

Course Information

Semester & Year: Fall 2019

Course ID & Section #: BUS-10 V7489

Instructor's name: Sandra Rowan

Day/Time or *Online: *Online

Location or *Online: *Online

Number of units: 3

Instructor Contact Information

Office location or *Online: *Online and TBA

Office hours: 6:00 – 8:00 p.m. Mondays and TBA

Phone number: *Online (CTE Phone number: 707-476-4341)

Email address: sandra-rowan@redwoods.edu

Required Materials

Textbook Title: BUSN

Edition: 11th Edition

Author: Marcella Kelly and Chuck Williams

ISBN: 13: 978-1-337-40712-0

Other requirements: materials, equipment or technology skills: Dependable access to Internet; Microsoft Word, Excel and PowerPoint (or compatible) programs.

Catalog Description

An introduction to the trends and opportunities in today's dynamic business environment surveying economics, global markets, social responsibility, ownership forms, entrepreneurship, management organization, marketing, accounting and financial management.

Course Student Learning Outcomes (from course outline of record)

1. Analyze situations and apply business terms and concepts to make business decisions.
2. Communicate effectively as writers, listeners, and speakers in social and business settings.

Evaluation & Grading Policy

Rubrics will be provided for all graded assignments. Written assignments (only those listed as Assignment 1, Assignment 2, or Assignment 3) will not be accepted if they are more than one week late. I deduct points for late assignments (one day late = 10% reduction; two days = 20%, three days, 30%, up until seven days (=70% off.) After seven days, there is no credit. Please communicate with me if you are experiencing a hardship that may prevent you from timely completing an assignment. Don't wait until the due date or when the due date has already passed to tell me because I cannot work with you then. If you give me advance notice, then I can potentially work with you to find a mutually agreeable solution.

Unless otherwise noted, you will have until 11:59 p.m., **the following Monday**, to complete each quiz or exam and post in the Discussion Forums.

At the end of the semester, your total points will be used to determine your grade. Your points will be converted to percentages and your grade will be determined as follows:

100-94	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-76	C+
75-70	C
69-60	D
59 or less	F

[Prerequisites/co-requisites/ recommended preparation](#)

There are no pre-requisites or co-requisites, although successful completion of English 1A is helpful.

***ONLINE REQUIREMENTS - The following are required for online courses but are recommended for all (see * in contents).**

[Special accommodations statement](#)

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 accommodations, please see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

Eureka: 707-476-4280, student services building, 1st floor

Del Norte: 707-465-2324, main building near library

Klamath-Trinity: 530-625-4821 Ext 103

[Student feedback policy](#)

Depending on the complexity of the assignment, I try to get your work returned within two weeks from the final due date. When class is at capacity (50 students), it may take me a little longer to grade lengthy assignments. Rubrics will be provided to guide students on how to be successful on written assignments.

[Proctored Exams](#)

The exams will be proctored this semester. Locations for proctoring will be the Eureka main campus and the Del Norte Campus. Students who use the on-campus Testing Center, must schedule their own testing times. Students who elect an off-campus proctor must complete the required forms located in the Files Menu. In addition, I am working on adding an online proctoring program for those of you who are not in close enough proximity to any of the CR campuses.

[Student Accessibility Statement and Academic Support Information](#)

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.

Fall 2019 Dates

- *Last day to add a class: 8/23/19*
- *Last day to drop without a W and receive a refund: 9/6/19*
- *Census date: 9/9/19*
- *Last day to petition to graduate or apply for certificate: 10/31/19*
- *Last day for student-initiated W (no refund): 11/1/19*
- *Last day for faculty initiated W (no refund): 11/1/19*
- *Veteran's Day (all campuses closed): 11/11/19*
- *Fall break (no classes): 11/25/19 – 11/30/19*
- *Thanksgiving (all campuses closed): 11/28/19 – 11/29/19*
- *Final examinations: 12/14/19 – 12/20/19*
- *Semester ends: 12/20/19*
- *Grades available for transcript release: approximately 1/6/20*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

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. 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 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, the student 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. 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](#).

Policies for this Class

Class participation and Attendance policy

Discussion forum participation is mandatory. Students who do not participate in at least 11 forums will lose all their participation points and will not be successful in this course. By participating, students earn additional participation points for each fully completed discussion forum assignment.

Communication Guidelines

My preferred method of contact is via a Message posted to me in Canvas. I check Canvas messages each weekday and occasionally on weekends. Students may expect a response from me generally within 24 - 48 hours, though often sooner. If you are unable to post a message in Canvas and must use email, please indicate 'BUS-10' in your subject line. I will be available for office hours on Mondays from 6:00 – 8:00 p.m. online. Other days and times can also be arranged by mutual agreement. Students are highly encouraged to contact me if you experience difficulties. Please keep in mind that students have a right to privacy and instructors may not disclose their information to anyone (including parents/guardians) without the student's prior written consent.

Regular effective contact (*required for online classes)

Due to the interactive nature of an online class, students in this course must respond to the weekly discussion forums. In addition, students are required to respond to one another's posts as well. Students will also be assigned to a group project which can be conducted online. As your instructor, I will post a weekly announcement outlining your current requirements. I also like to send a Message to the class each week with the current requirements listed. I will post a grading rubric for your written assignments and provide detailed feedback as needed. I have created blog posts for each week's topic to provide additional information. Students who still have questions may Message me individually or contact me during office hours online. I will respond individually unless it is a question that the entire class may benefit from the answer. Communication is crucial in our class so let's keep the channels open.

Policies - additional

HOW TO SUCCEED IN THIS CLASS

I highly recommend that you click on each of the menu buttons located on the left side of your computer when you open this class in Canvas. Review what information is located in that menu. For instance, in the menu button listed as "Modules," you will find the weekly requirements. It is crucial for you to check the announcements regularly since I will be communicating important course information there. The following will also help ensure your success in this class.

1. Each week, check the Modules page/To Do List for that week's required activities. Periodically, check for announcements and updated assignments, quizzes, and exams on your Canvas BUS 10 site. New assignments, quizzes, or exams are posted no later than Monday evening and will be due the following Monday by 11:59 p.m. unless otherwise indicated. Access to your weekly requirements should be no later than Tuesday morning.

2. Set aside specific times to work on BUS 10. Depending upon your reading speed and comprehension, you will probably spend, at a minimum, between 6 and 12 hours a week working on this class. This will include required reading time and research and participation time.

3. Check the due dates section in Canvas for assignments, quizzes, exams, and discussions. You can keep this information on a paper calendar or datebook, or set up electronic reminders in Microsoft Outlook or almost any e-mail system. It will also be posted in Canvas.

4. Get your assignments in on time. Written assignments (only those listed as Assignment 1, Assignment 2, or Assignment 3) will not be accepted if they are more than one week late. I deduct points for late assignments (one day late = 10% reduction; two days = 20%, three days, 30%, up until seven days (=70% off.) After seven days, there is no

credit. Please communicate with me if you are experiencing a hardship that may prevent you from timely completing an assignment. Don't wait until the due date or when the due date has already passed to tell me because I cannot work with you then. If you give me advance notice, then I can potentially work with you to find a mutually agreeable solution. Discussion forum deadlines will not be extended unless there is a problem that affects the entire class.

5. Complete quizzes and exams BEFORE the due date. Quizzes and exams cannot be submitted late. If you wait until the last day and experience technical difficulties, I will not extend your deadline. If you e-mail requesting a re-take due to technical difficulties, you need to give me 24 hours' notice before the deadline to respond. If you know you cannot meet a required deadline, you also need to notify me **in advance**. If you are employed, even if there is a death in the family, you would contact your employer for missed work. I ask for the same consideration. Notifying me in advance of a pending deadline enables me to work with you for a solution.

6. The most important piece of advice I can give you is to **STAY CURRENT in your reading and get your assignments, discussion forum posts, quizzes and exams in on time!** While the on-line environment offers great flexibility, it also demands self-discipline to stay current with the schedule. Once the deadline has passed for assignment submissions, online quizzes, exams, or discussion forum topics, **there will be no make-ups**. You will generally have at least two weeks to complete each of the formal written research assignments, and usually one full week to take the online quizzes and exams.

7. Cite your sources. You must document all written assignments with Internet source citations including date and time, bibliographies, and references as applicable in completing coursework using the MLA style. Please refer to the MLA Guide (found at <https://owl.english.purdue.edu/owl/>) or available at the Library. **Plagiarism will not be tolerated, and will result in receiving an F on the assignment. Copying and pasting information from the Internet, without citing the source and using quotations, is considered plagiarism.**

When Internet research is required to supplement a written assignment that parallels the chapter topic material for any given week, **remember to cite all your research sources!** I will clearly specify the recommended length of each research paper when assigned. All papers should use 12-point font and be double-spaced. I want all of you to get credit for your original work, and other owners of copyrighted materials desire the same.

Discussion forums may be submitted in single-space format and I strongly encourage you to proofread your posts prior to submitting. Also, refer to the grading rubric on my expectations for your work.

8. Assignment File Names. You must name all submitted assignments beginning with your last name and first initial, and assignment number and name. For example:

Example: RowanS-Assignment 1 – Article Summaries

This naming convention accomplishes three things. First, it identifies the owner of the document. I want to make sure you receive credit for your work! Second, it identifies the assignment number. Third, if I have to download your file to grade it, it saves me time locating it when I return it to you. It is important you name your files in this manner.

9. Contact me: I wish you the best with the class and please remember to have fun with the material! Do not hesitate to contact me with any questions or concerns. If you need to schedule a time to meet with me to discuss the course, please Message me in Canvas.

Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

For those students who are new to Canvas, the following instructions may be useful.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Once you login to our course, the Home page will be your Weekly Requirements Modules. Please take some time to explore all of the links located on the left side of your screen. Also, check out the Files Menu to see what helpful documents are posted there (Blog posts, PowerPoints, etc.) I highly recommend you check Canvas daily for any new Announcements or relevant Messages.

Technology skills, requirements, and support (required for online classes)

Tech equipment and skills are required for student success, and of equal importance as required textbooks and materials.

Students must have reliable Internet access. If you do not, I encourage you to sign up for this class when you have access to a reliable Internet connection.

Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills – If you do not use Microsoft Word, it is important to submit your files in .rtf (rich text format) so I will be able to open and review the files in Microsoft Word (if you do use MS Word, a .doc or .docx file format is fine). I sometimes cannot open files created in Word Perfect or Microsoft Works format. After you write a paper or complete an assignment, to save the file in .rtf (this stands for rich text format), click on the **File/Save As** command and choose "**rich text format**" (.rtf) as the **file type**. Save the file to your personal computer or flash drive so you can attach it to your submission. I **will not** accept any assignment saved in a .wps or other format. If you do not have Microsoft Word, you may download a program called Open Office, which will allow you to create a compatible document that you can save in an .rtf format. The only exceptions to this are the stock assignment charts and the Balance Sheet that can be submitted in an Excel spreadsheet or in the rich text format chart I provide.

Technology Support – While I am able to answer many Canvas-related questions, I am not a computer expert. Please contact Technical Support for complicated issues (or your local computer store.) Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact 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.

Emergency procedures / 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 if you have any questions.

[Del Norte Campus Emergency Procedures](#)

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#). 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 campus authorities.

[Klamath Trinity Campus Emergency Procedures](#)

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction. In the event of an emergency:

1. Evaluate the impact the emergency on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
4. If safe to do so, notify key Klamath-Trinity Instructional Site administrators and personnel.
5. Do not leave site, unless it is necessary to preserve life and/or has been deemed safe by the person in command.
6. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

[Student Support Services](#)

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students and include:

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.

Please see the following page for a schedule of required reading, assignments, quizzes and exams, to include the due dates for each.

I RESERVE THE RIGHT TO MAKE CHANGES TO THE SCHEDULE OF ASSIGNMENTS FROM WHICH YOUR GRADE WILL BE BASED, INCLUDING NUMBER OF ASSIGNMENTS, QUIZZES, EXAMS, AND FORUMS. IN ADDITION, I RESERVE THE RIGHT TO MAKE NECESSARY CHANGES TO THE COURSE SYLLABUS. IF CHANGES ARE REQUIRED, STUDENTS WILL BE NOTIFIED.

**SCHEDULE OF REQUIRED READING, WRITTEN ASSIGNMENTS, QUIZZES, AND EXAMS FOR
FALL SEMESTER 2019**

Week – Begins on Monday	Assigned Textbook Reading To Be Completed During This Week	Quizzes and Exams To Be Completed This Week ↓	Specific Assignments* Announced here ↓	Due Date of these Posted Assignments Listed Here ↓
Week 1 – 08/26/2019 →	Chapter 1 →	Quiz 1 – Syllabus Quiz 2 – (Ch 1)		
Week 2 – 09/02/2019 →	Chapter 2 →	Quiz 3 – (Ch 2)	Final Project Part 1 and Part 2 Announced →	Part 1 Due Sept. 9 Part 2 Due 11/18/19
Week 3 – 09/09/2019 →	Chapters 3 and 4 →	Quiz 4 – (Ch 3) Quiz 5 – (Ch 4) →		
Week 4 – 09/16/2019	Chapter 5	Exam 1 (Ch 1 – 5)	Assignment 1 - Article Summaries →	Due October 21
Week 5 – 09/23/2019	Chapter 6	Quiz 6 – (Ch 6)		
Week 6 – 09/30/2019	Chapter 7	Quiz 7 – (Ch 7)		
Week 7 – 10/07/2019	Chapter 8	Quiz 8 – (Ch 8)	Extra Credit Balance Sheet →	Due October 21
Week 8 – 10/14/2019	Chapter 9	Quiz 9 – (Ch 9)		
Week 9 – 10/21/2019	Chapter 10	Exam 2 (Ch 6 - 10)	Assignment 2 Appendix – Groups →	Due December 2
Week 10 – 10/28/2019	Chapter 11	Quiz 10 – (Ch 11)		
Week 11 – 11/04/2019	Chapter 12	Quiz 11 – (Ch 12)	Assignment 3 PowerPoint Slides →	Due December 16
Week 12 – 11/11/2019	Chapter 13	Quiz 12 – (Ch 13) Exam 3 (Ch 11 – 13)		
Week 13 – 11/18/2019	Chapter 14	Quiz 13 (Ch 14)		
11/25 – 11/30/2019	Thanksgiving			Break
Week 14 – 12/02/2019	Chapters 15 and 16	Quiz 14 (Ch 15) Quiz 15 (Ch 16)		
Week 15 – 12/09/2019	Chapter 17	Exam 4 (Ch 14 – 17)		
Week 16 – 12/16/2019 Finals Week	Appendices Extra Credit Quizzes – Due Friday, December 20, at 11:59 p.m.			
	I reserve the right to make changes to this schedule including assignments and due dates. Always check the weekly Announcement, Module/ Messages.			

Read the Chart across for the weekly requirements, (including assignments with posted due dates.)

* Assignments announced on this date, but are not due until the date posted in the “Due Date” column.

As you read this syllabus, please read across the chart. The first column lists the week of class, beginning on Monday. The second column lists the chapters we will be reading and discussing that week. The third column shows the quizzes and/or exams that are scheduled for that week. The fourth column shows the additional written assignments announced that week, if any. The last column shows the due date of the assignments announced in the previous column. For instance, in Week 9, I will announce Assignment 2– the Appendix Group assignment, which will be due December 2. In Week 12, we will be reading Chapter 13 and we will have an exam covering Chapters 11 – 13. If you have questions about how to interpret this schedule of activities, please contact me.

IMPORTANT: Faculty members have the authority to drop students from class for non-participation even after census date, up until the last day for voluntary withdrawal from class (November 1). If you stop participating, you need to withdraw from the class through Web Advisor. I also have the option to drop you from the course for non-participation as defined in this syllabus. Please keep in mind that by law, you may only register for a class three times. If you fail to successfully complete the class in three attempts, you will have to enroll for that class at another institution.