CAREER SUCCESS PASSPORT

COURSE SYLLABUS – Freshmen (0-29hrs)

PROGRAM CONTACT: Allison Thornton - Career Program Director
DEPARTMENT: Office of Student Services
EMAIL: COBPassport@sfasu.edu
OFFICE: McGee Business Building, BU 392L
HOURS: As a program director, I am scheduled to work M-F 8am-5pm.
WEBSITE: https://www.sfasu.edu/cob/student-resources/career-success-passport
CLASS MEETING TIME: Asynchronous/Student paced

I. COURSE DESCRIPTION AND REQUIREMENTS: Required, P/F, Non-credit class.

The Nelson Rusche College of Business Career Success Passport is a formalized, structured plan designed for business skill and knowledge development outside of the classroom, leadership development (personal branding), and career launch. Passport helps to develop students in these areas through student participation in activities, such as speaking events, student/professional organizations and projects. Because these extracurricular experiences constitute an area of major importance to the study of business, all College of Business majors are required to enroll in BUSI 1000 each semester. Course registration and completion each semester are Rusche College of Business curricular requirements for the rewarding of the BBA and BA degrees, and graduation is dependent upon completion of these requirements.

II. TEXTBOOK/MATERIALS
There are no textbook requirements for this program.

III. STUDENT LEARNING OUTCOMES:

The Passport program develops students outside of the classroom in the areas of critical thinking and problem solving, personal and career development, as well as business knowledge and skills development. These learning outcomes align with the Nelson Rusche College of Business Strategic Plan; the Association to Advance Collegiate Schools of Business (AACSB https://www.aacsb.edu/) career focus strategies, and of Career and Professional Development competencies of professional entities such as the National Association of Colleges and Employers (NACE https://www.naceweb.org/center/). After completion of the Passport program, students will have a better understanding of how the knowledge and skills they are learning in the classroom apply to problem solving in real world business settings. Students may utilize Brightspace to develop a personal portfolio of completed activities which demonstrate career readiness.
III. COURSE INFORMATION:

1. The Career Success Passport program is self-directed and self-paced, where students participate in a variety of activities to earn the minimum number of points required for that semester. Freshman level students must earn at least **20 points** in order to receive a passing grade for the course.

2. All business students are required to register for this P/F course *every* semester. The course name is BUSI 1000 Career Success Passport. There are no fees associated with the course, and no hourly credit.

3. Points earned will be tracked via the grading section in Brightspace D2L. Files such as written reflections, business reports, videos, images, business documents, and other business professional artifacts will be uploaded to verify activity completion. Event attendance may be tracked using QR codes or Student IDs.

4. Workshops and events will be scheduled on an ongoing basis throughout the academic year. Your attendance will earn you points.

5. Make-up Policy: Since this program is self-directed and self-paced, with multiple options to complete the required number of points per semester, the need for makeups should not be an issue. Extreme circumstances may be presented to the Career Program Director for review.

6. Students can request Passport point credit for independent activities, such as professional work or internships, that potentially fulfill the same learning outcomes as the currently existing activities in the Passport program. The Rusche College of Business maintains the sole discretion to determine whether or not any independent activity will receive Passport point credit, and how much credit any particular activity will receive.

Career Readiness Competencies
The Career Passport Program is designed to help build students’ career readiness by offering activities which align with the following career and professional development competencies:

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

V: SCHOLARSHIP ELIGIBILITY
Those who accumulate points significantly higher than the minimum course values will be eligible for Career Passport program scholarships. To earn a Career Success Passport scholarship, a student must be one of the designated top participants in his/her section (based on points earned over the semester). The student must be a MAJOR IN THE COLLEGE OF
BUSINESS, and must be in GOOD ACADEMIC STANDING (cumulative GPA over a 2.0 at the time of award disbursement).

For certain students, the earning of this award may impact OTHER scholarships/awards granted (total award package). If you have specific questions or concerns about how scholarships may affect your financial aid, please contact your financial aid counselor.

**VI. Tech Support:**
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Brightspace Support team:
Phone: 936.468.HELP
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**Student Wellness and Well-Being**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.
If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

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**The Health and Wellness Hub “The Hub”**
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
• Health Services
• Counseling Services
• Student Outreach and Support
• Food Pantry
• Wellness Coaching
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936.468.4008 or thehub@sfasu.edu

Crisis Resources:
• Burke 24-hour crisis line: 1.800.392.8343
• National Suicide Crisis Prevention: 9-8-8
• Suicide Prevention Lifeline: 1.800.273.TALK (8255)
• Crisis Text Line: Text HELLO to 741-741

VIII. Academic Integrity (University Policy 4.1)
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of
any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.
**CAREER SUCCESS PASSPORT**

**COURSE SYLLABUS – Sophomores (30-59hrs)**

**PROGRAM CONTACT:** Allison Thornton - Career Program Director  
**DEPARTMENT:** Office of Student Services  
**EMAIL:** [COBPassport@sfasu.edu](mailto:COBPassport@sfasu.edu)  
**OFFICE:** McGee Business Building, BU 392L  
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**WEBSITE:** [https://www.sfasu.edu/cob/student-resources/career-success-passport](https://www.sfasu.edu/cob/student-resources/career-success-passport)  
**CLASS MEETING TIME:** Asynchronous/Student paced

**IV. COURSE DESCRIPTION AND REQUIREMENTS:** Required, P/F, Non-credit class.

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**V. TEXTBOOK/MATERIALS**

There are no textbook requirements for this program.

**VI. STUDENT LEARNING OUTCOMES:**

The Passport program develops students outside of the classroom in the areas of critical thinking and problem solving, personal and career development, as well as business knowledge and skills development. These learning outcomes align with the Nelson Rusche College of Business Strategic Plan; the Association to Advance Collegiate Schools of Business (AACSB [https://www.aacsb.edu/](https://www.aacsb.edu/)) career focus strategies, and of Career and Professional Development competencies of professional entities such as the National Association of Colleges and Employers (NACE [https://www.naceweb.org/center/](https://www.naceweb.org/center/)). After completion of the Passport program, students will have a better understanding of how the knowledge and skills they are learning in the classroom apply to problem solving in real world business settings. Students may utilize Brightspace to develop a personal portfolio of completed activities which demonstrate career readiness.
III. COURSE INFORMATION:

7. The Career Success Passport program is self-directed and self-paced, where students participate in a variety of activities to earn the minimum number of points required for that semester. **Sophomore level students must earn at least 40 points in order to receive a passing grade for the course.**

8. All business students are required to register for this P/F course *every* semester. The course name is BUSI 1000 Career Success Passport. There are no fees associated with the course, and no hourly credit.

9. Points earned will be tracked via the grading section in Brightspace D2L. Files such as written reflections, business reports, videos, images, business documents, and other business professional artifacts will be uploaded to verify activity completion. Event attendance may be tracked using QR codes or Student IDs.

10. Workshops and events will be scheduled on an ongoing basis throughout the academic year. Your attendance will earn you points.

11. Make-up Policy: Since this program is self-directed and self-paced, with multiple options to complete the required number of points per semester, the need for makeups should not be an issue. Extreme circumstances may be presented to the Career Program Director for review.

12. **Students can request Passport point credit for independent activities, such as professional work or internships, that potentially fulfill the same learning outcomes as the currently existing activities in the Passport program. The Rusche College of Business maintains the sole discretion to determine whether or not any independent activity will receive Passport point credit, and how much credit any particular activity will receive.**

Career Readiness Competencies

The Career Passport Program is designed to help build students’ career readiness by offering activities which align with the following career and professional development competencies:

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

V: SCHOLARSHIP ELIGIBILITY

Those who accumulate points significantly higher than the minimum course values will be eligible for Career Passport program scholarships. To earn a Career Success Passport scholarship, a student must be one of the designated top participants in his/her section (based on points earned over the semester). The student must be a MAJOR IN THE COLLEGE OF Passport.
BUSINESS, and must be in GOOD ACADEMIC STANDING (cumulative GPA over a 2.0 at the time of award disbursement).

For certain students, the earning of this award may impact OTHER scholarships/awards granted (total award package). If you have specific questions or concerns about how scholarships may affect your financial aid, please contact your financial aid counselor.

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Student Outreach and Support  
Food Pantry  
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- National Suicide Crisis Prevention: 9-8-8  
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)  
- johCrisis Text Line: Text HELLO to 741-741

VIII. Academic Integrity (University Policy 4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

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CAREER SUCCESS PASSPORT

COURSE SYLLABUS – Junior (60-89 hrs)

PROGRAM CONTACT:  Allison Thornton - Career Program Director
DEPARTMENT: Office of Student Services
EMAIL: COBPassport@sfasu.edu
OFFICE: McGee Business Building, BU 392L
HOURS: As a program director, I am scheduled to work M-F 8am-5pm.
WEBSITE: https://www.sfasu.edu/cob/student-resources/career-success-passport
CLASS MEETING TIME: Asynchronous/Student paced

VII. COURSE DESCRIPTION AND REQUIREMENTS: Required, P/F, Non-credit class.

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VIII. TEXTBOOK/MATERIALS
There are no textbook requirements for this program.

IX. STUDENT LEARNING OUTCOMES:

The Passport program develops students outside of the classroom in the areas of critical thinking and problem solving, personal and career development, as well as business knowledge and skills development. These learning outcomes align with the Nelson Rusche College of Business Strategic Plan; the Association to Advance Collegiate Schools of Business (AACSB https://www.aacsb.edu/) career focus strategies, and of Career and Professional Development competencies of professional entities such as the National Association of Colleges and Employers (NACE https://www.naceweb.org/center/). After completion of the Passport program, students will have a better understanding of how the knowledge and skills they are learning in the classroom apply to problem solving in real world business settings. Students may utilize Brightspace to develop a personal portfolio of completed activities which demonstrate career readiness.
III. COURSE INFORMATION:

13. The Career Success Passport program is self-directed and self-paced, where students participate in a variety of activities to earn the minimum number of points required for that semester. **Freshman level students must earn at least 60 points in order to receive a passing grade for the course.**

14. All business students are required to register for this P/F course *every* semester. The course name is BUSI 1000 Career Success Passport. There are no fees associated with the course, and no hourly credit.

15. Points earned will be tracked via the grading section in Brightspace D2L. Files such as written reflections, business reports, videos, images, business documents, and other business professional artifacts will be uploaded to verify activity completion. Event attendance may be tracked using QR codes or Student IDs.

16. Workshops and events will be scheduled on an ongoing basis throughout the academic year. Your attendance will earn you points.

17. Make-up Policy: Since this program is self-directed and self-paced, with multiple options to complete the required number of points per semester, the need for makeups should not be an issue. Extreme circumstances may be presented to the Career Program Director for review.

18. **Students can request Passport point credit for independent activities, such as professional work or internships, that potentially fulfill the same learning outcomes as the currently existing activities in the Passport program. The Rusche College of Business maintains the sole discretion to determine whether or not any independent activity will receive Passport point credit, and how much credit any particular activity will receive.**

**Career Readiness Competencies**
The Career Passport Program is designed to help build students’ career readiness by offering activities which align with the following career and professional development competencies:

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
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V: SCHOLARSHIP ELIGIBILITY
Those who accumulate points significantly higher than the minimum course values will be eligible for Career Passport program scholarships. To earn a Career Success Passport scholarship, a student must be one of the designated top participants in his/her section (based on points earned over the semester). The student must be a MAJOR IN THE COLLEGE OF
BUSINESS, and must be in GOOD ACADEMIC STANDING (cumulative GPA over a 2.0 at the time of award disbursement).

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CAREER SUCCESS PASSPORT

PROGRAM SYLLABUS – Legacy

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X. PROGRAM DESCRIPTION AND REQUIREMENTS

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XI. TEXTBOOK/MATERIALS

There are no textbook requirements for this program.

XII. STUDENT LEARNING OUTCOMES:

The Passport program develops students outside of the classroom in the areas of critical thinking and problem solving, personal and career development, as well as business knowledge and skills development. These learning outcomes align with the Nelson Rusche College of Business Strategic Plan; the Association to Advance Collegiate Schools of Business (AACSB https://www.aacsb.edu/) career focus strategies, and of Career and Professional Development competencies of professional entities such as the National Association of Colleges and Employers (NACE https://www.naceweb.org/center/). After completion of the Passport program, students will have a better understanding of how the knowledge and skills they are learning in the classroom apply to problem solving in real world business settings.

III. PROGRAM INFORMATION:
19. The Career Success Passport program is self-directed and self-paced, where students participate in a variety of activities that will enhance their professional development.
20. Points earned will be tracked via the grading section in Brightspace D2L. Files such as written reflections, business reports, videos, images, business documents, and other business professional artifacts will be uploaded to verify activity completion. Event attendance may be tracked using QR codes or Student IDs.
21. Workshops and events will be scheduled on an ongoing basis throughout the academic year. Your attendance will earn you points.
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V: SCHOLARSHIP ELIGIBILITY
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- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
VIII. Academic Integrity (University Policy 4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.