COURSE DESCRIPTION AND OBJECTIVES

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. 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

REQUIRED MATERIAL

1. There is a required textbook. You must have this by class 1. You can get this through the SU library 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 class 2. Please see the DETAILED explanation later in this syllabus with step by step instructions.

TEAMS AND BUAD 1000 SECTIONS

- You are assigned to a team. You must sit with that team for all classes. Please see my email in Outlook or Canvas for team assignments.

GRADING

This section of BUAD 1000 has 10 classes. You must attend a minimum of 8 classes, for the entire length of class to pass, and you will also need to achieve at least 80% on the assignment portion.

* To pass this course you must achieve both of the following:
  1. Attend at least 8 out of 10. This means attending the full class each time. If you are marked absent for 3+ classes, you will need to retake the class.
  2. Receive a cumulative total of 80% or higher in all class assignments. Receiving less than 80% in all class assignments will result in not passing even if you have achieved the attendance goal.

Please make sure you submit all assignments on time!

* In BUAD 1000, no late work is accepted for any reason.
* You may not miss more than two (2) classes for any reason or you will not pass.
* If you plagiarize a paper, you will automatically fail this class.

Please carefully read more details about the attendance policy later in this syllabus.
There are 1,000 points possible in this course.
You earn points as follows:
200 Attendance (10 classes @20 points per class)
100 StrengthsFinder (80 points submitting assignment, 20 points bringing a hard copy as assigned to class)
100 My ethical values and beliefs related to business
100 Clubs paper
100 Vocation of the business leader
100 Executive Speaker Series Paper
100 Leadership, Diversity, Inclusion, Equity paper
100 Team Paper (must actively participate) (80 points on paper, 20 points peer review)
100 Team Presentation (must actively participate in presentation and be present on presentation day) (80 points on paper, 20 points peer review)

SU Athletes actively traveling during this course: Please see Joe Barnes in person about assignments before class 2.

Points will be deducted on assignments for:
- Incorrect grammar (more than 5 mistakes = 20% deduction)
- Not citing sources or not citing sources using the correct APA citation style. (20% deduction)
- Submitting a “paper” that consists of less than ½ page. (50% deduction)

LATE WORK POLICY: READ CAREFULLY
- Please make sure you clearly read and understand deadlines carefully.
- No late assignments are accepted during this course. If late work is submitted past a deadline, no points will be granted. Please make sure you submit work well before a deadline.
- All work must be uploaded into Canvas by the assigned date and time. No assignments can be accepted via email.
- All papers must be submitted as a Microsoft Word or saved as an RTF document, except for the StrengthsFinder, which is a PDF (for class 2).

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.
   b. Uploading the final team PowerPoint presentation for the final assignment.
Points will be deducted or you may lose complete points if items 1-5 are not followed.

COURSE EXPECTATIONS AND RESPONSIBILITIES
Class Attendance & Participation: Class attendance and participation is of utmost importance to passing this course. Class time will depend on class discussions and interactive guest speaker presentations. It is simply not enough to physically show up to class; you must show up, be prepared, and be engaged. As a pass/fail course, missing more than 2 class sessions will result in a failing grade and you must take the course again.

Special Attendance Note:
You must sign the attendance sheet the day of class.
The attendance sheet will be passed around at the start of class and/or taken by your professor at the start of class. Students who are more than 10-minutes late will be marked absent. The reason is that being on time for class is respectful to the Professor, your peers, our guest speakers, and because being
on time is expected in business. **NOTE:** If the assignment sheet does not reach you during the first 10 minutes of class, you must sign the sheet before you leave class. It is your responsibility to do so.

**Individual and Team Exercises:** Exercises and assignments will be assigned during classes. Team exercises are a time for you to collaborate with your classmates with the goal of obtaining a better understanding of the reading material. There are also individual assignments, which help assess your own knowledge of the material.

**IMPORTANT: Individual and Team Exercises:** If the class and/or your team is assigned an exercise, everyone on the team is expected to prepare for that. If members of the team are not prepared, the members who do not actively participate in class, or the members who did not actively prepare, in the judgment of the professor, may lose attendance points for that day.

**Group Project:** You will be assigned to groups and during this class you will be actively participating in group papers and a group project. You will sit with your groups in each class.

For the project, groups will research a publicly traded company that is assigned to you. Students will then prepare a research analysis providing an overview of each of the functional areas of the business. The analysis should be 3-4 pages not including figures or a cover page. APA style referencing guidelines.

**If a group member does not fully participate in a specific group assignment, that group member will not receive points for that assignment.**

**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.

**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 will automatically fail the course.**

**LAPTOPS, MOBILE TABLETS AND CELLPHONES:** Education research clearly shows active memory increases when distractions are minimized. The use of laptops, netbooks, mobile tablets, smartphones and/or PDAs **in class is not allowed during class.** Any other use of other electronic devices such as texting, emailing, etc., is not permitted except during breaks. A violation of this policy may result in appropriate grade sanctions as determined by your instructor. **In the event that you use your phone during class you will be marked absent for the class.**
### 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](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/](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

### Class Schedule

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<th>Date</th>
<th>Topic</th>
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| 2/11 Tuesday (1) | Introductions  
PROFESSORS: Majors/How all majors work together in support of a successful business.  
Economics deep dive:  
JB: Syllabus review, team expectations, APA refresher, Library Sources  |
| 2/13 Thursday (2) | Gallup StrengthsFinder - Guest: Megan Spaulding  |
| 2/18 Tuesday (3) | CHANGE:  
Marketing & Sales – JB Marketing, Sales: David Douglas DELL  
Diversity, Equity, Inclusion and Sexual Harassment in the Workplace: Joe Barnes  |
| 2/20 Thursday (4) | LinkedIn workshop: Joe Barnes + Financial Management ** Bring your laptop to this class. If you do not have one, an SU laptop will be available for your use.  |
| 2/25 Tuesday (5) | Vocation of the Business Leader: Joe Barnes and Bob Grimm  |
| 2/27 Thursday 6) | Giving Voice to Values: How to Voice Your Values: Joe Barnes  
Diversity, Equity, Inclusion and Sexual Harassment in the Workplace: Joe Barnes |
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<tr>
<td>3/3 Tuesday (7)</td>
<td>Business in a Global World (JB) + Costco Guest Speaker John Gleason</td>
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<tr>
<td>3/5 Thursday (8)</td>
<td>CHANGE: Diversity, Equity, Inclusion and Sexual Harassment in the Workplace; Joe Barnes</td>
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<td>Marketing &amp; Sales – JB Marketing, Sales: David Douglas DELL</td>
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<tr>
<td>3/10 Tuesday (9)</td>
<td>Advisors, Career Center, Deep Dive Handshake, Joe Barnes, ** Bring your laptop to this class. If you do not have one, an SU laptop will be available for your use.</td>
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<tr>
<td>3/12 Thursday (10)</td>
<td>Final Presentations</td>
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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