CAREER SUCCESS PASSPORT

COURSE SYLLABUS - Juniors (60-89 hours)

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. **Junior level students must earn at least 60 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 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.

VI. Tech Support:
SFA Tech Support: SFA ONLINE, the current link is: https://www.sfasu.edu/academics/sfaonline
Brightspace D2L(and Zoom) support information and tutorial videos, the current link is: https://www.sfactl.com/student-support
Brightspace Support team:
Phone: 936.468.HELP
Email: d2l@sfasu.edu
There is also a link on the D2L My Home page.

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.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby) www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202 www.sfasu.edu/humanservices/139.asp
936.468.1041

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
• Alcohol and Other Drug Education

www.sfasu.edu/thenhub
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)
• johCrisis Text Line: Text HELLO to 741-741

VIII. Academic Integrity (University Policy 4.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any submission; (2) falsifying or inventing of any information on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to (1) submitting as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of another into one's submission without giving credit. Penalties may include, but are not limited to reprimand, no credit for the submission, re-submission, failure of the program, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf. This program utilizes TurnItIn to check for academic dishonesty on all written submissions.