brand
8. Written a tailored resume and cover letter for a job posting of interest
9. Participated in mock interviews and received feedback from others

Networking Skills
10. Developed in-person and virtual networking strategies
11. Use LinkedIn in job search and networking

COURSE MATERIALS AND READINGS

There is no required textbook for this course. All course materials, including lecture slides, worksheets, videos, and links, will be provided in Avenue to Learn.

COURSE DELIVERY

MODALITY	DESCRIPTION
Asynchronous	Pre-work and other activities as assigned via Avenue to learn to be completed on your own time. You should plan to dedicate 1-2 hours per week.
In-Person	Five live sessions led by your instructor. Check MOSAIC for information regarding your assigned core, including the day/time and location of where weekly meetings will occur from February 27th to March 31st.

COURSE OVERVIEW AND ASSESSMENT

In order to receive a Pass grade in Commerce 2IN0, students must fulfill the following requirements in addition to a minimum 50% grade in the evaluation components:

1. **Attend all five classes**. Attendance will be required. You are required to attend your registered section; however, in the event that you miss class, it is your responsibility to notify your instructor and

copy the course lead, Karam Noel, at noelk@mcmaster.ca. One of the following options must be actioned to remain active in the course:

- Receive permission from Karam to attend an alternate section if available/applicable – please indicate which one(s) in your correspondence.
- Request and complete the missed class homework package provided by Karam. Only a **maximum of two** homework packages can be requested.
- Submit a Petition for Relief of Missed Course Work within **five** business days of returning to school.

2. **Complete the following evaluation components**, receiving a minimum 50% overall grade:

EVALUATIONS	WEIGHT	DESCRIPTION
Pre-work activities (asynchronous)	25%	Completing all required pre-work activities and bringing them to class (hard or soft copy).
Resume Assignment	30%	Submitting an updated resume based on a job posting of interest; Feedback received from peers and the 2IN0 team should be clearly integrated in submission.
Cover Letter Assignment	30%	Submitting a customized cover letter to a job posting of interest; As with the resume assignment, you are expected to incorporate the feedback received and concepts taught.
VideoBioRecruiter Assignment	15%	Complete a virtual mock interview using VideoBioRecruiter.

COMMUNICATION AND FEEDBACK

Students who wish to correspond with members of the BCom CPD team directly via email must send messages that originate from their **official McMaster University email account**. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work" and the link below.

Missed Course Work Policy:
http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

For information on the various types of academic dishonesty please refer to the *Academic Integrity Policy,* located at https://secretariat.mcmaster.ca/university-policies-procedures- guidelines/

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. email, Avenue to Learn (A2L), web pages, TopHat, MS Teams, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the *Code of Student Rights & Responsibilities* (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's *Academic Accommodation of Students with Disabilities* policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office *normally within 10 working days* of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law

protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 2IN0 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

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WK	LEARNING OUTCOME(S)	TOPIC(S)	VIDEO(S)	ACTION ITEM(S)
Feb 27 – Mar 3	Explore various careers based on interests, motivators, and skills Identify skills to develop to achieve career goals Define and create personal brand	Career Assessment & Personal Branding	Goal Setting	Complete **Career Leader Assessment, Worksheet 1, and Reflection 1** by February 26, 2023. Complete **Worksheet 2** and **Reflection 2** by March 5, 2023.
Mar 6 – 10	Apply different job search strategies Understand business recruitment cycles and timelines Learn how to assess a job description	Job Search	Recruitment Cycles	Update your LinkedIn profile and send **two personalized connection requests** by March 12, 2023.
Mar 13 – 17	Write a tailored resume for a job posting of interest Use LinkedIn in job search and networking	Resume & LinkedIn	Do's and Don'ts of LinkedIn Resume Impact Statements	Bring to class a **current draft of your resume** using one of the templates provided on A2L. Prepare a **cover letter outline (or draft)** by March 19, 2023.
Mar 20 – 24	Write a tailored cover letter for a job posting of interest Develop in-person and virtual networking strategies	Cover Letters & Networking	Storytelling in Recruitment	Submit **Resume and Cover Letter Assignments** to the appropriate drop box in A2L by given deadline.
Mar 27 – 31	Participate in mock interviews and receive feedback from others	Interviews	Do's and Don'ts of Interviews	Complete **VideoBioRecruiter** by given deadline.