

BUSN 1101 – 009 MWF
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>
Dr. David Magee	dlmagee@uncc.edu	704-351-7463	290-B Friday Building	Monday 8:30 – 9:30 Wednesday 8:30 – 9:30 others by appointment

Class BUSN 1101-009 MWF 10:10 – 11:00 am Friday 106

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

Course Description ***BUSN 1101. Introduction to Business and Professional Development.*** Fundamentals of business including accounting, business analytics, economics, finance, international business, management, management information systems, marketing, and operations and supply chain management. Other topics addressed related to preparing students for success and include goal setting, understanding the inquiry process, and cultural awareness. Credit Hours: (3)
 Restriction(s): College of Business major and Freshman standing.

Objectives The objectives of this 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 are 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: Cultural Awareness (<u>P</u> rospect for <u>S</u> uccess)	10%	_____ x 0.10 = _____
	PFS Paper: Inquiry	10%	_____ x 0.10 = _____
	PFS Paper: Commitment to Success	10%	_____ x 0.10 = _____
	Exercises	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

Student Expectations and Guidelines for Success in BUSN 1101:

1. Unless otherwise notified, I will teach your classes. If you need additional help with your classes, I'll also meet you during My 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 me know and I will try to arrange another convenient time.
2. Please read the assigned chapters prior to the scheduled dates on pages 6-8. For example, read Chapter 1 before coming to class on August 23.
3. Please read and take notes on the chapter readings prior to attending 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.

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.
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)
 - -15 points the third time when using your computer for something other than taking notes plus loss of computer use for the remainder of the semester.
 - 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 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.
7. Assignments are due at the beginning of class. Late assignments will be accepted but with the following consequences.
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|--|---------------------|
| • 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 5:00 pm | - 20 points |
| • Each additional day late, by 5:00 pm | - 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, and Questions for Review found at the end of each chapter in the text. 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/or multiple choice. Please come prepared for the exams with two # 2 pencils. Late admittance to exams may not be permitted. If you are unable to attend a scheduled exam, please 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.

Please 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 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, please do 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 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 me. Generally, with individuals, 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.

I will send Announcements in Canvas. Your email alerts you there is a message in Canvas.

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 should be included in the body of the message, followed by a colon, i.e. Dr. Magee: Email messages should be written with appropriate content, style, grammar, spelling, punctuation, and tone. Please make your questions as specific as possible.

11. Please be sure to silence and put away your phones before class begins.

12. Let me know anytime during the semester if you are having difficulty with the course or need additional help. Speak to me before or after class, come by during office hours, or send me an email requesting an appointment.

UNC Charlotte Email: You should check your UNC Charlotte email account on a daily basis. This is how the University, the Niblock Student Center, and professors communicate with you other than in class.

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 <https://studentaffairs.uncc.edu/> 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 or letter of accommodation 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. You can find out more at <https://ds.uncc.edu/>.

Professional Behavior for Belk College of Business students: Throughout your college experience, you will meet many professors, administrators, staff members, guest speakers, and other students in class and on campus. Our expectation is that you will conduct yourself as aspiring business professionals who respectfully interact with these individuals. In class, you should respectfully listen to, and engage with professors, classmates, and guest speakers without having side conversations. Failure to use professional behavior in class may result in points deducted from the attendance and 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 made by a Canvas announcement in class and via email.

BUSN 1101-009: Introduction to Business & Professional Development - Schedule

Note: Class information printed in regular font, exams and assignments in **bold**, and *University information in italics*. Chapter material from the text in the Canvas Modules are spaced underlined.

DATE		TOPIC	Resource
M	8/19	<i>New Student Convocation from 8:00 am – 5:00 pm</i> <i>For more information, visit https://studentconvocation.uncc.edu/student-information</i> <i>First Day of Evening Classes starting at 5:00 pm</i>	
T	8/20	<i>First Day of Daytime Classes starting at 8:00 am</i>	
W	8/21	Welcome and Review Course Syllabus Exercise # 1 – Student Information Form	
F	8/23	Roles and Responsibilities of Students and Faculty <u>The U.S. Business Environment: Economics</u>	Chpt. 1
M	8/26	<i>2nd Cancellation for Non-Payment</i> <i>Last Day to Add, Drop a Course with No Grade @ 11:59 pm</i> <i>Last Day to Submit Grade Replacement Request @ 11:59 pm</i> The U.S. Business Environment: Economics (continued)	
W	8/28	Assign Exercise # 2 – UCAE Workshops: Due dates at various times during semester.	Canvas
F	8/30	Assign Exercise # 4 – New Student Transition Questionnaire (by email from Academic and Career Coaches) Assign PFS Paper – Cultural Awareness	
M	9/2	<i>Labor Day – No Classes</i>	
W	9/4	<u>Entrepreneurship, New Ventures, and Business Ownership</u>	Chpt. 3
F	9/6	<u>Entrepreneurship, New Ventures, and Business Ownership (continued)</u>	
M	9/9	Exercise # 4 - New Student Transition Questionnaire due by the beginning of class Assign Exercise # 3 – Clifton StrengthsFinder <u>Managing the Business</u>	Chpt. 5
W	9/11	<u>Managing the Business</u> (continued)	
F	9/13	Assign Exercise # 5 – Business Basics Modules Managing Yourself: Career Planning and the Job Search	<u>Module</u>
M	9/16	<u>Career Success - Self-Discovery Career Exploration</u>	<u>Module</u>
W	9/18	Exercise # 3 due – Bring a hard copy of your Clifton StrengthsFinder results to class Guest Speaker – Representative from Clifton StrengthsFinder	Canvas
F	9/20	<u>Academic Success - Goal Setting</u>	<u>Module</u>
Sat	9/21	<i>44th International Festival at UNC Charlotte from 10 a.m. – 6 p.m.</i>	
M	9/23	EXAM # 1 (Chapters 1, 3, 5; Selected Modules; Class Notes from 8/21 to 9/20)	
W	9/25	<u>Operations Management & Quality</u>	Chpt. 6

F	9/27	<u>Operations Management & Quality (continued)</u>	
M	9/30	The Inquiry Process and Business Research Assign PFS Paper - Inquiry	
W	10/2	Exercise # 2 – UCAE Workshops due for students with last names __ - __ <u>Academic Success - Time Management and Stress Management</u>	Canvas <u>Module</u>
F	10/4	<i>Unsatisfactory Grades due for Fall 2019 by noon</i> <u>Academic Success - Communication</u>	<u>Module</u>
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>	
W	10/9	Exercise # 5 – Business Basics Modules due by the beginning of class <u>Academic Success - Communication (continued)</u>	
F	10/11	Business Writing – Format, Content, Citations & References	
M	10/14	Professional Success Assign PFS Paper – Commitment to Success	Article
W	10/16	<u>Human Resource Management</u>	Chpt. 7
F	10/18	<i>Last Day to Withdraw from a Course(s)</i> Human Resource Management (continued)	
M	10/21	<u>Resume/Cover Letters</u>	
W	10/23	<u>Career Success – Career Portfolio - Resumes and Cover Letters (continued)</u>	
F	10/25	Guest Speaker - Internships and Networking	
M	10/28	PFS Paper – Inquiry due <u>Marketing Processes and Consumer Behavior</u>	Chpt. 8
W	10/30	<u>Marketing Processes and Consumer Behavior (continued)</u>	
F	11/1	Exercise # 2 – UCAE Workshops due for students with last names __ - __ <u>Information Technology (IT) for Business</u>	Chpt. 9
M	11/4	<i>Registration for Spring 2020 begins</i> Business Analytics put in Canvas Module	Article
W	11/6	EXAM # 2 (Chapters 6, 7, 8, 9; Selected Modules; Class Notes from 9/25 to 11/4)	
F	11/8	<u>The Role of Accountants and Accounting Information</u>	Chpt. 10

M	11/11	<u>The Role of Accountants and Accounting Information (continued)</u>	
W	11/13	PFS Paper – Commitment to Success due <u>Managing Business Finances</u>	Chpt. 11
F	11/15	<u>Managing Business Finances (continued)</u>	
M	11/18	<u>Managing Your Personal Finances</u>	Text Appendix
W	11/20	<u>Understanding Business Ethics and Social Responsibility</u>	Chpt. 2
F	11/22	<u>Understanding Business Ethics and Social Responsibility (continued)</u>	
M	11/25	PFS Paper – Cultural Awareness due <u>Understanding the Global Context of Business: International Business</u>	Chpt. 4
W	11/27	<i>Thanksgiving Break begins – No Classes</i>	
R-F	11/28-29	<i>Thanksgiving – University Closed</i>	
M	12/2	Exercise # 2 – UCAE Workshops due for students with last name __ - __ <u>Understanding the Global Context of Business: International Business (continued)</u>	
W	12/4	<i>Last Day of Classes</i> Guest Speaker – Study Abroad: Office of Education Abroad representative	
R	12/5	<i>Reading Day</i>	
F	12/6	<i>Final Exams begin</i>	
W	12/11	BUSN 1101-009 EXAM 3 – Final - 8:00 am – 10:30 am (Chapters 10, 11, 2, 4, Appendix; Selected Modules; Class Notes from 11/8 to 12/4)	
R	12/12	<i>Final Exams end</i>	
F	12/13	<i>1:00 p.m. – Commencement – Belk College of Business, College of Arts + Architecture, and College of Health and Human Services</i>	
Sat	12/14	<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	12/16	<i>Final Grades Due by Noon</i>	