

COB 111.004
Course Syllabus for Fall 2015
BA 340
1:00 p.m. – 3:00 p.m Wednesday

Instructor: Dr. Leslie Toombs

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Office Hours: Wednesday 10 - 12; other times by appointment

Welcome to COB 111!

REQUIRED TEXTBOOK:

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

REQUIRED MATERIALS:

Student Planner (can be paper or electronic – student will need to have this available in class for review)

COURSE DESCRIPTION:

COB 111 prepares students for optimal success at the university and beyond by motivating them to develop skills, knowledge and behaviors that will create confident, self-sufficient learners.

COURSE OBJECTIVES:

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

University

- Understand and demonstrate critical thinking skills through asking and answering higher level questions and solving increasingly complex problems.
- Construct well written papers with minimum grammar and syntax errors and understand the importance of excellent written and verbal communication.
- Exhibit improved listening, reading, and speaking skills.
- Exhibit higher levels of academic skills that will lead to success at TAMU-C, such as organization, time management, note taking, and study skills.
- Understand and apply the knowledge and skills necessary to successfully navigate university life, including developing a degree plan and calculating a grade point average.
- Develop a deeper understanding of globalization and how the interconnected world affects them.

College of Business

- Develop a deeper understanding of the career paths available to majors/graduates from the College of Business.
- Understand and apply entrepreneurial mind-set skills including: Opportunity alertness, pursuit of best opportunities, risk mitigation, resource leveraging, conveying a vision, innovating, passion, persistence and tenacity, creative problem-solving, guerilla behavior, optimism, learning from failure, focus on execution – specifically adaptive execution; create and sustain networks of relationships (rather than going it alone).

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

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.RO.10Academic Honesty.aspx](https://www.tamuc.edu/aboutUs/policiesProceduresStandards/Statements/rulesProcedures/13students/13.99.99.RO.10Academic%20Honesty.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:

Component Title	Percent
Writing Assignments (3)	15
Attend at least 4 University/Campus Sponsored Events or Activities	15
Final Exam	15
Activities and Assignments	30
Social Entrepreneurship Project for Lions Showcase Event and Peer Evaluation	25
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:

- **Writing Assignment:** Each student will prepare a concept plan, market research/marketing plan and operations/financial plan to prepare for the Lions Innovation Showcase.
- **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. 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 essay, 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:**

Week	Chapter	Topics	Due
<ul style="list-style-type: none"> <li data-bbox="337 201 1422 485">❖ 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. <li data-bbox="337 495 1403 705">❖ Miscellaneous Activities and Assignments are vital to developing a support community at TAMUC. Students will be expected to <i>complete a degree audit and plan, calculate GPA, develop a resume, maintain a planner, maintain journal/notes</i>, complete surveys, create an e-portfolio, work in teams to run a business or service for the Lions Innovation Showcase and other assignments as the instructor sees fit. <li data-bbox="337 716 1425 961">❖ 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 21. 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 doc sharing area of your course. <li data-bbox="337 972 1425 1213">❖ 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. <ul style="list-style-type: none"> <li data-bbox="431 1224 1425 1476">○ 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. <li data-bbox="431 1486 1425 1623">○ 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. <li data-bbox="337 1633 1425 1839">❖ 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 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. 			

1- September 2	1	Welcome and Overview of Syllabus and Assignments Introduce LIS assignment and discuss concept/opportunity recognition plan; develop LIS teams	<ul style="list-style-type: none"> • Read Chapters 1&2
2- September 9	2	Goals and Time; Global Competency Aptitude Exam – lab (during class- Meet in Ed South 122); Concept/opportunity recognition exercise	<ul style="list-style-type: none"> • Read Chapter 3
3- September 16	3	Learning How You Learn; E-Portfolio Session – lab (during class- Meet in Ed South 122)	<ul style="list-style-type: none"> • Read Chapter 4
4- September 23	4	Critical Thinking Skills; GPA Calculation, Degree Works, Advising Guest Speaker: Advising	<ul style="list-style-type: none"> • Read Chapter 5 • Event Paper One; Due Tuesday September 22nd • Submit team Concept Plan Due Tuesday September 22nd
5- September 30	5	Reading and Information Literacy; GPA Quiz Discuss Concept Plans and importance of marketing research	<ul style="list-style-type: none"> • Read Chapter 6 • Degree Works Assignment; Due Tuesday September 29th
6- October 7	6	Listening and Note Taking Discuss marketing research and marketing plan development	<ul style="list-style-type: none"> • Read Chapter 12
7- October 14	12	Careers Guest Speaker: Lacey Henderson and Career Services Discuss team operational and financial plan development	<ul style="list-style-type: none"> • Read Chapter 7 and 8 • Career Assignment; Due Tuesday October 13th • Submit team Marketing Plan Due Tuesday October 13th
8- October 28	11	Managing Money Guest Speaker: Dr. Jared Pickens, CFP, AFC, CRC	<ul style="list-style-type: none"> • Read Chapter 9 • Event Paper Two; Due Tuesday October 27th

9- November 4	9	Diversity and Communication	<ul style="list-style-type: none"> • Read Chapter 10
10- November 11	10	Wellness and Stress Management Guest Speaker: Counseling Center	<ul style="list-style-type: none"> • Submit team operational and financial plans Due Tuesday November 10th
11- November 18		Review team plans and schedule of events on Nov. 21	<ul style="list-style-type: none"> • Event Paper Three; Due Tues Nov. 17th
<u>Sat. Nov 21</u>		<u>Lions Showcase Event – Mandatory Attendance</u>	
12- November 25		No Class – Thanksgiving Break	
13- December 2		Team Meeting	<ul style="list-style-type: none"> • Event Paper Four; Due Tuesday December 1st
14- December 9		Lions Innovation Showcase team presentations	<ul style="list-style-type: none"> • Team Presentations and Peer evaluations due in class December 9th
15- December 14 Finals Week		Final Exam	See Schedule of classes for Final day/time
Notes: <ul style="list-style-type: none"> • Chapters for the appropriate week need to be read before attending class. • Unless noted otherwise assignments are due Tuesday by 12pm to the appropriate drop box in Ecollege (assignments are due the day before class) • Bring your planner and appropriate note taking material to class each day 			