BAIS Professional Preparation

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E426 Pomerantz Center (PC)

CLASS MEETING TIMES

Course Dates: Fridays – Jan. 24 – Mar. 14

Section 1 – 9:30 am – 11:20 am – S121 PBB

Section 2 – 12:30 pm – 2:20 pm – S207 PBB

OFFICE HOURS

Tuesday's 1:00 pm – 2:00 pm

Wednesday's 10:00 am – 11:00 am

Happy to meet in-person or via Zoom. If Zoom, please contact me to start link.

(Zoom link: https://uiowa.zoom.us/j/8757013769)

COURSE SITE

To access the course site, log into Iowa Courses Online (ICON)
(https://icon.uiowa.edu/index.shtml) using your Hawk ID and password

ACADEMIC COURSE HOME

Tippie College of Business

Department of Business Analytics

DEO: Kang Zhao

Email: kang-zhao@uiowa.edu

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PROGRAM GOALS

The Tippie College of Business Undergraduate Program has learning goals that drive decisions about curriculum and assignments within courses.

Program Goal 1:   Graduates will use analytical, creative and collaborative approaches to solving complex, ambiguous problems.

Program Goal 2:   Graduates will demonstrate effective written, spoken and visual communication.

Program Goal 3:   Graduates will obtain global awareness and understanding

Program Goal 4:   Graduates will demonstrate ethical reasoning

Program Goal 5:   Graduates will obtain professional preparation.

COURSE DESCRIPTION AND GOALS

BAIS Professional Preparation was created to give University of Iowa Business Analytics and Information Systems students a competitive advantage in the job market and the foundation for a successful career.

Over the next 8 weeks of the course, you will learn about opportunities and expectations in the Business Analytics department within the Tippie College of Business.

The Professional Preparation (Pro Prep) course is structured around three core concepts—Career Preparation, Career Exploration, and Professional Development.

1. **Career Preparation (Getting Ready):** Students will build an understanding of their unique strengths and experiences and learning how to effectively communicate their value to employers. With a focus on major-specific (BAIS) skills and insights, students will be better prepared to begin the internship and job search process.

2. **Career Exploration (Selecting Your Path):** Students will explore potential career paths within their major through a variety of formats, including lectures, networking events, informational interviews, and career fairs. By examining historical job placement data and speaking with professionals, students gain a clearer understanding of their options and can make informed decisions about their future.

3. **Professional Development (Going Forward):** This section emphasizes growth by presenting students with resources and experiences to deepen their expertise in their chosen field. With guidance from their instructor and industry professionals, students can continue to build skills that align with industry demands and ensure long-term career success.

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MEDIA/SYSTEM REQUIREMENTS

Technical requirements for completing University of Iowa classes include:

- A computer is needed for this course. You can use either your own personal computer or use a campus computer. Computers are available on campus at the Pappajohn Instructional Technology Center (ITC) or via the computer labs.

- For video recording, you can use your phone's video recording capabilities, computer's capabilities or for on-campus resources, The One Button Studio through the Frank Business Communication Center can be used. See here for more information.

- Students who need assistive technologies will have different computer and technology requirements. Please check with your Student Disability Services to determine the requirements for the specific technologies needed to support your online classes.

For questions regarding virtual classrooms (i.e. Zoom) or UICapture (Panopto) please contact Continuing Education Technical Support (319-335-3925).

Need help with ICON or your HawkId? Please contact the ITS Helpdesk (319-384-HELP).

TEXTBOOK/MATERIALS

There are no required textbook(s) for this course.

GRADING CRITERIA

This course is graded Satisfactory/Unsatisfactory (S/U).

- Attendance, participation, and completion of assigned tasks are essential to success in college and in your career.

- **GRADE**: A grade of S (Satisfactory) will be given to all students with **155 or more points**.

- **TIME DUE**: All graded items are due at 11:59 pm on Thursday night.

- **LATE ASSIGNMENTS, QUIZZES, and DISCUSSION BOARDS**: Please don't do it! A minimum of 5 points will be docked per late graded item. If the item is significantly late, no less than 50% of available points will be docked. If any graded items are late, it means you may be required to complete an additional elective assignment to receive enough points to pass.

- **REQUIRED GRADED ITEMS**: If you do not complete required graded items, you will automatically receive an unsatisfactory (U) grade. This means, you **MUST** complete these even if you have 155 points or more.

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Graded Items	Points Each	Total Points
QUIZZES: 1 Required Syllabus Quiz	25	25 required

ASSIGNMENTS:
    2 Required Assignments
    2 - 4 Elective Assignments or Discussion Board
	25	50 required
		50 – 100 elective

ATTENDANCE: Elective Attendance Points – Up to 8 classes @ 5 points each (attend all 8 for 55 points)	5	Up to 40 elective or 55 for all 8 classes

REQUIRED WORK:

Required Homework	Total Possible Points
QUIZ: Student Information and Syllabus Quiz	25
ASSIGNMENTS: Resume Review and Handshake Upload	25
ASSIGNMENT: GitHub Setup and LinkedIn Learning Course	25

ADDITIONAL ELECTIVE OPTIONS:

Elective Homework Options	Total Points Possible
DISCUSSION BOARD: Comparing Careers in BAIS	25
ASSIGNMENT: Interview an Industry Professional, Masters\PhD Student	25
ASSIGNMENT: Career and Employer Research Project	25
ASSIGNMENT: Attend University or Industry Event	25
ASSIGNMENT: Complete a LinkedIn Learning Course on a Relevant Topic Area	25
ASSIGNMENT: Create Personal and Career Goals for Your Future	25
ASSIGNMENT: Mock, Employer or Virtual Interview	25
ATTENDANCE Sign-in sheet (5 points each class x 8 classes)	Up to 55 pts

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COURSE WORK

Below is an outline of the BAIS Pro Prep coursework. Additional details will be shared during class and on the ICON site. Consult ICON for complete details required for all graded items. Circumstances could cause a change in due dates or graded item options.

I care about YOU, and I WILL look at all graded items to ensure you are on the right track. If a graded item is not complete or it seems like you misunderstood the activity, you will not receive full points. At my discretion, you <u>may</u> be given an opportunity to redo the activity in order to receive partial points.

QUIZZES:

*Student Information and Syllabus Quiz - (25 points) – **REQUIRED***

I look forward to working with you this semester. This quiz will check to make sure you have a good understanding of course expectations and it allows me to get a better understanding of the overall student profile. I will customize the class content based on the students in this class.

ONLINE DISCUSSION:

*Comparing Careers in BAIS – (25 points) – **ELECTIVE***

Research 2 relevant job postings (internship or full-time jobs) with similar titles and compare and contrast those postings. In the analytics and information systems space, even similar job titles may bring significantly different job responsibilities.

ASSIGNMENTS:

*Attendance Sign-in Sheet (5 points per class, 55 points maximum) – **OPTIONAL***

Attending this class is a great way to learn about topics not regularly cover in other BAIS courses. Attendance is not required but is highly encouraged. Students will receive credit for each class they attend. These points can add up to cover at up to 2 assignments. University approved absences will be considered, please talk with me. (Please note – In general, there aren't excused absences where you still get points even if you didn't attend. Absences need to be approved with a formal letter.)

*Resume Review and Handshake Upload – (25 points) - **REQUIRED***

It is time to draft or update a version of your resume. This will most likely be one of many iterations while here at Tippie and beyond. Be sure to utilize the career center staff, website, career guide, and ask mentors for their advice. Ensure you follow the proper format to list your education and demonstrate your knowledge and experience. Finally, add the technical

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component to your resume to show you have skills in the analytics and information systems space. Resumes must be uploaded to Handshake for full credit.

Career and Employer Research Project – (25 points) – **ELECTIVE**

Gain a better understanding of the types of careers and employers in the business analytics and information systems industry. Research 2 postings that interest you AND you are qualified to apply. For each posting, describe how your skills match the job description and then answer a few questions on why you would be a great candidate for this position.

As part of your posting research, get to know the company. Spend some time getting to know their products, services, work culture and values. Employers consistently say - those who know basic information about the company are candidates that stand out. They ask better questions and are more engaged in the interview process.

GitHub Setup and LinkedIn Learning Course – (25 points) - **REQUIRED**

Complete a LinkedIn Learning course and create your code repository presence with an account in GitHub. Run through steps to that allow you to get started. GitHub is used to track your code and show employers your skills through sample projects. In addition, it allows you to track all of your versioning needs for software programs, projects, presentations and more in one location.

Interview an Industry Professional, Masters\PhD Student – (25 points) – **ELECTIVE**

Learn more about the industry by interviewing a professional in the analytics or information systems industry. Or, if you are interested in pursuing your masters or PhD, consider an interview with a current student or recent graduate to gather more information about what to expect in the program. Use the sample interview questions or create your own questions.

Attend University or Industry Event - (25 points) – **ELECTIVE**

Get ready to smile and shine. Attend at least one event of your choosing. You can also attend a local company event (such as information sessions), or a University event featuring hiring companies. Turn in "evidence" of attending along with a few sentences reflecting on the experience.

Create Personal Goals for Your Future – (25 points) – **ELECTIVE**

Take charge of your future by creating a plan that outlines your goals and aspirations. Think about your 6-month, 1 year and 3 year goals. Use the SMART framework to help you think about the steps you need to take to reach those goals. Then, get going and make them happen!

Complete a Course on a Relevant Topic Area – (25 points) - **ELECTIVE**

Take charge of your future by learning about relevant topics and tools of the industry. Complete a course in a relevant topic area using tools such as LinkedIn Learning, Coursera or other reputable options.

Mock, Employer or Virtual Interview – (25 points) - **ELECTIVE**

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Participate in an interview in one of three ways. Complete an employer-sponsored mock interview scheduled through Handshake, participate in a real interview with a potential employer, or complete a virtual mock interview through the Big Interview platform.

Assignment Suggestions by Student Type

Below is a student assignment plan based on where the student is in the education and hiring process. This guide is provided to help you map your path to obtaining the needed points to receive an 'S' in this class. <u>This is only a guide; you can complete any of the elective assignments as you like.</u>

SOPHOMORE AND JUNIOR STUDENT SUGGESTED ASSIGNMENTS	SENIOR OR SECURED INTERNSHIP\FULL-TIME SUGGESTED ASSIGNMENTS
REQUIRED QUIZ: Student Information and Syllabus Quiz	REQUIRED QUIZ: Student Information and Syllabus Quiz
REQUIRED ASSIGNMENT: Resume Review and Handshake Upload	REQUIRED ASSIGNMENT: Resume Review and Handshake Upload
REQUIRED ASSIGNMENT: GitHub Setup and LinkedIn Learning Course	REQUIRED ASSIGNMENT: GitHub Setup and LinkedIn Learning Course
DISCUSSION BOARD: Comparing Careers in BAIS	ASSIGNMENT: Interview an Industry Professional, Masters\PhD Student
ASSIGNMENT: Interview an Industry Professional, Masters\PhD Student	ASSIGNMENT: Create Personal and Career Goals for Your Future
ASSIGNMENT: Career and Employer Research Project	ASSIGNMENT: Complete a Course on a Relevant Topic Area
ASSIGNMENT: Attend University or Industry Event	ASSIGNMENT: Attend University or Industry Event
ASSIGNMENT: Mock, Employer or Virtual Interview	

HOW TO GET HELP

Tutoring

Tippie and the University offers tutoring and other resources to help you succeed in this and your other courses. For more information, please visit Academic Support and Tutoring (https://tippie.uiowa.edu/current-students/undergraduates/academics/advising/academic-support-and-tutoring).

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Tippie Career Services

Tippie Undergraduate Career Services provides students with personalized career support, regularly updated internship and job leads, and other useful career information. Additional information and access to services can be found at https://students.tippie.uiowa.edu/tippie-resources/career-services/undergraduate-career-services.

COURSE-SPECIFIC POLICIES AND GUIDELINES

AI Policy: In this course, Use of AI tools, including ChatGPT, are permitted as a guide, but not as a sole source of work. To be consistent with our scholarly values, students must cite any AI-generated material that informed their work and use quotation marks or other appropriate indicators of quoted material when appropriate. Students should indicate how in assignments how AI tools informed their process and the final product. Assignment guidelines will provide additional guidance as to how these tools might be part of your process for each assessment this semester and how to provide transparency about their use in your work.

Communications: Students can expect to receive weekly communications from the instructor (via course "Announcements" in ICON). Students are also responsible for all official correspondence sent through their University of Iowa email address. Students can expect to receive responses to email inquiries within 24-48 hours. Privacy considerations, such as federal law, may apply when using an address other than the standard University e-mail address.

Participation: It is expected that you will exhibit positive and professional participation. Everyone should contribute to discussion and should not detract from it (excessive talking, use of cell phones). You are also expected to exhibit courtesy and respect toward your instructor, peer mentors and fellow students. It is important to be accepting of different viewpoints, values, and opinions in order to create a positive learning environment for yourself and your classmates.

Attendance: Attendance in all class sessions is expected, but not required. Keep in mind that your employer will expect you to show up for work and at this point in your life, this class is your job. However, unforeseen conflicts due occasionally arise. A plan for managing longer term absences should be discussed with me to determine whether successful completion of the course is possible.

Late Work: Because I regard this class as I would any job responsibility, your work is expected to be of highest quality and content. As in a real job, late work is unprofessional and assignments that are late reflect on lack of professionalism. If something critical does come up, please work with me.

All assignments are due at 11:59 pm on Thursday prior to class. Please note that late assignments will be docked up to 50% of available points or may not be accepted depending on circumstances.

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Inclement Weather/Class Cancellation: Although it is our intent to offer every class at its assigned time, on rare occasion there are weather or other emergency events that require that alternative arrangements are made for class delivery. If that happens, please stay alert for an email from me indicating how the class will be handled. This may include: 1) Cancelling the class completely – all reading and work that was due is expected to be completed and turned in on time through ICON; 2); Holding an online version of the class (i.e., via Zoom)– you will receive an email invitation to join the session remotely from a computer with an internet connection – headphones are recommended; 3) using recorded videos and presenting other materials to you through ICON so we can cover the course materials asynchronously.

Class Recording Policy: Some of the sessions in this course could be recorded or live-streamed. Such recordings/streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

COLLEGIATE AND UNIVERSITY POLICIES AND GUIDELINES

The administrative home of this course is the Tippie College of Business, which governs academic matters relating to the course such as the add/drop deadlines, the second-grade-only option, issues concerning academic misconduct, and how credits are applied for various graduation requirements. Different colleges might have different policies.

Students at Tippie adhere to an honor code that emphasizes the importance of honesty and integrity. Student concerns about this class or your performance in it can be discussed with the instructor or the Associate Dean for Undergraduate Programs. More details about these and other policies are available on the [Tippie website](#).

The University of Iowa is committed to the [protection of freedom of speech and the principles of academic and artistic freedom, to accommodating students with disabilities, and to accommodating absences due to religious holidays and military obligations](#). In addition, students are expected to comply with the University's Code of Student Life. The University is also committed to non-discrimination and prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The University also provides resources for student mental health as well as for the basic needs and support of students.

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TIPPIE CAREER SERVICES

Tippie Undergraduate Career Services provides students with personalized career support, regularly updated internship and job leads, and other useful career information. Additional information and access to services can be found at students.tippie.uiowa.edu/tippie-resources/career-services/undergraduate-career-services.

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COURSE CALENDAR

		BAIS:3050 - BAIS Professional Preparation	
WEEK	**DATE**	**ACTIVITIES AND ASSIGNMENTS DUE PRIOR TO CLASS**	**TOPICS AND ACTIVITIES**
1	Jan. 24	• Review syllabus prior to class	• Syllabus review • Course ICON site review • Tippie Career Services
2	Jan. 31	• **QUIZ REQUIRED**: Student Information and Syllabus – Jan. 30 @ 11:59 pm	• BAIS Curriculum • Technical Resumes
3	Feb. 7	• **ASSIGNMENT REQUIRED**: Resume Review and Handshake Upload – Feb. 6 @ 11:59 pm	• BAIS Careers • Tech and Coding Interviews
4	Feb. 14	• **DISCUSSION ELECTIVE**: Comparing Careers in BAIS Discussion Board – Feb. 13 @ 11:59 • **DISCUSSION DUE**: Questions for Industry Panel – Feb. 13 @ 11:59	• Careers in BAIS Part 2 • Using GitHub
5	Feb. 21	• **ASSIGNMENT REQUIRED**: GitHub Setup and LinkedIn Learning Course – Feb. 20 @ 11:59 pm	• Industry Panel • Negotiating Your Offer
6	Feb. 28	• **ASSIGNMENT ELECTIVE**: Interview Industry Professional or Masters/PhD Student – Feb. 27 @ 11:59pm • **ASSIGNMENT ELECTIVE**: Career and Employer Research – Feb. 27 @ 11:59 pm	• Case Interviews • Additional Interview Considerations
7	Mar. 7	• **ASSIGNMENT ELECTIVE**: Create Personal Goals for Your Future – Mar. 6 @ 11:59 pm • **ASSIGNMENT ELECTIVE**: Complete an Online Course – Mar. 6 @ 11:59 pm	• Tips for Success in Your Career • Tools and Examples of Industry Work
8	Mar. 14	• **ASSIGNMENT ELECTIVE**: Attend University or Industry Event – Mar. 13 @ 11:59 pm • **ASSIGNMENT ELECTIVE**: Mock, Employer or Virtual Interview – Mar. 13 @ 11:59 pm	• Capstone Experiential course • PhD and Masters options

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