

COB 111
Course Syllabus for Spring 2016

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Office Hours: Thursdays 1-2pm; other times 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:

Student Planner

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:

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/policiesProceduresStandardsStatements/rulesProcedures/13students/13.99.99.RO.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.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/sociologyCriminalJustice/fAQs/academicHonesty.aspx> . 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)	30
Attend at least 4 University/Campus Sponsored Events or Activities	15
Final Exam	15
Activities and Assignments	30
Final Project	10
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:**
 - ❖ 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 or service for the Lions Innovation Showcase and other assignments as the instructor sees fit.
 - ❖ 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 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.