BUSN 1101-004, 006
Introduction to Business & Professional Development
Fall 2017

Instructor | Email | Telephone | Office Location | Office Hours
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Ms. Allison A. Toth | atoth3@uncc.edu | 774-278-0279 | COLVARD 3074 | T: 1:30-3:30
 |  |  |  | R: 12:00-2:00
 |  |  |  | Others by appointment

Classes

<table>
<thead>
<tr>
<th>Class</th>
<th>Code</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>BUSN 1101-006</td>
<td>TR</td>
<td>TR</td>
<td>8:00 – 9:15 am</td>
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<tr>
<td>BUSN 1101-004</td>
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<td>9:30 – 10:45 am</td>
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<th>Office Location</th>
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<td>Friday 132</td>
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<td>Friday 107</td>
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Textbook


Course Description

*BUSN 1101. Introduction to Business and Professional Development.* (3) Prerequisite: Belk College of Business major with less than 35 hours earned and approval of advisor. Fundamentals of business, including accounting, economics, finance, international business, management, management information systems, and operations and supply chain management. Other topics related to professional development include: career planning, business etiquette, oral and written communication, networking, and professional presence.

Objectives

The objectives of this course are to:
- Introduce you to college life, UNC Charlotte, and the Belk College of Business
- Understand how businesses are planned, developed, organized, and managed
- Examine how businesses operate in our modern economic, political, and social environment
- Examine the functional areas of business and the corresponding majors in the Belk College
- Expand and enrich your business vocabulary and research skills
- Create an awareness of the various career opportunities in business
- Provide an atmosphere in which you can relate personal consumer behavior, work experience and business concepts.

Prospect for Success

Every new freshman at UNC Charlotte must complete a “Prospect for Success” (PFS) course during their first semester. BUSN 1101 is the PFS course for students in the Belk College of Business. There are three student learning outcomes (SLO’s) for each new student.

*Cultural Awareness* – Students will demonstrate an understanding of themselves, and of others, as individuals whose worldview and capacities are shaped by culture and experience and a willingness to take the worldview and capacities of others into consideration.

*Inquiry* – Students understand or experience inquiry as an open-ended process that explores evidence and/or approaches to generate ideas/conclusions.

*Commitment to Success* – Students will identify specific and realistic goals for their collegiate experience, develop or exhibit strategies for achieving these goals, and recognize the need to make change in light of experience.

Information on these three outcomes and the related assignments will be discussed in class.
### Guidelines for Success in BUSN 1101:

1. Students should read assigned chapters prior to class. Class time is to (1) reinforce important concepts from the text, (2) provide new information not in the text, and (3) as a platform for you to seek further clarification from the professor. Note that hours spent studying does not necessarily equate to an “A” grade -- only your performance as measured by the grades on exams, papers, exercises, and attendance and participation. You have to demonstrate your understanding and application of the material; this is what determines your overall grade.

2. Students should take notes on the chapter readings prior to attending the class. If you have done this then you will have an easier time following class discussion and recording additional notes. This is not writing down every spoken word, but maximizing your understanding of key concepts and examples.

   We will not have time to cover all textbook and other assigned material in class discussions. Students are responsible for all assigned material, whether or not it is discussed in class.

3. To get the most benefit from your college education, students should attend every class. You assume full responsibility for material covered and assignments given during a missed class. Please do not arrive late or leave early from class. In addition, please do not leave and return to the classroom during class time. This is very distracting to the learning environment, and it is unprofessional and disrespectful. This behavior will also lower your attendance and participation grade.

   Attendance and participation is worth 5% of your final grade. Aspects of attendance and participation include: (1) preparation for class (completed readings and notes on readings), (2) being on time to class, (3) attentiveness in class, (4) responding in a professional manner to questions and comments from the professor, and (5) remaining in class from the beginning until the end of the session.

   The following points are taken off your Attendance and Participation grade:
   - -2 points for each day you are late
   - -4 points for each day you are absent

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### Grading Scale:

Grading Scale:  A = 90 – 100;  B = 80 – 89.99;  C = 70 – 79.99;  D = 60 – 69.99;  F = 0 – 59.99
• -2 points for every occurrence of inappropriate behavior (on your phone, talking, sleeping, leaving the room during class time, re-entering the room after you have left the room, and other examples of not paying attention during class time

Note that excessive tardiness, inattentiveness, and leaving and returning to the classroom during class may result in a doubling of these points.

4. You are responsible for getting notes and finding out details regarding assignments discussed on days you are absent.

5. All students are graded fairly, according to the total number of points earned on each assignment. Please do not ask me to grade you differently based on a personal circumstance, your full-time or part-time job, your visa status, your roommate, girlfriend, boyfriend, or any other situation or issue.

6. All PFS papers must be typed. Please use Times New Roman, 12 point font. Always proofread and edit your assignments before submitting them for a final grade. These papers will be graded on content, format, organization, mechanics, grammar and spelling.

7. Assignments are due at the beginning of class. Late assignments will be accepted but with the following consequences.
   - After assignments are taken up at the beginning of class - 5 points
   - After class, but by 5:00 pm on the due date - 10 points
   - One day late, by class time - 20 points
   - Each additional day late, by class time - 20 points per day

8. Please prepare for exams early. Ask questions and participate in class discussions throughout the semester. Examine your understanding of the material by using the Summary of Learning Objectives, Key Terms, Questions for Review, and Glossary sections found at the end of each chapter. Still need help? Form a study group of your classmates and begin studying for the exam at least one week prior to the exam date.

The format for the exams is true-false and multiple choice. Please come prepared for the exams with two #2 pencils. Late admittance to exams may not be permitted. Students who are unable to attend a scheduled exam must contact the professor before the exam and present documentation of a valid medical emergency in order to obtain permission to make up a missed exam. Note that it has to be a medical "emergency" to miss an exam. Make-up exams are in multiple-choice and short-answer format.

Students must display proper conduct during exams, that is (1) switch all electronic devices to the “off” position, (2) maintain a clear workspace (no personal belongings near desktop), (3) keep your eyes on your test booklet and answer form, and (4) cover your answers to prevent others from viewing your work. All hats must be removed or turned backwards. Once the exam begins, students may not leave the classroom and return. Be sure to take care of any personal needs before the exam begins. All test materials are collected at the end of the exam period.

9. If you miss an exam or assignment, you will receive a “zero” unless you have a documented, excused absence. In the case of an excused absence, you are allowed to complete the work.

10. Communication with Ms. Toth – Email messages regarding this class are formal modes of business communication. Accordingly, email correspondence should be written in a formal manner. Proper email etiquette begins with a clear, direct subject heading to include your class name, with appropriate section number, and purpose of the email (e.g. BUSN 1101-004, Question about PFS Paper # 1). An appropriate salutation (e.g., “Ms. Toth”) should also be included, followed by a colon, in the body of the message. Email messages should be written with appropriate content, grammar, spelling, punctuation, and tone.
11. Please be sure to silence your smart phones before class begins. The use of computers, smart phones or other communication devices is disruptive in class, and is therefore prohibited. Students using such devices will be asked to refrain from using them. This will also affect your Attendance & Participation Grade by five points per instance.

12. Let me know anytime during the semester if you are having difficulty with the course or need additional help.

**Canvas:** UNC Charlotte utilizes “Canvas” as its Learning Management System (LMS). A LMS is a way to simplify teaching and learning by connecting all the digital tools professors use in one easy place. For more information on Canvas, please visit canvas.uncc.edu

**Honor Code:** Students are expected to abide by the “UNC Charlotte Code of Academic Integrity” as described in the **UNC Charlotte Undergraduate Catalog**.

**Diversity Statement:** The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Disability Services:** Students in this course seeking accommodations for disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

**Syllabus Modification:** The dates and topics set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class and by email notice.

**BUSN 1101-004, 006: Introduction to Business & Professional Development**

**Note:** Class information printed in regular font, exams and assignments in **bold**, and University information in *italics*.

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<th>DATE</th>
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| **M** 8/21 | New Student Convocation  
Belk College of Business meet at Belk Plaza at 10:15 a.m.  
Visit [https://studentconvocation.uncc.edu/students](https://studentconvocation.uncc.edu/students) for more information.  
First Day of Evening Classes beginning at 5:00 p.m. |
| **T** 8/22 | First Day of Daytime Classes starting at 8:00 a.m.  
Course Syllabus, College Life, Roles and Responsibilities of Students and Faculty  
**Exercise # 1 - Student Information Form** |
| **R** 8/24 | The U.S. Business Environment - Economics  
Chapter 1 |
| **M** 8/28 | 2nd Cancellation for Non-Payment  
Last Day to Register, Add, Drop with No Grade via the web  
Last Day to Submit Grade Replacement Request |
| **T** 8/29 | Entrepreneurship, New Ventures, and Business Ownership  
Chapter 2 |
| **R** 8/31 | Managing the Business  
Assign Strengths Quest  
Chapter 4 |
| **M** 9/4 | Labor Day – University Closed |
| **T** 9/5 | Managing Yourself – Career Planning and the Job Search  
Self-Assessment  
Chapter 14 |
| **R** 9/7 | Attitude, Goal Setting and Life Management  
Chapter 11 |
| **T** 9/12 | Diversity in the Workplace  
Assign PFS Paper # 1 – Cultural Awareness |
| **R** 9/14 | Guest Speaker(s) – Debrief Results from Strengths Quest |
| **T** 9/19 | Operations Management & Quality  
Chapter 5 |
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| **R** 9/21 | The Inquiry Process  
Assign PFS Paper # 2 - Inquiry |
| **T** 9/26 | EXAM # 1 (Chapters 1-2, 4-5, 11, 14; Class Notes from 8/22 to 9/21) |
| **R** 9/28 | Time and Stress Management  
University Resources for Academic and Career Success (Chapter 12) |
| **T** 10/3 | Communication (Chapter 13) |
| **R** 10/5 | Effective Business Writing |
| **M** 10/9 | Spring 2018 Schedule of Classes Available on the Web  
Student Recess – No Classes  
Unsatisfactory Grade Emails Sent to Students (for grades of “D” and “F”) |
| **T** 10/10 | Student Recess – No Classes |
| **R** 10/12 | Human Resource Management (Chapter 6) |
| **Sat** 10/14 | 42nd International Festival at UNC Charlotte |
| **T** 10/17 | PFS Paper # 2 Due – Inquiry  
Freshmen Group Advising Session – Please meet in Friday 280, Computer Lab |
| **R** 10/19 | Resumes and Cover Letters (Chapter 15) |
| **T** 10/24 | Last Day to Withdraw from a Course(s)  
Interviewing (Chapter 16) |
| **R** 10/26 | Marketing (Chapter 7) |
| **M** 10/30 | Registration for Spring 2018 begins |
| **T** 10/31 | Exam # 2 (Chapters 6-7, 12-13, 15-16; Class Notes from 9/28 to 10/26) |
| **R** 11/2 | Assign PFS Paper # 3 – Commitment to Success |
| **T** 11/7 | Guest Speaker: Internships |
| **R** 11/9 | Information Technology for Business (Chapter 8) |
| **T** 11/14 | The Role of Accountants and Accounting Information (Chapter 9) |
| **R** 11/16 | PFS Paper # 1 Due – Cultural Awareness  
Discussion of Cultural Awareness Activities and Events |
| **T** 11/21 | Managing Business Finances (Chapter 10) |
| **W** 11/22 | Thanksgiving Break begins – No Classes |
| **R** 11/23 | Thanksgiving – University Closed |
| **F** 11/24 | Thanksgiving Break – University Closed |
| **T** 11/28 | PFS Paper # 3 Due: Commitment to Success  
Managing Your Personal Finances (Appendix) |
| **R** 11/30 | Guest Speaker(s): Office of Education Abroad representative |
| **T** 12/5 | International Business (Chapter 3) |
| **W** 12/6 | Last Day of Classes |
| **R** 12/7 | Reading Day |
| **F** 12/8 | Final Exams begin |
| **T** 12/12 | Section 006 – TR 8:00 am class, scheduled from 8:00 – 10:30 am  
Exam # 3 (Chapters 3, 8-10, Appendix; Class Notes from 11/2 to 12/5) |
| **R** 12/14 | Section 004 – TR 9:30 am class, scheduled from 8:00 – 10:30 am  
Exam # 3 (Chapters 3, 8-10, Appendix; Class Notes from 11/2 to 12/5) |
| **F** 12/15 | Final Exams end |
| **Sat** 12/16 | 10:00 a.m. – Commencement – Belk College of Business, College of Arts + Architecture, College of Computing & Informatics, William States Lee College of Engineering, and College of Health and Human Services |
| **M** 12/18 | Grades Due by Noon |