

BUSN 1101-009, 010
Introduction to Business & Professional Development
Fall 2018

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>Office Location</i>	<i>Office Hours</i>
Ms. Allison Toth	atoth3@uncc.edu	Colvard 3050A	Tuesdays: 12:15-2:15pm Or by appointment

Classes	BUSN 1101-009	TR	8:30 – 9:45 am	Friday 385
	BUSN 1101-010	TR	10:00 – 11:15 am	Friday 385

Textbook *Introduction to Business & Professional Development for BUSN 1101*. Custom edition, Pearson Publishing, 2016

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.

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.

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 # 1	10%	_____ x 0.10 = _____
	PFS Paper # 2	10%	_____ x 0.10 = _____
	PFS Paper # 3	10%	_____ x 0.10 = _____
	Exercises	5%	_____ x 0.05 = _____
	Attendance & Participation	5%	_____ x 0.05 = _____
	Total	100%	_____

Grading Scale: A = 89.5 – 100; B = 79.5 – 89.4; C = 69.5 – 79.4; D = 59.5 – 69.4; F = 0 – 59.4

Guidelines for Success in BUSN 1101:

1. Students should read assigned chapters prior to class. Class time is used to (1) reinforce important concepts from the text, (2) provide new information not found in the text, and (3) serve 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 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.
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. It is also unprofessional and disrespectful. This behavior will 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. You are allowed 1 absence before I start taking off points for missing class. You will lose 5 points off your attendance and participation grade for each absence after the first absence. You will also lose points for arriving late to class, as well as for occurrences of inappropriate behavior (e.g. being on your phone, talking, sleeping, leaving the room during class time, and other examples of not paying attention during class time).

4. You are responsible for obtaining notes from a classmate and finding out details regarding assignments on days you are absent. Do not email me to ask about what you missed if you were absent. I will not respond.

5. 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, 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. Utilize the Writing Resources Center on campus to improve your writing skills.
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 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, (4) cover your answers to prevent others from viewing your work, and (5) keep all cellphones out of sight until **after** you turn in the exam and leave the room. 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.

9. 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.
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 1101-009, Question about PFS Paper # 1). An appropriate salutation (e.g., “Ms. Toth”) should also be included, followed by a comma, 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 phones before class begins. The use of computers, phones or other electronic devices is disruptive in class, and is therefore prohibited. Students using such devices will be asked to refrain from using them.
12. 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.

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 1101-009, 010: 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 8/20	<i>New Student Convocation</i> <i>Belk College of Business students meet at the "Star Quad" by 10:15 a.m.</i> <i>Students, visit https://studentconvocation.uncc.edu/student-information</i> <i>First Day of Evening Classes beginning at 5:00 p.m.</i>	
T 8/21	<i>First Day of Daytime Classes starting at 8:30 a.m.</i> Review Course Syllabus College Life, Roles and Responsibilities of Students and Faculty Exercise # 1 - Student Information Form (completed in class)	
R 8/23	The U.S. Business Environment	Chpt. 1
M 8/27	<i>2nd Cancellation for Non-Payment</i> <i>Last Day to Register, Add, Drop with No Grade via the web</i> <i>Last Day to Submit Grade Replacement Request</i>	
T 8/28	Assign Exercise # 2 – UCAE Workshops The U.S. Business Environment (continued)	
R 8/30	Assign Exercise # 3 - Freshmen Transition Questionnaire Entrepreneurship, New Ventures, and Business Ownership	Chpt. 2
M 9/3	<i>Labor Day – University Closed</i>	
T 9/4	Managing the Business	Chpt. 4
R 9/6	Assign Exercise # 4 - Strengths Quest Managing Yourself – Career Planning and the Job Search	Chpt. 14
T 9/11	Assign Exercise # 5 – Advising Canvas Modules Attitude, Goal Setting and Life Management	Chpt. 11
R 9/13	Exercise # 3 – Freshmen Transition Questionnaire due by class time Diversity in the Workplace Assign PFS Paper # 1 – Cultural Awareness	Canvas reading
T 9/18	Operations Management & Quality	Chpt. 5
R 9/20	Exercise # 4 – Strengths Quest Due by class time Guest Speaker – Debrief Results from Strengths Quest	
T 9/25	The Inquiry Process Assign PFS Paper # 2 - Inquiry	
R 9/27	EXAM # 1 (Chapters 1-2, 4-5, 11, 14, Canvas reading; Class Notes from 8/21 to 9/25)	
Sat 9/29	<i>43rd International Festival at UNC Charlotte from 10 am – 6 pm</i>	
T 10/2	Time and Stress Management and Organizational Skills	Chpt. 12
R 10/4	Exercise # 5 – Advising Canvas Modules due by class time Communication	Chpt. 13
M 10/8	<i>Spring 2019 Schedule of Classes Available on the Web</i> <i>Student Recess – No Classes</i> <i>Unsatisfactory Grade Emails Sent to Students (for grades of "D" and "F")</i>	
T 10/9	<i>Student Recess – No Classes</i>	
R 10/11	Human Resource Management	Chpt. 6
T 10/16	Freshmen Group Advising Session – Please bring your computer or tablet to class	
R 10/18	<i>Last Day to Withdraw from a Course(s)</i> Human Resource Management (continued) Assign PFS Paper # 3 – Commitment to Success	
T 10/23	PFS Paper # 2 – Inquiry due Resumes and Cover Letters	Chpt 15
R 10/25	NO CLASS	

T	10/30	Interviewing Techniques	Chpt. 16
R	11/1	Exam # 2 (Chapters 6, 12-13,15-16; Class Notes from 10/2 to 10/30)	
M	11/5	<i>Registration for Spring 2018 begins</i>	
T	11/6	Marketing Processes and Consumer Behavior	Chpt. 7
R	11/8	NO CLASS	
T	11/13	Information Technology (IT) for Business	Chpt. 8
R	11/15	The Role of Accountants and Accounting Information	Chpt. 9
T	11/20	PFS Paper # 1 – Cultural Awareness due Managing Business Finances	Chpt. 10
W	11/21	<i>Thanksgiving Break begins – No Classes</i>	
R-F	11/22 -23	<i>Thanksgiving – University Closed</i>	
T	11/27	Managing Your Personal Finances	Appendix
R	11/29	PFS Paper # 3 – Commitment to Success due International Business	Chpt. 3
T	12/4	Exercise # 2 – UCAE Workshops due Guest Speaker: Office of Education Abroad representative	
W	12/5	<i>Last Day of Classes</i>	
R	12/6	<i>Reading Day</i>	
F	12/7	<i>Final Exams begin</i>	
T	12/11	Section 009 – TR 8:30 am class, scheduled from 8:00 – 10:30 am Exam # 3 (Chapters 3, 7-10, Appendix; Class Notes from 11/6 to 12/4)	
R	12/13	Section 010 – TR 10:00 am class, scheduled from 8:00 – 10:30 am Exam # 3 (Chapters 3, 7-10, Appendix; Class Notes from 11/6 to 12/4)	
F	12/14	<i>10:00 a.m. – Commencement – Belk College of Business, College of Arts + Architecture, and College of Health and Human Services</i>	
Sat	12/15	<i>10:00 a.m. – Commencement: Cato College of Education, Lee College of Engineering, and College of Computing & Informatics</i> <i>3:00 p.m. – Commencement: College of Liberal Arts and Sciences</i>	
M	12/17	<i>Grades Due by Noon</i>	