

BUS 2001: Business Career Development | Syllabus

Spring 2020 - Asynchronous Online

Instructor Contact:

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Office hours:

- Via Zoom, Thursday, 10:00 a.m. - 12:00 p.m.
 - Zoom link: <https://appstate.zoom.us/j/97838772730?pwd=YnBJL1FWU2dlais4UIVCbmVOYmd1Zz09>
 - Meeting ID: 978 3877 2730
 - Passcode: 481850

Course Materials and Technology:

No textbook is required for this course. All necessary materials will be provided on AsULearn course site. Quinncia, an external software, will be used for the Resume and Interview Assignments. You will be given an access code to this software via email the first week of class.

Your communication responsibilities include (agreed to by continuing enrollment in course):

- Check and respond to any email regularly.
- Try to assimilate information from course materials on your own and then check in with questions that further the discussion. Be specific in your questions!

Learning Objectives and Outcomes:

1. Assess my individual skills as they relate to business majors, career goals, and specific jobs to clarify my intended choice of major.
2. Learn how to format a resume according to a specific set of criteria in order to train myself to pay attention to detail and obtain the skill of resume writing.
3. Create a resume with compelling content, revise it, and prepare to speak about it to convey my experience, skills, values, and education in a clear, concise, and cohesive manner.
4. Build my awareness of companies that recruit and their job postings in order to assess available opportunities and how they align with my values, skills, education, and experience.
5. Establish a professional, online presence through profile completion on LinkedIn and Handshake in preparation to leverage those platforms for networking and my upcoming job or internship searches.
6. Exercise professional communication to accompany the development of my professional toolkit.
7. Practice searching for internship opportunities using online search engines and other available tools
8. Apply for an internship or part time job using created career materials.
9. Begin creating an online folder for career materials and WCOB capstone portfolio.

WCOB Learning Goals:

As a part of core curriculum in the Walker College of Business, BUS 2001 contributes to College-wide learning goals. For more information, visit <https://business.appstate.edu/about/accreditation/assurance-learning>. In this course, we focus on Goal 2.

Goal 2: *Students will communicate effectively in writing and speech.*

- *Students will demonstrate effective oral communication skills necessary for a professional business environment.*
- *Students will demonstrate a competency in writing to effectively communicate in a professional business environment.*

Evaluation:

BUS 2001 is graded on an A-F scale. There are 1,000 points possible as detailed below. Assignment grades will be regularly posted to the course AsULearn site.

- I. Assignments (800)
 - A. Major and Career Exploration (100)
 - B. Resume Draft 1 (100)
 - C. Resume Draft 2 (100)
 - D. LinkedIn (100)
 - E. Handshake (100)
 - F. Company Research (100)
 - G. Interview (100)
 - H. Build ePortfolio (100)
- II. Exercises (100)
 - A. Email (25)
 - B. Alumni Search (25)
 - C. Internship Search (25)
 - D. STAR Exercise (25)
- III. Quizzes (100)
 - A. Syllabus Quiz (50)
 - B. Final Surveys (50)

Course Grade Scale

Letter Grade	Overall Grade as %
A	95-100%
A-	90-94%
B+	87-89%
B	84-86%
B-	80-83%
C+	78-79%
C (Min. Required for WCOB Admittance)	75-77%
C-	70-74%
D+	68-69%
D	65-67%
D-	60-64%
F	Below 60%

Grading Policies

1. Late / Missing Assignments (-10%/day)

Late or inaccessible work will result in a 10% reduction in the number of possible points per day late. Work that is not submitted or is inaccessible after 10 days will not be considered for course credit unless an exception is filed through The [Office of the Dean of Students](#). Assignment deadline extension requests made on or after a deadline are not considered. Your instructor will not negotiate with you about the late policy.

No work will be accepted after the last day of class.

1. Resubmission of Assignments

Assignments may not be re-submitted for additional points on corrected items. Assignments are graded one time only, after the due date on the course calendar. Your instructor will not negotiate with you about the assignment resubmission policy.

1. Assignment Grading Criteria and Assessment

BUS 2001 assignments are designed to be graded transparently and objectively. Each assignment contains the specific criteria by which it will be graded. This information is provided in advance so you know how your work will be assessed. If you have issues or concerns about the grading criteria provided, it must be addressed before the assignment due date in order to be considered.

2. Grade Disputes

Every effort is made to provide accurate grades that represent your engagement with course material. If a mistake is made calculating your grade, know that it will be happily corrected if you bring it to the attention of your instructor. If you disagree with a grade or think you have been graded unfairly, you must document your dispute in writing. Grade disputes will not be handled via Zoom, Meet, or other video conferencing platforms. Written documentation is necessary for this process.

3. Exceptions to Grading Policies

Exceptions to grades that have already been earned are not granted unless there are extenuating circumstances, which must be filed through [The Office of the Dean of Students](#). Grades are earned, not negotiated. Requests for exceptions to the course grading policies will not be conducted via Zoom, Meet, or other video conferencing platforms. Communication from the Dean of Students is necessary in order for an exception to be considered.

4. Adverse Weather

Due dates for assignments will remain the same, even if regular classes are canceled due to inclement weather.

5. Pre-existing Work

Pre-existing work will not be accepted for grading or assignment credit in BUS 2001. It is expected that each student will create new, original work in this course. College curriculum is designed to teach you different ways of thinking. It is expected that you will engage with the instructional material provided in this course to complete the work for this course.

6. Repeating BUS 2001

If you are repeating BUS 2001, you are expected to re-do and re-submit each and every assignment. Assignment criteria may change from semester to semester. It is your responsibility to use the course website to access and understand current assignment expectations. Assignments may be added or removed from the course as it is updated each semester. It cannot be assumed that assignments or their criteria are the same as they were the last time you took the course. Communicate with your instructor

early and often to ensure success in your next attempt. Your instructor wants you to be successful, let them know how they can help.

Academic Integrity

1. Appalachian State University Code of Student Conduct and Academic Integrity

Adhere to the Appalachian State University Code of Student Conduct and Academic Integrity Code, <https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>. Do not copy writing examples from class, assignment examples, or other students' work on your own assignments. Academic integrity code violations such as plagiarism will not be tolerated and will result in a grade of F for the course.

2. Original Writing is Expected

As professionals and future leaders, your best, original work is expected. If you copy written material given as examples on the course website, from another student's writing, or any other source, this will result in a grade of F for the course and the incident will be reported to the Office of Student Conduct.

Address Issues in Advance

If you encounter any issue that represents an obstacle for learning or completing work on time, it is expected that you will bring it to the attention of your instructor before the due date for the corresponding work so that the issue may be resolved. If you have concerns about any course expectation, contact your instructor during the first week of class to discuss alternatives. Issues or concerns with the course materials, delivery, or assignment expectations cannot be adequately addressed or reconciled after due dates. Therefore, issues must be addressed in advance.

Accessibility

If you need reasonable accommodations in order to have equal access to the University's courses, programs and activities, please contact the Office of Disability Services (828.262.3056 or <http://ods.appstate.edu>). Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.