Bus 305 Semester Syllabus

**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 clearly noted in a course announcement or through email.

# Using this document

This document was developed using Styles for both navigation and Accessibility reasons. An easy way to navigate this document is to turn on the Navigation Pane. To turn on the Navigation Pane in Word, click View and check the box next to Navigation Pane, then click the heading of the section you wish to view to navigate directly to that section.

\*You may have to download the document to the desktop Word App for this to function properly.

# Course Information

## Instructor Information

**Instructor:** Lee Burke  
**Office:** CCC 450  
**Virtual Office Hours:** 4-4:50pm on Tuesdays, other times by appointment

[**Zoom Link**](https://wisconsin-edu.zoom.us/j/6728847495?pwd=djIyakZrWm9oRG9mTkEzZHFwc2ZJQT09)

**Office Telephone:** 715-346-3016   
**E-mail:** [lburke@uwsp.edu](mailto:lburke@uwsp.edu)

## Course Information

**Course Description:** The objective of the course is for you to invest in yourself, and this course is designed to help facilitate strategic examination of your strengths, values, and career potential via engaged dialogue, reflection, and action. Course discussions and materials will assist you in exploring your strengths, workplace values, and career paths and prepare you for your career next steps.

**Credits: 1**

## Expected Instructor Response Times

* + I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 48 hours, please resend your email.
  + I will attempt to grade written work within one week, however longer written assignments may take me longer to read and assess.

## Communicating with your Instructor

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.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## Textbook & Course Materials

There is no required text rental or supplemental text for this course. Resources will be posted to weekly modules as needed. Students are also encouraged to post career-related resources for fellow classmates as well. Please be sure to site your sources when referencing, discussing, sharing, or quoting resources in either MLA or APA format.

## Course Learning Outcomes

The broad course learning objectives include students being able to:

1. Gain a greater understanding of strategic career readiness through peer feedback and reflection exercises
2. Identify and reflect on personal career readiness to develop individualized strategic career development plans
3. Examine their knowledge, skills, experiences, strengths, and interest as it relates to their own career development
4. Compare their knowledge, skills, experiences, strengths, and interests to those that are looked for within a professional career
5. Evaluate their career documents and networking profiles for readiness

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

## Course Structure

This course will be delivered in a hybrid modality. The course will meet in person for fifty minutes weekly, and students should expect to spend approximately fifty minutes each week completing online work through the course management system Canvas. You will use your UWSP account to log in to the course from the [Canvas Login Page](https://www.uwsp.edu/canvas/Pages/default.aspx).

## Attendance

Class attendance will be taken at every class session/event. If you do not attend a class session or event, you will not receive the designated points. It is your responsibility to inform me of any absences that will impact your assignment completion or class attendance in advance, if possible. Please contact me as soon as possible if this poses significant concern, if an accommodation is needed, or circumstances arise that prevent you from attending.

Please refer to the “Absences due to Military Service” and “Religious Beliefs Accommodation” below for more information.

## Topic Outline/Schedule

**Important Note:** Refer to the Canvas course home page for pertinent information. Activity and assignment details will be explained in detail within each week's corresponding Module. As tasks come due, they will appear in your “to do” list. If you have any questions, please contact your instructor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Topic** | **Assignment** | **Due Date** |
| 1 | Introductions, Syllabus Review, & Course Outline | Career and Industry Exploration Assignment; Class Pre-Assessment | Sun., Sept. 10 at 11:59pm |
| 2 | Career Competencies, Values and Identity in the Workplace, Resume Recap | Values and Identity Reflection Assignment | Sun., Sept. 17 at 11:59pm |
| 3 | Cover Letter Crash Course – Bring 2 resume copies to class | Resume and Cover Letter Assignment | Sun., Sept. 24 at 11:59pm |
| 4 | Networking and LinkedIn | Elevator Pitch Post and LinkedIn Assignment | Sun., Oct. 1 at 11:59pm |
| 5 | Career Fair Prep and Employer Research | Employer Research Assignment | Sun., Oct. 8 at 11:59pm |
| 6 | No Class – Career Fair Day | Career Fair Reflection | Sun., Oct. 15 at 11:59pm |
| 7 | Fair Recap; Successful Interviewing | Practice Interview Activity | Sun., Oct. 22 at 11:59pm |
| 8 | Salary Negotiation; Goal Setting | Strategic Next Steps Plan; Class Post-Assessment | Sun., Oct. 29 at 11:59pm |

## Student Expectations

In this course you will be expected to complete the following types of tasks.

* communicate via email
* complete basic internet searches
* download and upload documents to Canvas
* read documents online
* view online videos
* participate in online discussions
* upload documents to Canvas to submit an assignment

## Dropping UWSP Courses

It is the student’s responsibility to understand when they need to consider unenrolling from a course. If you are considering unenrolling from this course, I welcome you to set up a time to talk with me about your options. Refer to the [UWSP Important Policy Dates](https://www3.uwsp.edu/regrec/Pages/importantDatesAndPolicies.aspx) for more information.

Sept. 5-8: Clear Drop Period – no signatures needed

Sept. 9-Oct. 6: W-Drop Period – adviser and instructor signature needed

# Grading Policies

## Completing Assignments

**All assignments for this course will be submitted electronically through Canvas unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*.

## Graded Course Activities

Click the **Grades** link in Canvas to access the gradebook and view feedback from your instructor. Click the **Syllabus** link to see a chronological listing of assignments. Overall assignments and accompanying points are listed below:

|  |  |
| --- | --- |
| **Description** | **Points** |
| Weekly Assignments (7 weeks x 15 points) | 105 |
| Class Assessments | 10 |
| Final Assignment | 20 |
| Attendance (8 weeks x 5 points) | 40 |
| **Total Points Possible** | **175** |

## Late Work Policy

I will review late requests and circumstances on a case-by-case basis. If an emergency arises that prevents you from completing your work on time, please email me as soon as possible so that arrangements can be made for you to keep up in the class. The late policy may be waived at my discretion in case of an emergency. Emergencies are defined as anything which is serious and unexpected.

## Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

|  |  |
| --- | --- |
| **Letter Grade** | **Percentage** |
| A | 93-100% |
| A- | 90-92.99% |
| B+ | 87-89.99% |
| B | 83-86.99% |
| B- | 80-82.99% |
| C+ | 77-79.99% |
| C | 73-76.99% |
| C- | 70-72.99% |
| D+ | 67-69.99% |
| D | 60-66.99% |
| F | Below 60% |

## Participation

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.

## Viewing Grades in Canvas

Points you receive for graded activities will be posted to Grades. Click on the Grades link to view your points.

It is my aim to have assignments graded and scores put in Canvas within a week of them being submitted. I will be as transparent as possible if I anticipate my timeline will be extended beyond the one-week period.

## Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student creates an assignment completion plan with me before the class ends. All incomplete course assignments must be completed by the end of the following term unless otherwise agreed upon.

# Technology

## Canvas Support

UWSP contracts with Canvas for 24/7/365 support. Several support options are available to users. Click on the help button in the global (left) navigation menu and select the support option that best meets your needs.

*All options are available 24/7; however, if you opt to email your instructor, they may not be available immediately.*

Self-train on Canvas through the [Self-enrolling/paced Canvas training course](https://uws.instructure.com/enroll/FNRAL8)

## Course Technology Requirements

* View this website to see [minimum recommended computer and internet configurations for Canvas](https://community.canvaslms.com/docs/DOC-10721).
* You will also need access to the following tools to participate in this course.
* webcam
* microphone
* printer
* a stable internet connection (don't rely on cellular)

## Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website. <https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy.

* Use different usernames and passwords for each service you use
* Do not use your UWSP username and password for any other services
* Use secure versions of websites whenever possible (HTTPS instead of HTTP)
* Have updated antivirus software installed on your devices

## Technology Support

* Visit with a [Tech Essentials Tutor](https://www3.uwsp.edu/tlc/Pages/TechEssentials.aspx)
* Seek assistance from the [IT Service Desk](https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx)
  + IT Service Desk Phone: 715-346-4357 (HELP)
  + IT Service Desk Email: [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)

# Other Policies

## Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) [weeks](https://www.uwsp.edu/veteran-services/Pages/short-term-leave.aspx) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](https://www.uwsp.edu/finaid/veteran-services/Pages/Call-Up-Guidelines.aspx).

## 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.

## Clery Act

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1st in our [Annual Security Report](https://www.uwsp.edu/dos/clery/Documents/ASR-ASFR.pdf). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](https://www.uwsp.edu/dos/clery/Pages/default.aspx) page.

## Commit to Integrity

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

## Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## Copyright infringement

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](http://libraryguides.uwsp.edu/copyright?hs=a).

## Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances.[Center for Prevention – DFSCA](https://www.uwsp.edu/dos/aoda-ipv/Pages/dfsca.aspx)

## Equal Access and Disability Accommodations

If you have a condition that may impact your learning and/or participation in course activities, please contact the [Disability Resource Center](https://www.uwsp.edu/disability-resource-center/) (DRC). The DRC will engage in an interactive process with students and identify appropriate academic accommodations and auxiliary services in accordance with the University’s legal obligations. Instructors, students, and DRC staff work collaboratively to establish any necessary adjustments or supports. Accommodations are rarely applied retroactively, so it is vital that students make timely requests.

Please let me know if you have questions. The DRC is located in 108 Collins Classroom Center and can be reached at 715-346-3365 and [drc@uwsp.edu](mailto:drc@uwsp.edu).

## Emergency Procedures

* In the event of a **medical emergency call 9-1-1** or use campus phone in hallway just outside of classroom. Offer assistance if trained and willing to do so. Guide emergency responders to victim.
* In the event of **a tornado warning**, **proceed to the lowest level interior room** without window exposure – hallway or CPS 211.
* In the event of **a fire alarm**, **evacuate the building** in a calm manner. Meet outside the Trainor Natural Resources (TNR) building. Notify instructor or emergency response personnel of any missing individuals.
* **Active Shooter – RUN. HIDE. FIGHT.** If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.
* See UW-Stevens Point Emergency Procedures at [www.uwsp.edu/rmgt/Pages/em/procedures](http://www.uwsp.edu/rmgt/Pages/em/procedures) for details on all emergency response at UW-Stevens Point.”

## FERPA

The [Family Educational Rights and Privacy Act](https://www.uwsp.edu/regrec/Pages/ferpa.aspx) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student’s education records, without consent, to another school in which the student seeks or intends to enroll.

Lecture materials and recordings are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities.  Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

## Help Resources

### [Academic and Career Advising Center (ACAC)](https://www3.uwsp.edu/ACAC/Pages/default.aspx)

209 Collins Classroom Center (CCC)

1801 4th Ave.

Stevens Point, WI 54481

715-346-3226

[acac@uwsp.edu](mailto:acac@uwsp.edu)

### [Counseling Center](https://www3.uwsp.edu/counseling/Pages/default.aspx)

Delzell Hall

910 Fremont Street

Stevens Point, WI 54481

715-346-3553

[counsel@uwsp.edu](mailto:counsel@uwsp.edu)

### [Dean of Students Office](https://www3.uwsp.edu/dos/Pages/default.aspx)

2100 Main Street

Old Main, Room 212

Stevens Point, WI 54481-3897

Phone: 715-346-2611

[DOS@uwsp.edu](mailto:DOS@uwsp.edu)

### [Student Health Service](https://www3.uwsp.edu/stuhealth/Pages/default.aspx)

Delzell Hall

910 Fremont St

Stevens Point, WI 54481

715-346-4646

### [Tutoring-Learning Centers](https://www3.uwsp.edu/tlc/Pages/default.aspx)

#### [Stevens Point Campus](https://www3.uwsp.edu/tlc/Pages/default.aspx) Tutoring-Learning Center

234 Collins Classroom Center (CCC)

1801 4th Ave.

Stevens Point, WI 54481

715-346-3568

[tlctutor@uwsp.edu](mailto:tlctutor@uwsp.edu)

#### [Marshfield Campus](https://www3.uwsp.edu/marshfield/academics/Pages/success-center.aspx) Tutoring-Learning Center

Library

2000 W. 5th Street

Marshfield, WI 54449

715-898-6036

[roleary@uwsp.edu](mailto:roleary@uwsp.edu)

#### [Wausau Campus](https://www3.uwsp.edu/wausau/tlc/Pages/default.aspx) Tutoring-Learning Center

Library

518 S. 7th Ave

Wausau, WI 54401

715-261-6148

[lorandal@uwsp.edu](mailto:lorandal@uwsp.edu)

## Inclusivity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it, please visit [the Dean of Students – Bias/Hate Incident Reporting website](https://www3.uwsp.edu/dos/Pages/Bias-Hate-Incident.aspx). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

I commit to doing my part as well by keeping myself informed on the most recent research and practices that best support inclusive learning. I last completed [UWSP’s Safe Zone training](https://www.uwsp.edu/citl/Pages/SafeZone.aspx) on: May 23, 2023.

## Religious Beliefs Accommodation

It is UW System policy ([UWS 22](https://docs.legis.wisconsin.gov/code/admin_code/uws/22)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

* There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
* You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
* Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
* Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
* You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

## Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](https://www.uwsp.edu/DOS/sexualassault) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page.](https://www.uwsp.edu/hr/Pages/Affirmative%20Action/Title-IX.aspx)

## Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. 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 netiquette tips will enhance the learning experience for everyone in the course:

* Do not dominate any discussion; give other students the opportunity to join in the discussion.
* Do not use offensive language. Present ideas appropriately.
* Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
* Popular emoticons such as 😊 or :/ can be helpful to convey your tone but do not overdo or overuse them.
* Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
* Never make fun of someone’s ability to read or write.
* Share tips with other students.
* Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
* Think and edit before you push the “Send” button.
* Do not hesitate to ask for feedback.
* Using humor is acceptable.

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from <http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm>

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.