

**Syllabus for Bus 10, Introduction to Business – Eureka Online**

<b>Semester &amp; Year</b>	Fall 2018	
<b>Course ID and Section #</b>	Bus 10 V5433	
<b>Instructor's Name</b>	Kristen Luke	
<b>Day/Time</b>	Online	
<b>Location</b>	Online in Canvas	
<b>Number of Credits/Units</b>	3	
<b>Contact Information</b>	<i>Office location</i>	NA
	<i>Office hours</i>	Online and by appointment only
	<i>Phone number</i>	NA
	<i>Email address</i>	<a href="mailto:Kristen-Luke@redwoods.edu">Kristen-Luke@redwoods.edu</a>
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	BUSN 10
	<i>Author</i>	Kelly, Williams
	<i>ISBN</i>	9781337116695, 10:1337117080, 13: 9781337117081
<b>Course Description</b>		
<p>An introduction to the trends and opportunities in today's dynamic global business environment surveying economics, global markets, social responsibility, ownership forms, entrepreneurship, management organization, marketing, accounting and financial management.</p>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Analyze situations and apply business terms and concepts to make business decisions.</li> <li>2. Communicate effectively as writers, listeners, and speakers in social and business settings.</li> </ol>		
<b>Special Accommodations</b>		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		

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### **Academic Support**

Academic support is available at Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

### **Academic Honesty**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

### **Disruptive Classroom Behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500.

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### **Emergency Procedures for the Eureka campus:**

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (<http://www.redwoods.edu/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

*College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.*

**Computer Skills Necessary:** You should be able to navigate the course websites, open and upload/download files, and use a word processor with either Microsoft word (.docx) or Open Office and be able to convert files to portable document format (.pdf). It is your responsibility to meet the technological demands of the course. The course will be available on the Canvas site at the following address: <https://redwoods.instructure.com/>

**Computer Requirements:** Most computers and internet providers are adequate. I would recommend broadband services from cable, DSL, or satellite providers as there are required multimedia assignments. You need to have reliable access to the internet at least 3-5 times a week for 16 weeks. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

**Textbook Information:** The class requires the textbook BUSN, 10 (10th edition), by Kelly, Williams. <https://www.cengage.com/c/busn-10e-kelly#> The hyperlink will guide you to your options. You may rent access to the course for 6 months or you can purchase a hardcopy of the text, also.

Please have access to the text by the first week of class as assignments begin immediately and are due by the end of the week.

**Instructor Expectations of Students:** This is a distance education course. The demands of the course are such that you will need to spend as much time in this class as you would in a face to face version of this course. Therefore, you should anticipate spending about 10-12 hours per week on the course. You will need to carefully read the text, review all power point slides and view each video each week before participating in a discussion forum, completing assigned weekly quizzes and submitting project assignments, and in addition, sit for a proctored final exam. The proctored exam can be at any CR Eureka campus site or by arrangement with the instructor. Please make arrangements with the instructor if you will not be able to come to CR Eureka to take the exam a minimum of two weeks before the exam. Failure to do so may result in inability to take the final exam off campus.

**Student Expectations of Instructor:** I will access the class website regularly and respond to posted questions and messages generally within 24 hours of receipt. If for some reasons, I miss your message, send me another within 24 hours and I will definitely see it. Additionally, I read and provide feedback to each student's discussion forum posts by the end of the week in which they are due. There is also regular instructor-based communication with weekly announcements and emails/messages to students who have messaged me through the Canvas messaging system. I will give you detailed feedback on your project assignments by two weeks after they are submitted.

**Netiquette:** Please be respectful to your classmates. Be kind and professional in all of your postings and responses to the discussion forum. Adhere to the same standards of behavior online that you follow in a face to face class room. Inappropriate comments within the discussion forums could result in losing credit for participation during that week's discussion forum as well as being dropped from the course.

**Course Communication:** Personal questions should be communicated with Messages (Help) in Canvas. Please do not send me an email, rather, as previously stated please send me a message in Canvas to discuss personal matters. It is much easier and quicker for me to you respond to you through Canvas as I check Canvas more frequently. I will also post a discussion forum for you to discuss aspects of the course with your fellow students. However, I may not check that very frequently as it is for student discussion primarily. Again, any questions you have, please message me in Canvas. If the message affects some or many students, say for example you notice an issue with the quiz, I will make sure to post an announcement for the entire class to read.

**Course Assignments:** Every Monday, the week's assignments will be listed in Announcements and posted in the Modules section of Canvas. You will complete them under the specific weekly module. The weekly assignments will typically require you to read textbook chapters, review online power point slides, participate in discussion forums, and complete chapter quizzes. Several weeks will require a proctored written exam or project assignments.

**Canvas Quizzes: (25% of your final grade)** These will be multiple choice in their format and contain 15 multiple choice questions. Unless otherwise noted, there will be Canvas quizzes due every Sunday night at 11:45pm. You will be allowed 3 attempts, they are timed (60 minutes) and the questions change with each iteration. The quizzes will remain open to view and study from for the final but please do not submit them after their due date. I will drop your lowest two quiz scores as extra credit assistance.

Quiz tip: Make sure to complete each weekly quiz on time and with full points. This will really help boost your grade. Further, material from the quizzes may show up on the final. The format and types of questions on the quizzes are also similar to the exam. That means, they are great study material!

**Discussion forums: (25% of your final grade).** Each week, I will post questions to the discussion forum. Students will respond to the questions and based on the answer, I will provide a grade for the response. A rubric is attached to the discussion forum assignments. There will be several questions each week. You need to provide a unique response to each question. Questions are meant for you to think and ponder various aspects of the course discussed in the text for that week. You may need to do an internet search to find unique answers or because the question requires a little research as occasionally additional information may be required. I will drop your lowest discussion forum week score (1 week of discussion forum). I urge you to look at the discussion forum questions early in the week to avoid it being challenging to find a unique response, one that is different than another student's response or perspective. I also will provide extra credit to students that work to assist other students by providing meaningful feedback.

Tip: You do not need to participate in all of the discussion forums. I will drop the lowest score.

**New Venture Project: (25% of your final grade.)** More details will follow in the Canvas site itself with instructions on assignments to be submitted. Please note that this project will be done as a group in collaboration.


Note, the final exam is proctored even though it is on Canvas. If you are local to the Eureka- Arcata area, you need to take that exam at College of the Redwoods main campus. Please contact me two weeks prior to the last week of the course for alternative arrangements.

**Final Exam: (25% of your final grade.)** You will need to take a closed-book, open notes, multiple choice and final within the Canvas system (it will appear the same as your weekly quizzes). You MUST take the exam as a proctored exam in the Learning Resource Center (LRC) on the CR Eureka campus during the last week of the course. If you are local to Del Norte or Klamath, please contact me and I will contact their proctoring centers separately. The Academic Support Center will proctor your exam. Please check their website for current hours of operation during finals week. If you will be taking the exam offsite, please notify me at a minimum of 2 weeks prior to the date you would like to take the final so that I might

be able to help you make alternative proctored arrangements.

**Grading Criteria:** “A=93% and above, A-=90-92%, B+=88-89%, B=83-87, B-=80-82%, C+=78-79%, C=70-77%, D=69-60%, F=59% and below

**Drop/Withdrawal:** Student-initiated withdrawal may occur by **8/31/18** with nothing recorded in the student transcripts and receive a refund. After that point, a “W” will be recorded on your transcript. Administrative procedure (AP 5075) allows instructors to withdraw students from class for non-participation through the 10th week of class. I will drop you from the course if you fail to turn in any of the term paper assignments, miss a quiz, or if you do not participate in the first discussion forum. You will get one email warning that you have violated the drop policy. And, if you do not respond by continuing to submit assignments in a timely manner as per my discretion, you will be dropped from the course. I am very strict about this policy and there are no exceptions to it. Please contact me with any questions as this is very important information.



**Don't get dropped! If you miss any two quizzes or any new venture project assignments, you will be dropped from the course. I am very firm on this policy.**

**Late work:** I do not accept late work.

**Tech Support:** Before contacting Technical Support please visit the Online Support for Canvas. For access issues with Canvas, Web Advisor or Email, contact Technical Support at [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.