CONTACT INFORMATION

Instructor: Jon A. Baumunk, J.D., M.S. Accountancy
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Office: SSE 2419
Office Hours: Tuesday 9:00 – 11:30 AM & 4:00 – 5:30 PM, Friday 12:00 – 1:00 PM, and by appointment

PREREQUISITES

- Member of College of Business Administration learning community

REQUIRED COURSE MATERIALS

- Materials posted on Blackboard

COURSE DESCRIPTION

This course is designed to help you become an engaged member of the San Diego State University academic community. You will be asked to connect with faculty, peers, and your discipline. The earlier in your college career you make these connections, the more you will benefit. Through the reflection and discussion that is required in this course, you will come to understand your role as a member of the SDSU academic community and the responsibilities and benefits of being an SDSU student. As a member of the Business Residential Learning Community, this course will assist you in your exploration of academic majors and careers related to business. On a personal level, it will help you explore character development in the business field, as well as the importance of the development of business ethics and personal values.

STUDENT LEARNING OUTCOMES

BSBA Program Goals

BSBA students will graduate being:
- Effective communicators
- Critical thinkers
- Able to analyze ethical problems
- Global in their perspective
- Knowledgeable about the essentials of business

B A 100 contributes to these goals through its student learning outcomes . . .

At the end of this course students should be able to:
1. Explain the culture of higher education.
2. Undertake critical examination and self-reflection of the question: “Who am I and what forces have shaped me?”
3. Explain what motivates them as an SDSU student.
4. Describe the link between learning and writing, what it means to be a critical thinker, and the dispositions and habits of the mind that facilitate college-level learning.
5. Display accountability for their academic success.
6. Discover SDSU information literacy resources.
7. Engage with the campus community by participating in campus endeavors and/or organizations based on an assessment of interests, academic and career goals.
8. Apply various aspects of holistic wellness, including stress management, emotional health, and physical health as well as issues relating to campus safety.
9. Describe his or her own career choice possibilities as well as what SDSU Career Services can offer.
10. Communicate the advantages and challenges of a diverse society as well as the impact of diversity on your own identity and culture.
11. Recognize personal growth and achievements as well as opportunities for further academic enrichment.

COURSE REQUIREMENTS

This course is graded credit/noncredit. To receive credit for this course, you must do the following in good faith:
1. Complete the plagiarism tutorial.
2. Complete the SDSU Library self-guided tour.
3. Learn to communicate with the faculty by visiting one of your instructors, getting him or her to sign the “Instructors Don’t Bite” verification form, and turning it in.
4. Complete a letter to a freshman.
5. Take an entrepreneurship quiz.
6. Attend the Journey to Shared Humanity and turn in a reflection sheet.
7. Attend a business dinner.
8. Attend and participate in class. Up to two class meetings may be missed because of personal necessity. Do not waste these. In general, all absences are alike; there are no excused or unexcused absences. To receive attendance and participation credit, you may miss only two class sessions. In addition, you must meaningfully participate in class discussions, as discussed below.

Course Requirements Record (please keep this updated)

Course requirements and dates to be completed:
Entrepreneurship quiz by 9/3: ____________
Plagiarism tutorial by 9/10: ____________
SDSU Library self-guided tour by 10/8: ____________
Instructors Don’t Bite by 10/29: ____________
Letter to a freshman by 11/5: ____________
Journey to Shared Humanity (turn in reflection sheet by 11/19): ____________
Business dinner: ____________
Class participation I: ____________
Class participation II: ____________
COURSE ORGANIZATION

Classroom Format

Each student is expected to attend all classes and to participate in class discussions. The classroom learning environment is a combination of activities, including presentations, panel discussions, lectures, and class discussions. The atmosphere in the classroom will be active and informal. Please give all activities a sense of purpose and discover ways you can make various strategies work for you. Come to class prepared to pay attention and participate. Exhibit intellectual curiosity. Be willing to experiment with new ideas, challenge your own beliefs, seek out other points of view, and contribute consistently, thoughtfully, and respectfully to class discussions.

In order to achieve the goals of this course, turn off cell phones, remove MP3 player earplugs, put away any extraneous reading material, and give the class your FULL attention for 50 minutes. THE USE OF LAPTOPS, CELL PHONES, RECORDING DEVICES, ETC. DURING CLASS IS STRICTLY PROHIBITED. If you use any of them during class, you will not receive credit for attending or participating in that class session.

Required Class Participation

Responsible attendance and class participation are required. Voluntary contributions to class discussions are highly encouraged. In addition, I will randomly call upon students who infrequently participate in the class discussions. Responsible class participation includes thoughtfully reading and preparing the assigned article before class. Therefore, I will only award a participation point to a student where it is evident that he or she has read and comprehended the assigned article for that class session. I reserve the right to deduct a participation point where it is evident that a student did not read the assigned article before class, is late, or is otherwise not prepared for class. A minimum of two participation points – at least one for each of two class sessions – are required in order to receive credit for this course. It is the policy of this course to listen and speak respectfully, and participation points may be deducted for failure to adhere to it.

Required Participation Activities

In addition to attending and participating in class, you are expected to participate in a required activities that occur outside regular class-time. These activities are the Journey to Shared Humanity and a business dinner. To receive credit for this course, you must participate in these activities.

Journey to Shared Humanity: In lieu of class on Monday, November 10, you will attend the Journey to Shared Humanity during its hours of operation. Students need to arrive at the Tula Community Center during those hours to receive a ticket to enter. If upon arrival, the current tour is full, students will be given a ticket to return for a later tour time.

The hours of operation will be:

- Sunday, November 9, from 3:00 to 8:00 PM
- Monday, November 10, from 4:00 to 9:00 PM
- Wednesday, November 12, from 4:00 to 9:00 PM
- Thursday, November 13, from 4:00 to 9:00 PM
WARNING: Attend this program early! Tickets do run out and not getting in because you waited until the last minute is not an excuse for not being able to attend. You will need to turn in your reflection sheet by Monday, November 17.

Business Dinner: In lieu of class on Monday, December 1, you will attend a business dinner. They will be held on the following dates at 5:00 PM in the Cuicacalli Private Dining Room:

- Monday, September 29
- Tuesday, October 7
- Monday, October 27
- Tuesday, November 18

Expectations

This course is designed for you to succeed. Everyone in the class can get credit for this course; there is no curve. But you must complete the assignments and the required activities in good faith. These are the types of tasks that you are likely to do correctly if you do them at all. So the most likely reason that you will not receive credit for an assignment or required activity is that you simply didn’t do it. The assigned reading, the assignments, and the required activities are designed to increase your knowledge of business and to develop your critical thinking skills. Although I will help you maintain progress toward successful completion of the course requirements, it is your responsibility to complete all course requirements and to provide competent and thorough responses in all work submitted. LATE ASSIGNMENTS AND REQUIRED ACTIVITIES WILL NOT BE ACCEPTED.

I expect you to participate in all aspects of this course and will give you encouragement, help, and guidance when you ask for it or when I notice that you are struggling with the course. **However, I strongly urge you to communicate with me before any problem becomes a crisis.** If you attend all classes, make sure that you understand the assigned readings, plan ahead when scheduling the required activities, and pay attention to details when completing the assignments, you should successfully complete this course.

Your attendance and participation in class is essential for a complete learning experience. In order to receive the full value of the course, it is important for you to regularly attend class and arrive promptly. Unless extenuating circumstances keep you from attending, you must come to all class sessions. In order to receive credit for this course, you may not have more than two absences. An excused absence is possible only if relevant documentation acceptable to the instructor is provided for all absences (e.g., the first two, plus the third). **THERE ARE NO EXCEPTIONS.**

Late arrivals or early departures are disruptive. Students are expected to arrive on time for class and to stay for the duration of the class session. Notify me before the class meets if you will:

- Arrive late
- Leave early
- Miss class entirely

Note: Before returning to class, obtain any missed information, assignments, and handouts from another student or the instructor.

The information on Blackboard is organized in folders. You may find the relevant material by downloading the information from the relevant folder. Check your e-mail frequently. Typically, any notifications will be made.
via e-mail or Blackboard. You are responsible for knowing this information. E-mail messages sent through the Blackboard system are automatically routed to the junk mail folder of some e-mail systems. Therefore, you should make sure that the instructor’s e-mail address appears in your “safe list.” If you send me an e-mail message, I will respond. I encourage you to stop by my office at least once during the semester.

ASSIGNMENTS

In addition to attending and participating in class and participating in the required activities, there will be four assignments. They are designed to assist you in your transition to college life and business and will require individual reading, analysis, and writing. After completion of the assignments, students should have a better awareness of the skills necessary for their overall academic success and personal achievement. You must complete all four assignments in order to receive credit for this course. More detailed information on the assignments is available under the Assignments link on Blackboard. If a student misses class on the day an assignment is due, the student should make arrangements for it to be turned in on time. If you are absent on a day that an assignment is collected and have not turned it in electronically before the class meets, you will not receive credit for that assignment. To avoid problems related to unexpected technical issues, please do not wait until the last minute to complete the assignments. NO MAKE-UP ASSIGNMENTS WILL BE COLLECTED.

- **Assignment #1 (plagiarism tutorial, due September 10):** Complete the plagiarism tutorial found at: [http://infotutor.sdsu.edu/plagiarism/index.cfm](http://infotutor.sdsu.edu/plagiarism/index.cfm). Provide proof of completion by printing your score and then submitting it either electronically or via hard copy in class.

- **Assignment #2 (SDSU Library self-guided tour, due October 8):** Learn about the Library’s services, materials, and history with this self-guided tour. For more details, see the guide in the Assignments folder on Blackboard. Provide proof of completion by printing your completion certificate and then submitting it either electronically or via hard copy in class.

- **Assignment #3 (Instructors Don’t Bite, due October 29):** Visit one of your instructors (other than your BA 100 instructor) during regularly scheduled office hours. Introduce yourself and ask questions about the course. Submit proof of your visit by asking the instructor to sign the Instructors Don’t Bite verification form in the Assignments folder on Blackboard. Then submit the signed form either electronically or via hard copy in class.

- **Assignment #4 (letter to a freshman, due November 5):** Describe your experiences during the first semester and offer any advice you care to give to a new freshman, perhaps certain things you wished you had known earlier. Then submit a one-page letter by using Turnitin on Blackboard.

**Grades:** Grades for all assignments and activities will be posted on Blackboard. If you believe there was an error in recording your grade, you must contact me within one week of the grade being posted. Consideration will not be given to disputed grades after this time period.

**Turnitin**

The letter to a freshman will be submitted via Turnitin, which is a grading and plagiarism detection software on Blackboard. **IMPORTANT:** You agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting
plagiarism of such papers. You may submit your papers in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your papers not be submitted to Turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

Changes to the Course Schedule and Content

Changes to the course schedule or content can occur at any time during the semester at my discretion. Typically, e-mail will be used to inform students of any changes to the schedule and the timing of assignments. You are responsible for checking your e-mail and Blackboard for any changes to the course schedule or content. If you are not present in class when an announcement is made of changes to the schedule or content, you are still responsible for these changes. Please note that all announcements via e-mail, on Blackboard, or disseminated in class are deemed to be part of this syllabus and have the same prescriptive power.

Some Useful Web Links

Blackboard: https://blackboard.sdsu.edu/
San Diego State University home page: http://www.sdsu.edu/
Library: http://infodome.sdsu.edu/index.shtml
SDSU academic calendar: http://arweb.sdsu.edu/es/schedule/calendar/ac_fall14.html
Final exam schedule: http://arweb.sdsu.edu/es/registrar/finalexams/14_fall.html

Available Resources

Counseling & Psychological Services: http://www.sa.sdsu.edu/cps/index.html
The Counseling Center offers counseling for personal & career concerns, self-help information, and referrals for additional mental health services. The Counseling & Psychological Services Counseling Center is located in Calpulli Center, Room 4401.

Student Disability Services (SDS): http://www.sa.sdsu.edu/sds/
SDS is the campus office responsible for determining and providing appropriate academic accommodations for students with disabilities. Please inform your instructor if you require special classroom accommodations due to a disability. You must register with SDS prior to receiving these accommodations. Student Disability Services is located in Calpulli Center, Suite 3101.

Career Services: http://career.sdsu.edu/
Career Services provides many different services related to professional development. Available services include national and international employer opportunities for SDSU students. Career counseling is available for assistance with selecting a major and reviewing majors. Also, Career Services hosts career fairs for all students, as well as on-campus job interviews for students registered with Aztec Career Connection. Career Services is located in Student Services East, Room 1200.

Aztec Nights: http://www.as.sdsu.edu/aztecnights/index.php
Aztec Nights provides free entertainment on campus for SDSU students on select Thursday, Friday, Saturday, and Sunday nights. This is a chance to become engaged and meet new people.
STUDENTS WITH DISABILITIES

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Student Disability Services at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact Student Disability Services as soon as possible. Please note that accommodations are not retroactive, and that I cannot provide accommodations based upon disability until I have received an accommodation letter from Student Disability Services. Your cooperation is appreciated.

ACADEMIC INTEGRITY

According to the SDSU Academic Senate policy on cheating and plagiarism: Plagiarism shall be defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting same to the University as one’s own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to (a) submitting work, either in part or in whole, completed by another; (b) omitting footnotes for ideas, statements, facts, or conclusions that belong to another; (c) omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof; (d) close and lengthy paraphrasing of the writings of another; (e) submitting another person’s artistic works, such as musical compositions, photographs, paintings, drawings, or sculptures; and (f) submitting as one’s own work papers purchased from research companies.

The SDSU Standards for Student Conduct (http://www.sa.sdsu.edu/srr/conduct1.html) states that unacceptable student behavior includes “cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.” Unprofessional conduct adversely impacts your fellow students, the faculty, the School of Accountancy, SDSU, and the accounting profession. The School of Accountancy takes academic honesty very seriously and vigorously enforces university policy related to any such infractions. Therefore, any student suspected of academic dishonesty will be reported to the SDSU Center for Student Rights and Responsibilities; if found responsible for academic dishonesty, the student may not receive credit for B A 100.

CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/27</td>
<td>Introduction to B A 100</td>
<td></td>
<td>Discussion of course expectations and getting to know each other</td>
</tr>
<tr>
<td>2</td>
<td>9/3</td>
<td>Do you have what it takes to be an entrepreneur?</td>
<td>ENTREPRENEURSHIP QUIZ</td>
<td>Read: ARTICLE #1</td>
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<tr>
<td>3</td>
<td>9/10</td>
<td>Getting Involved Student Life and Leadership</td>
<td>ASSIGNMENT #1</td>
<td></td>
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<td>4</td>
<td>9/17</td>
<td>Wellness Session 1 Title TBD</td>
<td></td>
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<tr>
<td>5</td>
<td>9/24</td>
<td>When can your workload be too much for you?</td>
<td></td>
<td>Read: ARTICLE #2</td>
</tr>
<tr>
<td>6</td>
<td>10/1</td>
<td>How do you find the right job for you?</td>
<td></td>
<td>Read: ARTICLE #3</td>
</tr>
<tr>
<td>7</td>
<td>10/8</td>
<td>Wellness Session 2 Live Well Aztecs</td>
<td>ASSIGNMENT #2</td>
<td></td>
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<tr>
<td>8</td>
<td>10/15</td>
<td>How do you avoid job dissatisfaction?</td>
<td></td>
<td>Read: ARTICLE #4</td>
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<td>Class</td>
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<td>9</td>
<td>10/22</td>
<td>Can ethics be dangerous to your career?</td>
<td></td>
<td>Read: ARTICLE #5</td>
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<tr>
<td>10</td>
<td>10/29</td>
<td>Academic Integrity Center for Student Rights and Responsibilities</td>
<td>ASSIGNMENT #3</td>
<td></td>
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<tr>
<td>11</td>
<td>11/5</td>
<td>Career Services Overview</td>
<td>ASSIGNMENT #4</td>
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<td>12</td>
<td>11/12</td>
<td>Journey to Shared Humanity (previously known as the Tunnel of Oppression) 11/9, 11/10, 11/12, or 11/13</td>
<td></td>
<td>No in-class meeting</td>
</tr>
<tr>
<td>13</td>
<td>11/19</td>
<td>Can how you live be dangerous to your career?</td>
<td>REFLECTION SHEET</td>
<td>Read: ARTICLE #6</td>
</tr>
<tr>
<td>14</td>
<td>12/3</td>
<td>Business dinner 5:00 PM in the Cuicacalli Private Dining Room (9/29, 10/7, 10/27, or 11/18)</td>
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<td>No in-class meeting</td>
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<tr>
<td></td>
<td>12/10</td>
<td>Final exams – class will not meet</td>
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