

KENT STATE UNIVERSITY  
COLLEGE OF BUSINESS ADMINISTRATION  
**EXPLORING BUSINESS (BUS 10123)**  
**SYLLABUS – FALL 2014**

MONDAY & WEDNESDAY		
CRN12187; Sec 005 CRN12188; Sec 006	2:15 – 3:30PM 5:30 – 6:45PM	Bus Admin Bldg: Sec 005 - Room 115 Lowry Hall; Sec 006 - Room 143

Instructor	Eric Von Hendrix	
Graduate Assistant		
Office	Room 438, College of Business Admin Bldg; 4 <sup>th</sup> Floor	
Contact Information and Office Hours	Mr. Eric Von Hendrix <a href="mailto:evonhend@kent.edu">evonhend@kent.edu</a>	Monday & Wednesday 1:30PM – 2:00PM and 3:30PM – 5:30PM or by appointment
Text	<a href="#">M: Business, 3rd edition</a> Ferrell, Hirt, Ferrell E Book Special purchase on-line through Learn 9.1  TECH SUPPORT 1-800-331-5094  The <u>Wall Street Journal</u> , daily periodical Subscriptions. Packets may be purchased at the campus bookstores.	
Technology		

### Exploring Business - Class Information

#### Course Objectives

- Understand what is a business and how it functions verses a not-for-profit or government entity
- Understand businesses and its impact and role in society

- Enhance critical thinking and problem solving skills
- Improve and enhance written and verbal communication skills
- Build foundation for subsequent business course work
- Recognize importance of current events
- Recognize effect that politics and government has on businesses

## Teaching Format

Class time will focus on practical application and reinforcement of the text material. This will be accomplished through use of lectures, discussions, PowerPoint presentations, review of business periodicals, and guest speakers. Class time will not simply be a rehash of the text material. The student is expected to have read the prescribed chapter before class in order to be an active participant during classroom discussions.

## Expectations

All students are expected to:

- Attend class (**attendance will be a component of your final grade**)
- If you arrive late to class or leave early **you MUST sit or stand in the last row of class or 50 points will be deducted** from your grade for each and every violation
- Arrive for class on-time (late attendees may be punished with reduction in points)
- Not cause disruptions during class (use of laptop for Facebook, ebay, etc. is strictly prohibited)
- Participate in class discussions; participation **may be an element of your final grade**
- Read all assigned chapters before class
- Submit assignments by the assigned due dates – **No Exceptions**
- Conduct themselves as a business professional

## Grading

A maximum of 500 points are available. Final grades are determined on the following point distribution:

<u>Grade</u>	<u>Points</u>
• A	465 – 500
• A-	450 - 464
• B+	435 - 449
• B	415 - 434
• B-	400 - 414
• C+	385 - 399
• C	365 - 384
• C-	350 - 364
• D+	335 - 349
• D	300 - 334
• F	Below 300 ( <b>NOTE I DO NOT ROUND UP!!!!</b> )

## Performance Measurement

Final grades will be determined based on your performance on out-of-class assignments, tests and a final exam. The following point values are available for each element:

- **McGraw Hill Connect Assignments** – 8-9 assignments. Total points available = **150 (30%)** (*Each project will be worth between 10 and 15 points*)
- **The Wall Street Journal and other periodicals assignments.** - 3 - 4 assignments. Total points available **150 (30%)** (*Each assignment will be worth between 45 - 55 points*). **Assignments will be given AT RANDOM OVER THE COURSE OF THE SEMESTER.**
- **Tests** – 4 tests - Total points available = **150 (30%)** (*40 points each*)
- **Final Exam:** Will cover selective parts of the semester to be determined by the professor at the end of the term - Total points available = **50 points (10%)**
- **Class Participation** – Professor reserves the right in his sole discretion to award up to 25 total points for superior class participation. **Participation = Consistent, reasoned, timely, succinct, and clear articulation of a thought.**  
**Participation DOES NOT include the fact that the student did not miss any classes or completed all of the assignments and tests.**

**Note:** Mid-Term grade will be based on approximately 4 Connect Assignments, 1-2 Wall Street Journal assignments, and 2-3 tests.

## Semester Tests and Final Exam

All tests and the final exam will be administered in the computer lab located on the 2<sup>nd</sup> floor of the College of Business Administration Building, Room A226 utilizing McGraw Hill Connect. Students must check in with the Proctor, **show his/her student identification or other acceptable photo id** before being allowed to take the exam. Students must know their Learn 9.1 password.

Students have the option of when to take the semester tests and final exam during the test week as designated on the attached Assignment Due Date & Time document. Test dates will not be announced in class. No make-up exams will be permitted except in the event of a documented student hospitalization or death of an immediate family member. **All exams are closed book. No materials of any kind are permitted during an exam including translation dictionaries.**

## Communication

Students are encouraged to communicate with the professor, graduate assistant or administrative assistant in person or email. ***However, information provided in class will not be repeated.***

- **Email: (Preferred method of communication)** Please allow up to 36 hours for a response
- **Phone:** Be sure to leave your name, your class section , and your phone number or email address
- **Office Hours:** Please refer to page one above.

## Important Policies

1. **Registration:** Students have the responsibility to ensure they are properly enrolled in class. Review your official class schedule (using Student Tools on Flashline) during the first two weeks of the semester to check your registration. Should you find an error in your class schedule, you will have until Sunday, September 7, 2014 to correct the error and should go immediately to your advising office. If registration errors are not corrected and you continue to attend a class for which you are not enrolled, **you will not** receive a grade or credit for the class.

You may not attend a section of Exploring Business for which you are not officially enrolled.

2. **Students with Disabilities:** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester

to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.registrars.kent.edu/disability/> for more information on registration procedures).

3. **Academic Honesty:** Cheating means to misrepresent the source, nature or other conditions of your academic work so as to get undeserved credit. In addition, it is considered cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism will result in a failing grade for the work or the class. Repeat offenses result in dismissal from the University.
4. **Course Withdrawal:** The last day for withdrawal from this class is Sunday, November 2nd, 2014.
5. **Students with Test Taking Difficulties:** Contact the Academic Success Center in the Michael Schwartz Center, Room 207. The phone number is 330-672-3190
6. **Excused Absence for University Sponsored Activities:** Documentation must be presented for signature of the Professor prior to the excused absence date. A copy of the documentation must be left with the Professor or in his office with a Graduate Assistant.
7. **Syllabus Changes:** Instructor reserves the right to change the syllabus or attached Assignment Due Date & Time document upon providing verbal notice in class or via email or making an announcement on Blackboard Learn.
8. **Computer Lab:** The computer lab makes every possible effort to manage the proctoring testing in an efficient and effective manner, and to provide excellent service to all students. **You are advised, however, that the College of Business computer labs are not responsible for 'acts of nature' or other external situations that may cause delays in test taking (power outages, traffic jams, snow days, network problems, etc...).** Also, you are advised that there can be a line of students waiting to take proctored exams in the computer lab **during peak hours**, (i.e., Friday afternoons). In these situations, students arriving for their exam will be required to wait for a seat. The computer lab will maintain posted hours, and **will not extend their hours to accommodate students in lengthy lines.**

**Students who are making commitments or purchases (such as non-refundable plane tickets) are responsible to decide when to take their proctored exam (within the allowed time frame), and they should exercise good judgment by allowing an appropriate amount of time to complete their exam. Conflicts and delays can and do occur. If unanticipated delays in completing a proctored exam occur in the computer lab that results in a**

**conflict with another commitment the student made, the student is solely responsible for the consequences of their decision to take the exam at the time they chose.**

The following list of College of Business computer lab rules are strictly enforced for every proctored exam in the College of Business Administration computer labs:

- **A current KSU ID** is required for identification before an exam can be administered.
- Students taking proctored exams may NOT leave the room until their exam is finished; there are no bathroom breaks.
- No cell phones shall be visible or checked during a proctored exam.
- No headsets of any kind may be worn during a proctored exam.
- No electronic translators will be allowed during a proctored exam. A paperback dictionary may be used for international students only.
- No proctored test can begin when there is one hour or less remaining in the lab hours for the day.
- No outside calculators or other electronic devices may be used when taking a proctored exam.
- No outside websites can be accessed during a proctored exam.
- Students taking exams that are 'open book, open note' must have printed any reference materials PRIOR to starting their exam – online reference is NOT permitted during a proctored exam.
- Students arriving for a proctored exam must WAIT TO BE SEATED for the exam by the proctor. Students are not permitted to choose their own seat for a proctored exam. The lab proctor will assign seats for exams to ensure the best use of the lab resources while maintaining a secure testing environment.
- Security cameras are installed in the College of Business computer labs. All students taking proctored exams will be recorded on video. Any issues regarding student compliance with the computer lab rules during a proctored exam will be verified against the video that is captured.