

## **BAIS Professional Preparation**

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| <p>Course Instructor<br/>Kristine Arens<br/>Campus Address: E426 PC (Pomerantz Center)<br/>Office Phone: (319) 335-0892<br/>Email: <a href="mailto:Kristine-arens@uiowa.edu">Kristine-arens@uiowa.edu</a><br/><b>Office Hours:</b><br/>Wednesday's 1:00 – 2:00 pm<br/>Thursday's 10:00 – 11:00 am<br/>Happy to meet in-person or via Zoom<br/>(Zoom link:<br/><a href="https://uiowa.zoom.us/j/8757013769">https://uiowa.zoom.us/j/8757013769</a>)</p> | <p>Class Meeting Times<br/><b>Aug. 26 – Oct. 14</b><br/><b>NOTE: Sept. 23<sup>rd</sup> will be recorded session only.</b></p> <p>Section 1: Friday, 9:30 am – 11:20 am, C125 PBB</p> <p>Section 2: Friday, 12:30 pm – 2:20 pm, S307 PBB</p>   |
| <p>Academic Course Home<br/><a href="#">Tippie College of Business</a><br/><a href="#">Department of Business Analytics</a><br/>DEO: Ann Campbell<br/>Phone: (319) 335-0918<br/>Email: <a href="mailto:ann-campbell@uiowa.edu">ann-campbell@uiowa.edu</a></p>  | <p>Course Site<br/>To access the course site, log into <u>Iowa Courses Online (ICON)</u><br/><a href="https://icon.uiowa.edu/index.shtml">https://icon.uiowa.edu/index.shtml</a> using your Hawk ID and password.<br/>Prerequisites: None</p> |

## **Program Goals**

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

- #1: Graduates will use analytical, creative and collaborative approaches to solving complex, ambiguous problems
- #2: Graduates will demonstrate effective written, spoken and visual communication
- #3: Graduates will obtain global awareness and understanding
- #4: Graduates will demonstrate ethical reasoning
- #5: Graduates will obtain professional preparation.

## **Course Description and Goals**

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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. You will experience professional development opportunities relevant to emerging business professionals.

At the completion of this course, you will:

1. Better understand opportunities within the business analytics and information systems field
2. Learn about the course curriculum- including the capstone course and additional educational options
3. Identify how to best manage your career search – from creating a technical resume to managing applications to networking and more
4. Learn about the industry from leading experts
5. Understand various types of interviews (behavioral, technical, case, coding) and have the opportunity to practice your interview skills
6. Gain an understanding of the importance of skills and tools required in the workplace
7. Learn how to translate your knowledge and skills to match job posting requirements

## 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

No textbooks are required for this course.

## Grading Criteria

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

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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.

| Graded Items                            | Points Each | Total Points |
|---|-------------|--------------|
| QUIZZES:<br>2 Online Quizzes            | 20          | 40           |
| DISCUSSION BOARD:<br>1 Discussion Forum | 25          | 25           |
| ASSIGNMENTS:<br>4 Assignments           | 25          | 100          |
| Total Points:                           |             | 165          |

## 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 may be given an opportunity to redo the activity in order to receive partial points.

### QUIZZES (2):

Student Information and Syllabus Quiz - DUE Week 2 (20 points) – **REQUIRED**

Career Resources and Tools Quiz – DUE Week 3 (20 points) - **REQUIRED**

### ONLINE DISCUSSION (1):

Comparing Careers in BAIS – DUE Week 5 (25 points) – **REQUIRED**

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.

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## ASSIGNMENTS (at least 4):

### Resume Review and Handshake Upload – DUE Week 4 (25 points) - **REQUIRED**

It's 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 component to your resume to show you have skills in the analytics and IS space. Resumes must be uploaded to Handshake for full credit.

### GitHub Setup and LinkedIn Learning Course – DUE Week 6 (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.

### Career and Employer Research Project – DUE Week 7 (25 points) – **CHOOSE AT LEAST 1**

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.

### Interview an Industry Professional, Masters|PhD Student – DUE Week 7 (25 points) – **CHOOSE AT LEAST 1**

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.

### Industry Event or Interview - DUE Week 8 (25 points) – **CHOOSE AT LEAST 1**

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.

### Complete a LinkedIn Learning Course on a Relevant Topic Area – DUE Week 8 (25 points) – **CHOOSE AT LEAST 1**

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Take charge of your future by learning about relevant topics and tools of the industry. Complete a LinkedIn Learning course in a relevant topic area.

## 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 <https://tippie.uiowa.edu/current-students/undergraduates/academics/advising/academic-support-and-tutoring>.



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## Course Calendar

| BAIS:3050 - BAIS Professional Preparation |   |  |  |
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| WEEK                                      | DATE  | ACTIVITIES AND ASSIGNMENTS DUE PRIOR TO CLASS  | TOPICS AND ACTIVITIES  |
| 1   | Aug. 26                                     | <ul style="list-style-type: none"> <li>Review syllabus prior to class</li> </ul>   | <ul style="list-style-type: none"> <li>Syllabus review</li> <li>Course ICON site review</li> <li>Meet our faculty</li> <li>BAIS Curriculum overview</li> </ul> |
| 2   | Sept. 2                                     | <ul style="list-style-type: none"> <li><b>QUIZ DUE:</b> Student Information and Syllabus – Sept. 1 @ 11:59 pm</li> </ul>   | <ul style="list-style-type: none"> <li>Using the Pomerantz Career Center</li> <li>Career Fairs</li> <li>Creating your Pitch</li> </ul>                         |
| 3   | Sept. 9                                     | <ul style="list-style-type: none"> <li><b>QUIZ DUE:</b> Career Resources and Tools – Sept. 8 @ 11:59 pm</li> </ul>   | <ul style="list-style-type: none"> <li>Technical Resumes</li> <li>Applicant Tracking Systems (ATS)</li> </ul>  |
| 4   | Sept. 16                                    | <ul style="list-style-type: none"> <li><b>ASSIGNMENT DUE:</b> Resume Review and Handshake Upload – Sept. 15 @ 11:59 pm</li> </ul>  | <ul style="list-style-type: none"> <li>Careers in BAIS</li> <li>Technical and Coding Interviews</li> </ul>   |
| 5   | Sept. 23 (Recorded Session – NOT IN PERSON) | <ul style="list-style-type: none"> <li><b>DISCUSSION DUE:</b> Comparing Careers in BAIS Discussion Board – Sept. 22 @ 11:59 pm</li> <li><b>DISCUSSION DUE:</b> Questions for Industry Panel – Sept. 22 @ 11:59</li> </ul>  | <ul style="list-style-type: none"> <li>GitHub</li> <li>Cover Letters</li> </ul>  |
| 6   | Sept. 30                                    | <ul style="list-style-type: none"> <li><b>ASSIGNMENT DUE:</b> GitHub Setup and LinkedIn Learning Course – Sept. 29 @ 11:59 pm</li> </ul>   | <ul style="list-style-type: none"> <li>Industry Panel</li> <li>Negotiating Your Offer</li> </ul>   |
| 7   | Oct. 7                                      | <ul style="list-style-type: none"> <li><b>ASSIGNMENT DUE (CHOOSE AT LEAST 1):</b> <ul style="list-style-type: none"> <li>- Interview Industry Professional or Masters/PhD Student – Oct. 6 24 @ 11:59pm</li> <li>- Career and Employer Research – Oct. 6 @ 11:59 pm</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Tips for Success in Your Career</li> <li>Tools and Expectations of the Industry</li> <li>Case Interviews</li> </ul>     |
| 8   | Oct. 14                                     | <ul style="list-style-type: none"> <li><b>ASSIGNMENT DUE (CHOOSE AT LEAST 1):</b> <ul style="list-style-type: none"> <li>- Industry Event or Interview – Oct. 13 @ 11:59 pm</li> <li>- LinkedIn Learning Course – Oct. 13 @ 11:59 pm</li> </ul> </li> </ul>                                | <ul style="list-style-type: none"> <li>Understand Capstone Experiential course</li> <li>PhD and Masters options</li> </ul>                                     |

## Course-Specific Policies and Guidelines

**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, just like attendance is expected in the workplace. However, unforeseen conflicts due occasionally arise. Students are expected to give adequate advance notice of an excused absence, make up the missed work and make every effort to avoid a class conflict. To ensure legitimacy, students may be asked to provide documentation upon request. Short-term illnesses will also be considered as excused absences, however students are asked to let me know prior to or even the day of the absence why they are not in class. 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.

**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.

The Tippie College of Business is committed to providing students with a diverse, inclusive, and equitable environment in which to pursue their educations. In addition, 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. 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. More information about these and other policies can be found on the [Provost's Office's website](#).

