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Phone: Cell: 425-894-4399  
Email: barnesjw@seattleu.edu

Course Description
Welcome to BUAD 1000-02. In this introductory and integrative course, we will both jumpstart your business education, and help you prepare for a career in business.

This class is 100% online. As you will read in this syllabus and on Canvas, you will be evaluated based on your class discussion participation and submission of assignments. In both cases I will count on you to meet and/or exceed expectations.

Course Outcomes
You can look forward to successfully achieving the following learning outcomes.

1. Learn about what makes an Albers education unique and develop an understanding of the Albers Mission and Values and how they apply to the business world
2. Develop an understanding of the functional areas of business and their relationship to the Albers Business Core curriculum as well as their connection to individuals’ interests and future career paths
3. Learn to work in a team to produce an effective introductory business writing product
4. Understand the integration of the functional areas of business and how they work together for the success of a business.

Required Materials
1. There is a required textbook. You must have this by the first week of class. You can get this through the SU bookstore or other sources. Ferrell, Hirt and Ferrell (2018). Business Foundations: A Changing World. 11th Edition. McGraw-Hill Education. (It is OK to get the electronic version because you will only use the textbook for reading assignments outside of class).
2. You will need to go to a special website to take the Clifton StrengthsFinder assessment before April 7. Please see the DETAILED explanation later in this syllabus with step by step instructions.

Professor Availability and Response Time
In this course your interaction with your professor and your classmates will take place on a regular basis multiple times a week. You will engage in online class discussions responding to assigned questions and engaging with classmates. If you have questions that apply to everyone in class, you can ask that question in the General Questions area of the Class Discussion. If you have a private question, you can email Joe Barnes at barnesjw@seattleu.edu.

Grade Distribution
There are 1,000 points possible in BUAD 1000. To pass this course, you must achieve a score of 80% when all assignments are

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Number of Graded Items</th>
<th>Point Value For Each</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>5</td>
<td>100</td>
<td>500</td>
</tr>
<tr>
<td>Short Papers</td>
<td>3</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Gallup StrengthsFinder Assessment</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Open and/or Update LinkedIn and Handshake Accounts</td>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
</tbody>
</table>
Weekly Assignment Schedule

All reading and assignment information can be found within each module on Canvas. Main discussion posts are due no later than Wednesday 11:59pm Pacific Time each week. Follow-ups are due no later than Thursday 11:59pm Pacific Time each week. Short papers are due no later than Friday 11:59pm Pacific Time each week when a short paper is assigned.

Topics and Assignments

<table>
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<tr>
<th>WEEK</th>
<th>Topics</th>
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</thead>
<tbody>
<tr>
<td>May 4-8</td>
<td>Introductions, Albers Overview, Economics Deep Dive, APA Refresher, SU Library Resources, Clifton/Gallup StrengthsFinder: Megan Spaulding, Class Discussion, Paper</td>
</tr>
<tr>
<td>May 11-15</td>
<td>Leveraging LinkedIn and Handshake, Class Discussion, LinkedIn: Create and/or Update LinkedIn Account (Assignment), Handshake: Create and/or Update Handshake Account (Assignment)</td>
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<td>May 18-22</td>
<td>Diversity, Equity, and Inclusion + Sexual Harassment + Vocation of the Business Leader, Class Discussion, Paper</td>
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<td>May 25-29</td>
<td>Financial Management + Ethics: Learning How to Voice Your Values, Class Discussion, Paper</td>
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<tr>
<td>June 1-5</td>
<td>Global Business + Marketing and Sales, Class Discussion</td>
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</tbody>
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Attendance Policy

Students are required to submit a graded assignment/discussion during each week of the class. If a student does not submit a graded assignment/discussion during each week of the class, the first week of class, there is a risk of not passing the course.

Late Assignments Policy

Students are expected to submit assignments on or before the due date.

Assignments submitted late, for any reason, will receive point reductions which may affect your final class outcome. 0-12 Hours Late -50% --- After 12 hours late, no points.

Please make sure you submit work well before a deadline.

Grading Rubrics

Please see the rubrics in the course on Canvas.

Writing Expectations

To achieve the maximum number of points, please follow these expectations:

1. Answer all assignment questions in a detailed and detailed way. (A few sentences does not make a “paper”). The expectation is at least one full page, double-spaced. You may exceed that if you wish
2. **Cite your sources using APA style** and make it clear to the reader what is your writing, and what is the writing of a source.

3. **Use correct grammar, spelling, capitalization, and punctuation.** (Seattle University has a great writing center that can help you).

4. On all assignments you submit include: Your name, date, assignment, and class.

5. **ALL work must be submitted as a Microsoft Word document or saved as an RTF document.** The only exceptions are:
   a. Uploading the PDF copy of your five (5) strengths you download from StrengthsFinder for class two.

Points will be deducted, or you may lose complete points if items 1-5 are not followed.

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### COURSE EXPECTATIONS AND RESPONSIBILITIES

**Academic Honesty:**

Academic integrity is expected in this class. Academic integrity means that you are expected to approach all assignments within the letter and the spirit of the class rules and the Seattle University Academic Integrity Policy.

These rules exist to maximize the learning experience for all students, preserve the integrity of the class, and to help you practice the high level of integrity expected from business professionals. If you have any doubt about whether anything related to this class meets the standards of integrity, you are expected to disclose the particulars of the situation fully to me.

Academic dishonesty, as defined by university policy, will not be tolerated in any form. If you observe instances of dishonesty, please report them to me immediately. University procedures will be used to investigate reported instances of dishonesty. Seattle University is committed to the principle that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty will be addressed according to the Seattle University Academic Honesty Policy. The policy can be found at: [http://www.seattleu.edu/regis/Policies/](http://www.seattleu.edu/regis/Policies/) If you are not sure whether a particular action is acceptable according to the Academic Honesty Policy, you should check with your instructor before engaging in it.

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**If You Plagiarize Any Assignment in This Class, or If You Are a Party to Anyone Plagiarizing a Paper in This Class, You Will Automatically Fail This Course.** It is your responsibility to understand the Seattle University academic honesty policy.

If you buy a paper from any source and submit it as your own, you will automatically fail the course. If someone writes a paper, in full or part, for you, you may fail the course.

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### UNIVERSITY RESOURCES AND POLICIES

**Academic Resources**

- Library and Learning Commons ([http://www.seattleu.edu/learningcommons/](http://www.seattleu.edu/learningcommons/))
  (This includes: Learning Assistance Programs, Research [Library] Services, Writing Center, Math Lab)
- Academic Integrity Tutorial (found on Canvas and SU Online)

**Academic Policies on Registrar website ([https://www.seattleu.edu/redhawk-axis/academic-policies/](https://www.seattleu.edu/redhawk-axis/academic-policies/))**

- Academic Integrity Policy
- Academic Grading Grievance Policy
- Professional Conduct Policy (only for those professional programs to which it applies)

**Notice for students concerning Disabilities**

If you have, or think you may have, a disability (including an ‘invisible disability’ such as a learning disability, a chronic
health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disabilities Services staff located in Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

Notice Regarding Religious Accommodations
It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, Policy on Religious Accommodations for Students (https://www.seattleu.edu/media/policies/Policy-on-Religious-Accommodations-for-Students-FINAL-PDF)."

Office of Institutional Equity
Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs or activities that receive Federal financial assistance. This prohibition includes sexual misconduct, which encompasses sexual harassment and sexual violence. Seattle U remains committed to providing a safe and equitable learning, living, and working environment. Seattle U offers emergency, medical, and other support resources, as well as assistance with safety and support measures, to community members who have experienced or been impacted by sexual misconduct. Seattle U requires all faculty and staff to notify the University’s Title IX Coordinator if they become aware of any incident of sexual misconduct experienced by a student.

For more information, please visit https://www.seattleu.edu/equity. If you have any questions or concerns, you may also directly contact the Title IX Coordinator in the Office of Institutional Equity (email: oie@seattleu.edu; phone: 206.296.2824) University Resources and Policies

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BUAD 1000 IMPORTANT NEW PROCEDURE FOR GALLUP PROFILE..PLEASE READ REMINDER....PLEASE SEE CANVAS ASSIGNMENTS.

NEW PROCEDURE...

Here are the instructions I found on the CliftonStrengths for Students website:

If you are a student purchasing for the first time:
• shop for CliftonStrengths for Students access codes
• select a quantity of 1 INDIVIDUAL access code and Checkout
• you must now register for an account
• register with an "@[school].edu" email address
• ensure that you receive the verification email and follow the steps outlined to activate your account
• continue the checkout process using your account
• review your order subtotal -- this is where you will see a discount applied to your purchase if you used an "@[school].edu" email address
• complete your purchase!

How to Redeem Your CliftonStrengths for Students Access Code

Please follow these instructions to redeem your CliftonStrengths for Students access code:

2. Click Redeem Access Code on the upper-right hand corner of the page.
3. On the Registration page, enter your access code and click Continue.
4. Follow the on-screen prompts to create your account, including your username (email address) and password.
   NOTE: Please double check the spelling of your email address, as this will be the address Gallup customer support will use to help you retrieve your password.
5. When you are finished, click Create Account to complete the CliftonStrengths assessment.

About the CliftonStrengths Assessment

Please allow 45 minutes to complete the assessment. You have 20 seconds to respond to each item. If you lose your connection, click Sign In and enter your username and password; you will automatically return to where you left off in the assessment.

Once you've completed the CliftonStrengths assessment, you will have access to your reports and additional resources in your account. You can access everything at your dashboard on the site at any time; simply click Sign In.

This might also be helpful: Technical FAQs

Here’s the website with instructions: https://www.strengthsquest.com/225683/receive-educator-discount-price.aspx

And the educator discount prices is now $11.99 instead of $9.99.

Joe Barnes