

**COB 111**  
**Course Syllabus for Fall 2014**

**Instructor:** Dr. Mario Hayek

**Office:** BA 305

**Phone:** 903-886-5903

**E-Mail:** mario.hayek@tamuc.edu

**Office Hours:** Tuesday 9 – 11 a.m. CST; Others by appointment.

**Welcome to COB 111!**

**TEXTBOOK:**

*Keys to Success – Quick.* Carter, C., Bishop, J. and Kravits, S.L. (2012).  
ISBN 978-0-13-254171-8.

**REQUIRED MATERIALS:**

Small spiral notebook, 8 1/2 x 11

Student Planner (may be available at the student center, library, or hot spots or you can bring your own planner)

**COURSE DESCRIPTION:**

This course provides a study of Theory and Application of Learning and Critical Thinking, designed to ease the transition from high school to university life and provide important academic, intellectual, and social skills to help ensure a successful first year in college. The course, using a business simulation (Biz Café), is designed to assist students in increasing their knowledge of and skill in critical thinking and acting behaviors. Concepts studied include perception, memory, creativity, and problem solving as they relate to critical thinking. The effects of attitudes, values, logical fallacies, and thinking errors on critical thinking and problem solving are examined. Assignments require students to apply critical thinking skills to real-life situations using the simulation.

**COURSE OBJECTIVES:**

After successfully completing this course, students should be able to:

- Recognize and appreciate TAMU-C's uniqueness by positively engaging in supporting and encouraging other students.
- Develop an understanding of the complex issues and choices confronting college students, such as course and career choices and identify problem behaviors that can interfere with student success.
- Understand the levels of the critical thinking process through problem solving activities.
- Exhibit higher levels of academic skills that will lead to their success at TAMU-C, such as time management, career exploration, and goal setting through various assignments.
- Be familiar with the range of university events that are available to students.
- Express what is expected of students so they can be successful at TAMU-C.
- Access information from the web and library and understand the meaning of plagiarism and how to avoid it.
- Engage in the dynamics of group activities to increase individual satisfaction and team performance.
- Develop a deeper understanding of globalization and how the interconnected world affects them.
- Construct well written papers with minimum grammar and syntax errors and understand the importance of excellent written and verbal communication. .
- Develop four-year degree plans that accurately reflect degree requirements.

- Calculate GPA and the impact grades have on cumulative GPA.
- Develop a deeper understanding of the career paths available to majors/graduates from the College of Business.
- Understand the concept of opportunity recognition and the steps required to decide whether a business idea should be pursued.
- Examine the interrelationship between all of the functional areas of business and how they must fit together for a business to be competitive in the market place.

### **SERVICES FOR STUDENTS WITH DISABILITIES:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring accommodations, please contact:

Office of Student Disability Resources and Services

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

### **GENERAL POLICIES FOR CLASSES:**

All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Rules and Procedures, Code of Student Conduct:

<http://www.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

### **CIVILITY REQUIREMENT:**

The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the classroom. If the instructor feels that you have not attended class adequately, habitually arrive late and unprepared, that you have cut class during speeches, left class in the middle of a session, that you have not contributed appropriately in class, or that you have complained inappropriately about assignments and grading policies, your final grade may be reduced accordingly. Additionally, the instructor expects every student to maintain a professional level with respecting opinions of the instructor, students, and guest speakers; as well as in terms of dress code (no hats, no sagging, no over exposure of body parts, etc.). In this regard, hand-held devices such as cell/smart phones, iPods, MP3 players, tablets, and other electronic devices must be turned off during class. The instructor can and will confiscate any devices that are disruptive to the class. In addition, the Instructor may ask you to leave class in the event of disruptive behavior. Should this occur this will count as an absence from the class. Understand that this factor of your grade is highly subjective. In extreme cases, the instructor reserves the right to drop students from the class.

### **ACADEMIC INTEGRITY:**

In this course the need for collaboration is undeniable if you are to excel, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you *must* do your own work. My personal policy, which will guide this course, is: I trust you to behave honestly and ethically in all circumstances. Please ask me about what is proper and what is not.

### **ACADEMIC HONESTY:**

Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors "are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of

the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material." See 13.99.99.R010 Academic Honesty:

<https://www.tamuc.edu/aboutUs/policiesProceduresStandards/Statements/rulesProcedures/13students/13.99.99.R0.10AcademicHonesty.aspx>

### **PLAGIARISM:**

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. The following website provides valuable insight relating to what constitutes plagiarism and how it may be avoided:

<http://www.Indiana.edu/~wts/phamplets/plagiarism.shtml>. To avoid plagiarism an individual must give credit wherever he or she uses:

- 1) Another individual's idea, opinion, or theory
- 2) Facts, statistics, graphs, and drawings that are not common knowledge
- 3) Quotations of another individual's spoken or written words
- 4) Paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University –Commerce Code of Student Conduct Section 5.b[1,2,3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion.

### **POLICIES RELEVANT TO COB 111 STUDENTS:**

**Course Evaluation:** The final grade will be based on the following components:

<b>Component Title</b>	<b>Points</b>
Critical Thinking Writing Assignments (7)	28
Attend at least 4 University/Campus Sponsored Events or Activities	10
Final Exam	15
Activities and Assignments	10
Simulation Presentation and Peer Evaluation	15
Social Entrepreneurship Project for Lions Showcase Event and Peer Evaluation	22
Total Points Possible	100

### **Course Final Grade Scale**

A= 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and Below

\*Assignments are due on the dates shown in the course schedule. Your work should be submitted into the appropriate dropbox in your course shell. No late assignments will be accepted unless you have a university approved excused absence.

### Course Requirements:

- **Critical Thinking Writing Assignment:** Each student will write seven critical analyses that relate to the decision points in the Biz Café Simulation. A format for preparing these assignments and a critical thinking scoring rubric will be provided.
- **Students are expected to understand and utilize APA formatting.** This format is required for every written assignment in the course. An extensive resource is available within the Online Writing Lab (OWL) at Purdue: <http://owl.english.purdue.edu/owl/resource.560/01/>  
All written assignments submitted to the eCollege dropbox will be scanned automatically through Turnitin.
- **Attend at least 4 University/Campus Sponsored Events or Activities:** Each student will attend at least 4 events on campus. One event should be a “Cultural Event” (art show, play, etc.); one should be a “University-Wide Event” (guest speaker, most COB activities, colloquium, convocation, etc.); one should be an athletic event (varsity sport or intramural sport); and one can be of the student’s choosing of any university/campus sponsored event or activity. At least 24 hours notice must be given to instructor regarding events you plan to attend so you can secure the instructor’s permission. Campus events may be found at:  
<https://ems.tamuc.edu/MasterCalendar/MasterCalendar.aspx>
- **Final Exam:** Each student will take an online final exam through eCollege. The exam will consist of multiple-choice, short answers, fill-in-the-blank, and true/false questions from the textbook and materials related to the course lectures and workshops.
- **Class Attendance, Participation, and Miscellaneous Activities and Assignments:**
  - ❖ Class attendance and participation is critical to your success in this course, just as it is critical for your job. The attendance policy is simple: Come to class every day. Come to class on time. Come to class prepared. The instructor reserves the right to implement punitive policies if attendance is not acceptable. You get one free absence in this class, so save use it judiciously. If you miss more than two classes you cannot make an A. If you miss more than three classes, you cannot make a B. If you miss more than four class periods, you cannot make a C. If you miss more than five classes you will automatically receive an F for the course.
  - ❖ Miscellaneous Activities and Assignments are vital to developing a support community at TAMUC. Students will be expected to *complete a degree audit and plan, calculate GPA, develop a resume, maintain a planner, maintain journal/notes*, complete surveys, create an e-portfolio, work in teams to run a business via a simulation, and other assignments as the instructor sees fit.
  - ❖ Social Entrepreneurship Project for Lions Showcase Event – Students will form teams and develop a product or service to sell during the Lions Showcase event to be held on the square, downtown Commerce, on Saturday, November 22. Each team will be given seed money to start their business idea and the businesses will be run during the event. The money made from these businesses will be donated to a local organization. Specific instructions for this assignment will be provided in the dropbox area of your course.
  - ❖ eCollege – Online course access: The instructor urges students to familiarize themselves with eCollege by going through the eCollege student tutorial or orientation process (SOT). This will ensure that each student will have sufficient knowledge on how to accomplish the requirements of the course. It is NOT the Instructor’s responsibility to teach students how to use eCollege.

The instructor assumes that each student has a working knowledge of eCollege and has a MyLeo e-mail address.

- First time eCollege users: eCollege is generally very user friendly; however, should you have any questions or concerns about it, you may want to complete an eCollege orientation. You can access the online eCollege Orientation by clicking on the following link: <http://online.tamuc.org/>. The home page will give you directions on how to proceed from there. Your login is your Campus-wide ID # (CWID) and your password is the same as the one you use for your MyLeo.
- It is strongly recommended that you perform a “Browser test” prior to the start of your course. To launch a “Browser Test,” login to eCollege, click on the “My Courses” tab, then select “Browser Test” link under Support Services.
- ❖ Technical Support: If at any time you experience technical problems (e.g. you cannot log in to the course, you cannot see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week. The Help Desk can be reached by sending an e-mail to [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or by calling 1-866-656-5511. Additionally, you can click on the “Help” button located at the top of each page for more information.

### COB 111 Section 04 Course Schedule

Week	Assignments	Assignments
1 – Aug. 26	<b>Chap. 1; Welcome and Overview of Syllabus and Assignments; Degree Evaluations</b>	<b>Read Chap. 1 &amp; 2; Bring Planner to Class for Sept. 3</b>
2 – Sept. 3	<b>Chap. 2 – Goals and Time; Bring Planner to Class; Develop 4 year degree plan; Global Competency Aptitude Exam - Lab</b>	<b>Read Chap. 3 for Sept. 10</b>
3 – Sept. 9	<b>Chap. 3 – Learning How You Learn; E-Portfolio Session – Lab Event Paper One</b>	<b>Read Chap. 4; Read Student Manual for Biz Café Simulation for Sept. 17 Event Paper One submitted in your course dropbox by Sept. 17, 1:00 p.m. CST</b>
4 – Sept. 16	<b>Library Visit; Chap. 4 – Critical Thinking Skills; Biz Café Simulation kick-off - Lab</b>	<b>Read Chap. 5; Prepare and Submit Biz Café Assignment One to your course dropbox by Tues. Sept 23, 5:00 p.m. CST;</b>
5 - Sept. 23	<b>Multiple Intelligences – Personality Spectrum; Chap. 5 – Reading and Information Literacy; Biz Café Assignment One Team Decision - Lab</b>	<b>Read Chap. 6; Prepare and Submit Biz Café Assignment Two to your course dropbox by Tues. Sept. 30, 5:00 p.m.</b>

		CST
<b>6 – Sept. 30</b>	<b>Chap. 6 Listening and Note Taking – Note Taking Systems and Effective Listening Skills; Biz Café Assignment Two Team Decision - Lab</b>	<b>Prepare and submit Biz Café Assignment Three to your course dropbox by Tuesday Oct. 7, 5:00 p.m. CST</b>
<b>7 – Oct. 7</b>	<b>SCHEDULE CONTINUED ON NEXT PAGE  Guest Speaker Panel; Biz Café Assignment Three Team Decision – Lab Event Paper Two</b>	<b>Read Chap. 7; Prepare and submit Biz Café Assignment Four to your course dropbox by Tues. Oct., 14, 5:00 p.m. CST; Event Paper Two Submitted in your course dropbox by Oct. 15, 1 p.m. CST</b>
<b>8 – Oct. 14</b>	<b>Chap. 7 – Memory and Studying; Biz Café Assignment Four Team Decision – Lab</b>	<b>Read Chap. 8; Prepare and submit Biz Café Assignment Five to your course dropbox by Tues. Oct. 21, 5:00 p.m. CST</b>
<b>9 – Oct. 21</b>	<b>Chap. 8 – Test Taking – strategies for success; Biz Café Assignment Five Team Decision – Lab Event Paper Three</b>	<b>Read Chap. 9; Prepare and submit Biz Café Assignment Six to your course dropbox by Tues. Oct. 28, 5:00 p.m. CST; Event Paper Three Submitted in your course dropbox by Oct. 29, 1 p.m. CST</b>
<b>10 – Oct. 28</b>	<b>Chap. 9 – Diversity and Communication; Event Paper 3 Due; Biz Café Assignment Six Team Decision - Lab</b>	<b>Read Chap. 10; Prepare and submit Biz Café Assignment Seven to your course dropbox by Tues. Nov. 4, 5:00 p.m. CST</b>

<b>11 – Nov. 4</b>	<b>Chap. 10 – Wellness and Stress Management – Counseling Visit; Biz Café Assignment Seven Team Decision - Lab</b>	<b>Read Chap. 11;</b>
<b>12 – Nov.11</b>	<b>Chap. 11 Managing Money; Biz Café Simulation team work day for final presentation - Lab</b>	<b>Read Chap. 12;</b>
<b>13 – Nov.18</b>	<b>Chap. 12 – Careers &amp; More- Career Development in class visit Biz Café Simulation team work day for final presentation – Lab Event Paper Four</b>	<b>Event Paper Four Submitted in your course dropbox by Nov. 25, 1 p.m. CST</b>
<b>Sat. Nov 22</b>	<b>Lions Showcase Event – Mandatory Attendance</b>	
<b>14 – Nov. 25</b>	<b>Thanksgiving Break</b>	
<b>15 – Dec. 2</b>	<b>Biz Café Team Presentations</b>	
<b>16 – Dec. 9</b>	<b>Final Exam</b>	