

# BUSI 1301 – Business Principles

Course Syllabus for Summer 2020 1st 7 Weeks



## Basic Information

Mrs. Heather Carrigan

OFFICE: No Office location

OFFICE PHONE: NA

E-MAIL: carrigan\_h@utpb.edu

OFFICE HOURS: Email Only

This course is a Web Course and is conducted within Canvas

<http://utpb.instructure.com>

**NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

## Course Description

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

### Measurable Learning Outcomes:

Upon successful completion of this course, you will be able to:

1. Identify various aspects of businesses within the global environment.
2. Identify various aspects of entrepreneurship.
3. Compare and contrast various forms of business organizations.
4. Compare and contrast various forms of leadership and management techniques within an organization.
5. Identify various aspects of marketing strategies and business finance.

**Prerequisites:** NONE

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## Materials

### Required Materials:

*Understanding Business* 12<sup>th</sup> Edition

By William Nickels and James McHugh and Susan McHugh

ISBN10: 1259929434

ISBN13: 9781259929434

Copyright: 2019

### Recommended Materials:

You will be required to read a business book of your choosing for this class. Please see the announcement in Canvas for the list of recommended books.

We will be using a tool called **Grammarly** in the course this semester. You will find it in Module 1. Please follow the steps to create your account and use it on your book report.

## Important Academic Dates

UTPB [Academic Calendar](#)

## Course Overview

*(Description of each of the following activities and expectations; how many activities TX Admin Code Section 4.227)*

### Grading:

Course Activity	Points
Authentication	50
Intro Discussion	50
2 Discussions	50
Quiz 1	100
Quiz 2	100
Quiz 3	100

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Course Activity	Points
Quiz 4	100
Module 1 Test	150
Module 2 Test	150
Final Exam	250
Book Report	200
<b>Total</b>	<b>1,300</b>

## Grading Scale:

Grade Range	Letter Grade
90% and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 60	F

*\*Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

## Communication, Grading & Feedback:

I will post announcements throughout the semester. This is an easy way to make sure everyone can see the message. Make sure you have announcements turned on so that you do not miss anything important.

Please email me through Canvas messenger with any concerns. I will respond to any inquiry within 24 hours (Except weekends and holidays) and it is usually much quicker than that. I will use canvas for all grading and feedback. I do not check my UTPB email daily but I DO check Canvas daily thus it is best to contact me through the course.

Grading on quizzes and exams will be immediate. Grading on discussions and book report will be within one week of the close of the assignment.

## Time Management

Please budget your time appropriately! Make sure you look at and pay attention to all due dates and times. I do NOT accept late work. It makes me grumpy if you ask.

## Policies

### Discussion Board

Discussion Board is primarily for discussing course related topics and issues. Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly
- Reply to minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings; refer to personal experience, examples.
- Follow **Rules of Behavior (below)**.

### Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.

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- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

### **Make-Up/Late Submission Policy**

Again, pay attention to due dates and times and submit appropriately. Late work will not be accepted unless you have provided an approved University excuse.

### **Academic Dishonesty/Plagiarism/Cheating**

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

### **Attendance and Class Participation**

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All

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students are expected to do the work assigned, notify the instructor when emergencies arise.

## Tracking

Learning management systems have tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

## Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

## Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

## Accommodation for Students with Disabilities

**Students with Disabilities:** The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. \*\*Adapted from UTSA ADA syllabus statement.\*\*

**ADA Officer for Students:** Mr. Paul Leverington

**Address:** Mesa Building 4243/4901 E. University, Odessa, Texas 79762

**Voice Telephone:** 432-552-4696

**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

## Computer Skills, Technical & Software Requirements

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

### Computer Technical Requirements

See [Technical Requirements](#).

## Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by:

- Presentation of approved photo ID\* through a web cam and video recorded proctoring during assessment (Respondus Monitor, Examity)
- Field or clinical experiences using an approved photo ID\*.

\*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

### Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

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Download and install [LockDown Browser](#).



To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## Preparation for Emergencies

### Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

### Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

### Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

## End-of-Course Evaluation & Instructor Evaluation



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Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through your my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-4696
Advising	<a href="#">UTPB E-Advisor</a> (432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Outlook 365, my.utpb.edu	<a href="#">Information Resources Division</a> (IRD)
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635
Student Services	<a href="#">Dean of Students</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867

SERVICE	CONTACT
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), <a href="#">SmarterMeasure</a> (measures learner readiness for online course).

## Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

## Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

## Tentative Schedule

DATE	Assignments/Activities/Topics	Due Date
	Authentication, Introduction Discussion, Chapter 1-2 Quiz Select your book report book	May 17, 2020 by midnight
	Discussion Board 2, Chapter 3 and 4 Quiz	May 24, 2020 by midnight
	Chapter 5 and 6, Module 1 Exam	May 31, 2020 by midnight
	Discussion Board 3, Chapter 7 and 10 Quiz	June 7, 2020 by midnight
	Chapter 11 and 13 Quiz – <b>NOTICE the due date</b>	June 7, 2020 by midnight
	Chapter 14 and 16, Module 2 Test	June 14, 2020 by midnight

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DATE	Assignments/Activities/Topics	Due Date
	Chapters 17 and 18 and Book Report Due	June 21, 2020 by midnight
	Final Exam	June 24, 2020 by midnight

Sample Syllabus