

BUSN 1101-005, 006
Introduction to Business & Professional Development
Fall 2019

This syllabus contains the policies and expectations established for BUSN 1101, Introduction to Business & Professional Development. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students.

<i>Instructor</i>	<i>Email</i>	<i>Telephone</i>	<i>Office Location</i>	<i>Office Hours</i>
Ms. Lisa Rolan	lrolan@uncc.edu	704-687-7710	FRI 290B	<i>TR: 7:30 am to 8:30 am 11:15 am to 12:15pm others by appointment</i>

Classes	BUSN 1101-001	TR	8:30 – 9:45 am	Friday 117
	BUSN 1101-003	TR	10:00 – 11:15 am	Friday 117

Textbook *UNCC - BUSN 1101*. Custom edition, Pearson Collections, Pearson Learning Solutions, 2019, ISBN 10: 1323945938, ISBN 13: 9781323945933

Pearson Career Success Platform: Academic Success Modules, and Career Success Modules

Welcome Welcome to Introduction to Business and Professional Development! I am so glad you decided to enroll in this course at UNC-Charlotte. I'm sure you will find it a rewarding experience. I am Lisa L. Rolan and am an Adjunct in the Belk College of Business at UNC-Charlotte. I have been teaching since 2013, but this is my first year at UNC-Charlotte. Additional information about my background is included in the Additional Instructor Information in this syllabus.

What is An Introduction to Business Management and Professional Development Course? *Introduction to Business Management and Professional Development* is a three-credit hour course designed to give you an introduction to business management as well as to give you an early start on the process of career planning and development. The process involves thoughtful self-assessment, career exploration, planning and follow-through with preliminary employment strategies. The philosophy of the course is that this process is ongoing, systematic, and aimed toward a fulfilling work life, which is part of your overall plan for personal development. Engaging in this ongoing process should be challenging, interesting, and enjoyable. Taking advantage of the options in this course will aid you in your transition from college student to professional employee and give you a more direct route to your long-term career goals by anticipating and acquiring the requisite skill sets, courses, and experiences for an entry-level job that will be the best starting point on your chosen career path.

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, business analytics, 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
 - examine how businesses operate in our modern economic, political, and social environment
 - understand how businesses are planned, developed, organized, and managed
 - 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.

Objectives:

Business management and professional development will:

- Provide you with many opportunities to explore your own interests, values and skills and to begin developing those skills and qualities that will enable you to be highly successful in the workplace.
- Introduce you to a variety of career options and provide you with real-world feedback on what an actual career in a particular area is like on a day-to-day basis through numerous opportunities to listen to and talk to practicing professionals in your profession.
- Encourage you to engage in thoughtful academic, extracurricular, career and lifelong planning.

Prospect for Success

Every new freshman at UNC Charlotte must complete a "Prospect for Success" (PFS) course. 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.

Suggestions for Success

Most students this will not be a "difficult" course. However, there will probably be some students who did well in academic courses where information was most important and who will be surprised at the relative difficulty of this course where manual skills and visualization are most important. So do not think that if you are a "B" student you will probably get a "B" in this course. You might get an "A" with relative ease . . . or a "C" with difficulty, and still be (and correctly so) a "B student" in your information-heavy, mainly lecture-type courses. The courses that follow this will be significantly different.

Course Exams, Assignments, Attendance & Participation

Exam # 1	20%	_____ x 0.20 = _____
Exam # 2	20%	_____ x 0.20 = _____
Exam # 3	20%	_____ x 0.20 = _____
PFS Paper: Cultural Awareness (Prospect for Success)	10%	_____ x 0.10 = _____
PFS Paper: Inquiry	10%	_____ x 0.10 = _____
PFS Paper: Commitment to Success	10%	_____ x 0.10 = _____

Exercises & Modules	5%	_____ x 0.05 = _____
Attendance & Participation	5%	_____ x 0.05 = _____
Total	100%	_____

Grading Scale: A = 90 – 100; B = 80 – 89.99; C = 70 – 79.99; D = 60 – 69.99; F = 0 – 59.99

Guidelines for Success in BUSN 1101:

1. Please read the assigned chapters prior to the scheduled dates on pages 6-7. For example, read Chapter 1 before coming to class on August 20.
2. Students should take notes on the chapter readings prior to attending class. If you do this, you will have an easier time recording additional notes in class. Taking notes is not writing down every written or spoken word but maximizing your understanding of key concepts and examples. We will not have time to cover all the textbook material in class. Students are responsible for all assigned material, whether or not it is discussed in class

Studies indicate that students who do this will learn and retain the information more effectively. In addition, you will have an easier time recording additional notes in class and participating in the discussion. Taking notes is not writing down every written or spoken word but maximizing your understanding of key concepts and examples.

The University Center for Academic Excellence offers a 45-minute workshop on “Tips for Better Notetaking and Reading”. I would encourage you to attend one of these sessions. We will not have time to cover all of the textbook and module material in class. However, you are responsible for all assigned material, whether or not it is discussed in class.

3. Faculty members that teach your classes meet with you during class. If you need additional help with your classes, they will also meet you during their office hours. My office hours are listed on page one of this syllabus. If you are unable to meet during these office hours, please let your faculty members know and we can arrange another convenient time.
4. Class time is used for (a) reinforcing important concepts from the textbook and modules, (b) providing new information not found in the textbook or modules, and (c) serving as a forum for you to discuss the readings and 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 must demonstrate your *understanding and application* of the material; this is what determines your overall grade.
5. According to the “Classroom Policies and Attendance” section in the *UNC Charlotte Undergraduate Catalog*, “Each instructor determines the classroom policies (including attendance regulations) for his or her courses. In general, students are expected to attend punctually all scheduled sessions in the courses for which they are registered, to demonstrate civil behavior while in class, and to complete all of the course requirements. Instructors may outline additional and more specific standards in the course syllabus, especially when attendance is part of the grading criteria for the class... Absences from class may be excused by the instructor for such reasons as personal illness or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences. Absences for religious holidays fall under University Policy 409, Religious Accommodation for Students; please visit <https://legal.uncc.edu/-policies/up-409> for more information.

The classroom policies for attendance for BUSN 1101 include...

- a. You should attend every class to get the most benefit from your college education. You assume full responsibility for material covered and assignments given during a missed class. Please contact a fellow student in class to obtain notes or to find out details regarding assignments given on days you are absent.
 - b. 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 to the professor and to your fellow students. This behavior will lower your attendance and participation grade.
 - c. In this course, attendance and participation is worth 5 % of your final grade. Aspects of attendance and participation include: (a) preparation for class (completed readings and notes on readings), (b) being on time to class, (c) attentiveness in class, (d) responding in a professional manner to questions and comments from the professor, and (e) remaining in class from the beginning until the end of the session.
 - d. The following points will be taken off your Attendance and Participation grade:
 - -2 points for each day you are late
 - -4 points for each day you are absent
 - -5 points for every occurrence of inappropriate behavior (using your phone, using your computer for something other than taking notes, 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)
 - e. Note that excessive tardiness, inattentiveness, leaving and returning to the classroom, and other distracting behaviors during class may result in a doubling of these points.
6. You are responsible for obtaining notes from a classmate and finding out details regarding assignments on days you are absent.
 7. You will prepare three Prospect for Success (PFS) papers in this course. These papers must be typed. Please use **Times New Roman, 12-point font**. Always proofread and edit your assignments. These papers are graded on content, style, format, organization, mechanics, grammar and spelling. Utilize the Writing Resources Center on campus to improve your writing skills.
 8. All students are graded fairly and consistently, 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.
 9. 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 6:00 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
 10. Please prepare for exams early. Ask questions and participate in class 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 may be 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 exam handout 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 exam materials are collected by the end of the class.

11. If you miss an exam or assignment, you will receive a “zero” unless you have a **documented, excused absence**. In the case of a University excused absence, you are allowed to complete the work.
12. Communication with Ms. Rolan – My preferred method of communication outside of class time and office hours is email. 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 1101-005, Question about PFS Paper # 1). An appropriate salutation (e.g., “Ms. Rolan”) 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.

13. Please be sure to silence and put away your phones before class begins. Computers are allowed in class but only for taking notes. Using your computer for something other than for class notes is not permitted. If you are found to be using your computer for something other than for class notes, the privilege to use your computer will be forfeited for the remainder of the semester. This will also affect your Attendance & Participation Grade as discussed in number 5d. on page 4.
14. Let me know anytime during the semester if you are having difficulty with the course or need additional help.

UNC Charlotte Email: Students should read their UNC Charlotte email on a continuing (at least, daily) basis. In addition, business students should remain professional in all communication with the University.

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. Be sure to read any weekly announcements and check Canvas for important information and updates about the course. Canvas is also the central hub for posting assignments and handouts. For more information on Canvas, please visit canvas.uncc.edu. If you have any technical questions or problems, contact UNC Charlotte Information and Technology Services at 704-687-5500 or itservices.uncc.edu.

Honor Code: Students are expected to know and abide by the UNC Charlotte “Code of Student Academic Integrity” as described at legal.uncc.edu/policies/up-407, and the “Noble Niner UNC Charlotte Honor Code” at studentaffairs.uncc.edu/niner-code. Students found in violation of either code may be subject to failure of the assignment, exam, and/or the course.

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: UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide an email message from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

Professional Behavior: Throughout your college experience, you will meet many important stakeholders of UNC Charlotte and the Belk College of Business. Our expectation is that you will conduct yourself as aspiring professionals who respectfully interact with your peers, faculty, staff, alumni, and corporate leaders. In class, you should respectfully listen to, and engage with, faculty, classmates, and guest speakers without having side conversations. Failure to apply professional behavior in class may result in points deducted from the participation grade, as well as potentially being asked to leave class.

You are encouraged to take advantage of instructor office hours for help with coursework or anything else connected with the course and your progress. Midterm and at the end of the course period, you will be asked to submit an anonymous survey and would appreciate your feedback honestly on what you like and don't like and how I can improve both the content and my style.

Classroom Culture: I want our classroom to be a place where we deeply listen to each other and respect the feelings, experience, and wisdom behind what we all say. I want us all to speak the truth as we understand it but to feel safe questioning things we don't know or understand. We all hold pieces to the puzzle.

It should go without saying at this point in your academic pursuit that out of respect for the learning process we should all show up on time, be prepared, refrain from using cellphones and other electronic devices and not pack up and leave early. If you have caring or medical obligations that mean you must arrive late or leave early, please speak to me. I also make a commitment to you that I will be prepared, present, and engaged for our first time together.

Syllabus Modification: The standards, requirements, dates and topics set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or via email.

BUSN 1101-005, 006: Introduction to Business & Professional Development

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

DATE		TOPIC	TEXT
M	8/19	<i>New Student Convocation from 8:00 a.m. – 5:00 p.m.</i> <i>Students, visit https://studentconvocation.uncc.edu/student-information</i> <i>First Day of Evening Classes starting at 5:00 p.m.</i>	
T	8/20	<i>First Day of Daytime Classes starting at 8:00 a.m.</i> Review Course Objectives and Syllabus Roles and Responsibilities of Students and Faculty Exercise # 1 – Complete the Student Information Form	
R	8/22	The U.S. Business Environment: Economics	Chpt. 1
M	8/26	<i>Second Cancellation for Non-Payment</i> <i>Last Day to Register, Add, Drop with No Grade via the web @ 11:59 pm</i> <i>Last Day to Submit a Grade Replacement Request @ 11:59 pm</i>	
T	8/27	Assign Exercise # 2 – UCAE Workshops: Due dates at various times during semester. Conduct drawing for due dates in class. Entrepreneurship, New Ventures, and Business Ownership	Chpt. 3
R	8/29	Managing the Business	Chpt. 5
M	9/2	<i>Labor Day – No Classes</i>	
T	9/3	Assign Exercise # 4 - New Student Transition Questionnaire Academic Success: Understanding Diversity and Ethics – (NOTE: MUST Submit before the beginning of class the Activity, Journal, and Goal Setting)	Module
R	9/5	Assign PFS Paper – Cultural Awareness	
T	9/10	Exercise # 4 due by the beginning of class time Assign Exercise # 3 – StrengthsFinder Assessment Managing Yourself: Career Planning and the Job Search	Module

R	9/12	Goal Setting and Life Management	Module
T	9/17	Exercise # 3 due – Bring a hard copy of your Clifton StrengthsFinder results to class. Guest Speaker – Clifton StrengthsFinder	
R	9/19	Assign Exercise # 5 – Business Basics Modules Communication	Module
T	9/24	EXAM # 1 (Chapters 1, 3, 5; Selected Modules; Class Notes from 8/20 to 9/17)	
R	9/26	The Inquiry Process – Conducting Business Research Assign PFS Paper – Inquiry	
T	10/1	Business Writing – Format, Content, Citations & References	
R	10/3	Exercise # 2 – UCAE Workshops due for students with last names __ - __ Operations Management & Quality	Chpt. 6
F	10/4	<i>Unsatisfactory Grades due for Fall 2019 by noon</i>	
M	10/7	<i>Student Recess – No Classes</i> <i>Spring 2020 Schedule of Classes Available on the Web</i> <i>Student Registration Appointment Times Available on the Web</i> <i>Unsatisfactory Grade Notices Emailed to Students (for grades of “D” and “F”)</i>	
T	10/8	<i>Student Recess – No Classes</i>	
R	10/10	Exercise # 5 – Business Basics Modules due by the beginning of class Stress and Time Management	Module
T	10/15	Professional Success Assign PFS Paper – Commitment to Success	Article
R	10/17	<i>Last Day to Withdraw from a Course; Grade Subject to Withdrawal Policy @11:59 pm</i> Human Resource Management	Chpt. 7
T	10/22	Resumes and Cover Letters	Module
R	10/24	PFS Paper – Inquiry due Guest Speaker – Internships and Networking	
T	10/29	Marketing Processes and Consumer Behavior	Chpt. 8
R	10/31	Information Technology (IT) for Business	Chpt. 9
M	11/4	<i>Registration for Spring 2020 begins</i>	
T	11/5	EXAM # 2 (Chapters 6, 7, 8, 9; Selected Modules; Class Notes from 9/19 to 10/31)	
R	11/7	Exercise # 2 – UCAE Workshops due for students with last names __ - __ Business Analytics	Article
T	11/12	PFS Paper – Commitment to Success due The Role of Accountants and Accounting Information	Chpt. 10
R	11/14	Managing Business Finances	Chpt. 11
T	11/19	Managing Personal Finances	Appendix
R	11/21	Understanding Business Ethics and Social Responsibility	Chpt. 2
T	11/26	PFS Paper – Cultural Awareness due Understanding the Global Context of Business: International Business	Chpt. 4
W	11/27	<i>Thanksgiving Break begins – No Classes</i>	
R-F	11/28-29	<i>Thanksgiving – University Closed</i>	
T	12/3	Exercise # 2 – UCAE Workshop Form due for students with last names __ - __ <i>Last Day of Classes</i> Guest Speaker: Office of Education Abroad representative	
R	12/5	<i>Reading Day</i>	
F	12/6	<i>Final Exams begin</i>	
T	12/10	Section 001 – TR 8:30 am class, scheduled from 8:00 – 10:30 am EXAM # 3 (Chapters 2, 4, 10, 11, Appendix; Selected Modules; Class Notes from 11/7 to 12/3)	
R	12/12	<i>Final Exams end</i> Section 003 – TR 10:00 am class, scheduled from 8:00 – 10:30 am	

		EXAM # 3 (Chapters 2, 4, 10, 11, Appendix; Selected Modules; Class Notes from 11/7 to 12/3)	
<i>F</i>	<i>12/13</i>	<i>1:00 pm – Commencement – Belk College of Business, College of Arts + Architecture, and College of Health and Human Services</i>	
<i>Sat</i>	<i>12/14</i>	<i>10:00 am – Commencement: Cato College of Education, College of Computing & Informatics, and William States Lee College of Engineering 3:00 pm – Commencement: College of Liberal Arts and Sciences</i>	
<i>M</i>	<i>12/16</i>	<i>Final Grades Due by Noon</i>	

Additional Information: I have had the pleasure of teaching since 2013 and at UNC Charlotte since 2018. Before getting into the teaching profession, I was a Chief Financial Officer for local governments across the United States, as well as, serving as a Small Business Center Director where I had the opportunity to assist people who wanted to start a small business. After spending 20 years in finance and business startup, I decided to pursue my dream of educating others. My passion is entrepreneurship and business as well as health care administration.

Outside of my college life, my husband Mike and I enjoy buying and remodeling homes, traveling, fishing, and anything that involves being outdoors. I am a North Carolina native and have two great children and one granddaughter!!!