

BUS 490
Strategic Potential: Your Career, Your Purpose
Syllabus & Course Expectations

Welcome! This eight-week, one-credit hybrid course utilizes CANVAS as the learning management system. We will meet the first 8 Tuesdays from 5:00pm-5:50pm in CCC 104 during the fall semester. Please expect to spend approximately fifty minutes per week completing online work followed by a weekly fifty-minute course meeting. Each weekly Tuesday course meeting will prepare you for completing the online assignments that are due by 11:59pm Sunday of that week.

The objective of this course is for you to invest in yourself and so the course is designed to help facilitate strategic examination of your strengths, values, and career potential via engaged dialogue, reflection, and action. Course discussion and material will assist you in exploring your strengths, workplace values, and career paths. You will draw on knowledge and skills gained throughout your academic career to develop a stronger awareness of what engages your strengths, drives your sense of purpose, and expands on the human capital you bring to an organization.

Attendance Policy

Again, your engagement level within this course is up to you, but a reminder that weekly module resources, class session/event activities, and online assignments are worth points and will build upon one another. Class attendance will be taken at every class session/event. If you do not attend and participate in a class session or event, you will not receive the points designated for that class session or event. There is no opportunity to “make-up” or earn back points. It is your responsibility to inform the course instructor of any and all absences that will impact your assignment completion or class attendance. Please see instructor as soon as possible if this poses significant concern, if accommodations are needed, or circumstances arise that prevent you from attending.

Add/Drop date for this course:

Session Starts: Sep 3 End of Add/Drop: Sep 6
W-Drop Deadline: Oct. 4 Session Ends: Oct. 25

Understand When You May Drop This Course

It is the student’s responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP *Important Policy Dates* (<https://www.uwsp.edu/regrec/Pages/importantDatesAndPolicies.aspx>) for information. A serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.

Final Course Examination

The culminating course exam consists of the submission of your *Strategic Next Steps* plan. *Outside of extenuating circumstances*, if you do not submit this final class assignment, you will fail the course regardless of accumulated points from course assignments or event attendance. I encourage you to notify the course instructor if accommodations are needed or circumstances arise that prevent you from attending.

Important Note

This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be noted in a course announcement, in class, or through email.

Instructor Response Time

If you have a general course question (not personal in nature), please post it to the Course Q&A Discussion Forum found on the course homepage. I will post answers to all general questions in the Course Q&A Discussion Forum so that all students can view, reply, and learn. I will make every attempt to reply to emails as soon as I am able.

Textbook & Course Materials

We do not have a required text rental or Supplemental purchase book for this course. I will, however, post resources to our weekly modules. Feel free to post career-related resources as well. Please be sure and site your sources when referencing, discussing, sharing, or quoting resources.

Course Learning Objectives

The broad course learning objectives include students being able to:

- Examine their knowledge, skills, experiences, strengths, and interests and compare the knowledge, skills, experiences, strengths, and interests that are looked for within a professional career
- Analyze and evaluate career resources / networking profiles
- Determine strategic effectiveness within presentations of knowledge, skills, experiences, strengths, and interests
- Gain a greater understanding of strategic career readiness through peer feedback and reflection exercises
- Create, evaluate, and submit a *Strategic Next Steps* plan
- Identify and reflect on personal career readiness by participating in a career readiness pre-test and post-test

Students will meet the outcomes listed above by participating in and completing the combination of course assignments and activities listed in the *Abbreviated Course Outline* at the end of the syllabus.

Student Expectations

Within this course, you will be expected to complete the following types of tasks:

- Maintain communication with instructor and class partners
- Read material within email and Canvas course module; remain aware of assignment due dates
- Upload documents and submit assignments within Canvas course module
- Complete basic internet searches and analyze how the information relates to your experience, skills, knowledge
- Utilize online/web resources such as Skype, LinkedIn, Occupational Outlook Handbook, Handshake, etc.
- Create two personal learning outcomes for this course
- Set up LinkedIn profile, utilize LinkedIn tutorials, and research LinkedIn company profiles
- Meet with your course instructor to discuss week 4 feedback and questions
- Draft, edit, complete, and submit end of course, *Strategic Next Steps* plan
- Offer peer-to-peer career preparation insight, resources, and feedback
- Prepare and participate in class discussions and submit completed online assignments
- Offer feedback on how to improve the course for future students

Technology

This course utilizes the Canvas learning management system (LMS). For tutorials, Canvas Support center, or to log-on, access the following link: <https://www.uwsp.edu/canvas/Pages/default.aspx>. This hybrid course (50% online, 50% in-person) requires you to have access to the following:

- Computer, laptop, or mobile device with keyboard/keypad (or speech-text / text-speech software)
- Webcam
- Microphone
- Printer
- A stable and reliable internet connection

UWSP Technology Support

Telephone: 1-877-832-8977

Email: techhelp@uwsp.edu

Location: 108A ALB

Website: <https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx>

Assignments

Online assignments for this course will be submitted through Canvas unless otherwise instructed. Assignments are due by 11:59pm the Sunday of each module week unless otherwise stated. An *Assignment Directions & Grading Rubric* will be published with the beginning of each weekly module. Because of the short timeline of this course (8 weeks), late work cannot be accepted. Please speak with the course instructor if you have concerns regarding assignments or late work.

Grades / Grading System

This course utilizes a “scaffolded learning” approach which means the weekly modules, in-class discussions, and assignments build upon one another to culminate in your preparation for the final **Strategic Next Steps** plan. This also means certain activities within classes, events, and assignments have point-values assigned to them and are graded according to the grading rubric that will be provided within each weekly module. If you do not complete these activities or assignments, you will not receive the available points for that class, event, or assignment. There is no planned opportunity to “make-up” or earn back points. Please see instructor if this poses concern.

*****Submission of the final Strategic Next Steps plan is mandatory.** *Outside of extenuating circumstances, if you do not submit this final class assignment, you will fail the course regardless of accumulated points from course assignments or event/class attendance. Notify the course instructor if accommodations are needed or circumstances arise.*

Materials utilized within in-class activities and in-class assignments will only be made available at/during the designated in-class session. These in-class materials will not be posted to Canvas within the BUS 490 course module.

You can view the points you receive for graded activities and assignments within the *Grades* section in our Canvas course. My goal is to have assignment feedback and grading submitted to Canvas by 11:59pm on each Monday, however longer written assignments may take me longer to read, assess, and provide feedback.

Graded Course Activities / Assignments

Click the **Assignments** link in Canvas to access assignment listings, categories, and point-weights as applicable. Click the **Syllabus** link to see a chronological listing of assignments. Click the **Grades** link to see current grades. Overall assignments and accompanying points are listed below:

Letter Grade Assignment

Your completion of assignments and activities, in comparison to the provided rubrics, equates to earned points. Your total earned points are a percentage of the whole value (100%) of the total possible course points (100). Final grades will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

Course Policies/Learning Environment Expectations

Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following expectations will enhance the learning experience for everyone in the course:

- Build rapport with your peers in this course; you are encouraged to ask your peers for feedback
- Do not dominate any discussion – leave space and encourage others to offer perspective and experience within discussion
- Do not use offensive language - instead present ideas appropriately; our in-class and online learning spaces are intended to be safe, respectful, open-minded places of learning. At times, learning causes discomfort - this is normal. If the occasion arises, I will use our learning spaces to foster appropriate, respectful dialogue and I expect the same of you. I, just as you, bring my personal combination of experiences, privilege, bias, and perceptions which take me on a path of continual learning. If I say or do something that causes an unjust learning environment for you, I ask you to summon your professionalism and courage and find a way to communicate this with me.
- You are expected to utilize *people-first language*...if this is a new term for you or you are unclear what that means, please google “people-first language”.
- Think of possible interpretations and make edits, where appropriate, before you post information and assignments
- If you have concerns beyond this course, please reach out to available campus Student Services: <https://www.uwsp.edu/admissions/Pages/campus-life/student-services.aspx>. I am someone who can listen, but please be aware that most faculty and instructors are considered “responsible employees” and must adhere to mandatory reporting responsibilities. There are, however, campus personnel who have the professional ability to maintain confidentiality. If you need support, I can assist in connecting you with these individuals/offices.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commit to active learning, participate in class, and maintain integrity in your behavior both in and out of the classroom.

UWSP Academic Honesty Policy & Procedures Student Academic Disciplinary Procedures

UWSP 14.01 Statement of principles –

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

1. Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;
 - (c) Forges or falsifies academic documents or records;
 - (d) Intentionally impedes or damages the academic work of others;
 - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
 - (f) Assists other students in any of these acts.

2. Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student, on or before Oct 5th, creates an assignment completion plan with the instructor. All incomplete course assignments must be completed no later than one month after the final day of the original course's 8-week session.

Religious Beliefs

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Disability and Assistive Technology Center](#) and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start. The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu

Statement of Policy

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability. *If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 ALB, or (715) 346-3365*

Fall 2019

BUS 490: Strategic Potential: Your Career, Your Purpose
Weeks 1 - 8: An Abbreviated Course Outline

Week One (9/3 – 9/8)

In class (Tuesday, Sep 3)

Online Assignment (Due by 11:59pm Sunday, Sep 8)

Week Two (9/9 – 9/15)

In class (Tuesday, Sep 9)

Online Assignment (Due by 11:59pm Sunday, Sep 15)

Week Three (9/16 – 9/22)

In class (Tuesday, Sep 16)

Online Assignment (Due by 11:59pm Sunday, Sep 22)

Week Four (9/23 – 9/29)

In class (Tuesday, Sep 23)

Online Assignment (Due by 11:59pm Sunday, Sep 29)

Week Five (9/30 – 10/6)

In class (Tuesday, Sep 30)

Event Attendance (Thursday Oct. 3) Attend Career Fair (11am-3pm) and conduct Informational Interviews

Online Assignment (Due by 11:59pm Sunday, Oct 6)

Week Six (10/7 – 10/13)

In class (Tuesday, Oct 7)

Online Assignment (Due by 11:59pm Sunday, Oct 13)

Week Seven (10/14 – 10/20)

In class (Tuesday, Oct 14)

Online Assignment (Due by 11:59pm Sunday, Oct 20)

Week Eight (10/21 – 10/27)

In class (Tuesday, Oct 21)

Online Assignment Due by 11:59pm Sunday, Oct 27