Syllabus for BUS 10

Course Information
Semester & Year: Fall 2023
Course ID & Section #: BUS 10 / V5581
Instructor's name: Chris Gaines
Location: **Fully online**.

All class activities will be on Canvas, with the exception of office hours that are available upon request and held on Zoom (please see below). Please read the orientation information on the **Home** page in Canvas and see **Modules** for a week-by-week schedule.

Course units: 3 units

Textbook
BUSN 12, by Kelly Marcela and Chuck Williams. Cengage.
ISBN: 978-0-357-12294-5

Instructor Contact Information
Office location or *Online: Online via email (chris-gaines@redwoods.edu) and Zoom
Office hours: By appointment
- **Zoom office hours login*:** https://redwoods-edu.zoom.us/j/94657896914
- Zoom will be used for office hours **by appointment and as needed**. Please email me if you would like to schedule time.
Email address: chris-gaines@redwoods.edu (checked frequently)

Catalog Description

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.

Course Student Learning Outcomes *(from course outline of record)*

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

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD

- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases

- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability

- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury

- Vision, hearing, or mobility challenges

- Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact Disability Services and Programs for Students (DSPS). If you are unsure whether you qualify, please contact DSPS for a consultation: dsps@redwoods.edu.

  - Eureka: 707-476-4280, Student Services Building, 1st floor
  - Del Norte: 707-465-2324, Main Building, near the library
  - Klamath-Trinity: 707-476-4280

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Fall 2023 Dates

- August 18th: Last day to register for classes (day before the first class meeting)

- August 19th: Classes begin

- August 25th: Last day to add a class

- September 1st: Last day to drop without a "W" and receive a refund

- September 4th: Labor Day Holiday (All Campuses Closed)

- September 5th: Census Date (20% of class)

- October 26th: Last day to petition to graduate

- October 27th: Last day for student initiated withdrawal (62.5% of class)

- October 27th: Last day for faculty initiated withdrawal (62.5% of class)

- November 11th: Veterans Day (All Campuses Closed)

- November 20th-25th: Thanksgiving break (no classes)

- November 22nd-24th: No Classes, all campuses closed

- December 9th-15th: Final Examinations

- December 15th: Last day to file for P/NP option

- December 15th: Semester Ends

- December 22nd: Grades due

- January 5th: Grades available

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.

AI Use Policy
Please see the AI policy for this course below. You are expected to use ChatGPT or similar Generative AI tools in this class. These tools are becoming increasingly common for use in academic and professional settings. This will be an opportunity for you to learn the tools but *please note the requirements and limitations mentioned in the policy description below*.

You can sign up for a free OpenAI ChatGPT or Microsoft Bing account:

- OpenAI: https://chat.openai.com/auth/login

- Microsoft: [Bing AI - Search](#)

AI Policy, Student Responsibilities, and Limitations of AI Use

1. Generative AI tools are imperfect and require refinement from the user to maximize the usefulness of the results.
   a. To get started, please read the following article to learn more about ChatGPT and how to improve the results that it gives you: [How to use ChatGPT for this course](#).
   b. Don't exclusively use AI tools for research and certainly don't trust the results as factual. It is your responsibility to use multiple sources to validate results.
   c. Please use the following convention for reporting any AI use in this class:
      i. Include a brief note under the title of "AI Use" at the end of the assignment that defines the AI tools used and the prompts that you used to get the results. *Failure to report this information will result in a violation of the Academic Dishonesty policy above.*

* Credit: [Professor Ethan Mollick](#), Wharton School of Business

Evaluation & Grading Policy

Your grade will be determined as a % of total points. For total points related to each assignment, please see Canvas for details. Class grades will be assigned based on the following cut-offs:

100% - 93%	A	92.9% - 90%	A-	89.9% - 87%	B+
86.9% - 83%	B	82.9% - 80%	B-	79.9% - 77%	C+
76.9% - 70%	C	69.9% - 60%	D	59.9% - 0%	F

If your final grade is "on the bubble" (e.g., 79% or 89%), *class participation* will be the deciding factor.

You will earn these points by three main types of work:

Canvas Quizzes: These will be mostly multiple choice and numerical quizzes. You will get 3 attempts on each quiz.

Weekly Posts: Posts on Canvas will explore topics related to the reading for that week.

New Venture Project: The requirements for the New Venture project and related assignments will be detailed on Canvas. The basic idea of the project is that you will

create an idea for a hypothetical new business, research its viability, and plan for overcoming the obstacles you expect to encounter. Your project will be divided into a few weekly assignments to help you develop your final plan. Please see Modules in Canvas for specific details and due dates.

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.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your 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. This does not change your legal name in our records. See the Student Information Update form.

Canvas Information

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at My CR Portal

For help logging in to Canvas, visit My CR Portal.

For help with Canvas once you're logged in, click on the Help icon on the left menu.

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

Canvas online orientation workshop: Canvas Student Orientation Course (instructure.com)

Community College Student Health and Wellness

Resources, tools, and training regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges Health & Wellness website.

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:
- 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.

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](#).

Eureka 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 [CR Police Department-Public Safety](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.

7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
    a. Dial 911, to notify local agency support such as law enforcement or fire services.
    a. If safe to do so, notify key administrators, departments, and personnel.
    b. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
    c. Contact 530-625-4821 to notify of the situation.
    d. Contact Hoopa Tribal Education Administration office   530-625-4413
    e. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
    a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
    b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
    c. Close all window curtains.
    d. Get all inside to a safe location Kitchen area is the best internal location.
    e. If a police officer or higher official arrives, they will assume command.
    f. Wait until notice of all is clear before unlocking doors.
    g. If it is safe to do so, move to the nearest evacuation point outside the building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
    h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

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
- Online Tutoring Resources

Counseling offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center offers a wide variety of services, events, and community building opportunities.
- Academic Support Center – offers tutoring and test proctoring for CR students.

- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services (EOPS)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- 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 [Veterans 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.
- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821