Course Overview

Course Goals and Student Learning Outcomes:

This course is designed to help you become an engaged member of the San Diego State University ("SDSU") 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 students will graduate being:
- Effective Communicators
- Critical Thinkers
- Able to Analyze Ethical Problems
- Global in their perspective
- Knowledgeable about the essentials of business

BA 100 contributes to these goals through its student learning outcomes, so that 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.

Link to the CBA website: [http://cbaweb.sdsu.edu/assessment/slo](http://cbaweb.sdsu.edu/assessment/slo)
Enrollment Information

- Prerequisites for the class is being a member of the College of Business Administration learning community.

Course Materials

Course materials will be accessed through the web/internet and Career services and other materials provided through BlackBoard

Course Structure and Conduct

The course is a combination of lecture, lecture-discussion, group work, individual projects and in-class presentations. Students are expected to bring their best attitude and conduct themselves in a professional manner. Students are expected to have access to a computer, the web and BlackBoard.

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 accommodations based upon disability cannot be provided until you have presented your instructor with an accommodation letter from Student Disability Services. Your cooperation is appreciated.

Academic Honesty

The University adheres to a strict policy regarding cheating and plagiarism. These activities will not be tolerated in this class. Become familiar with the policy (http://www.sa.sdsu.edu/srr/conduct1.html). Any cheating or plagiarism will result in no credit being awarded for BA 100.

Examples of Plagiarism include but are not limited to:

- Using sources verbatim or paraphrasing without giving proper attribution (this can include phrases, sentences, paragraphs and/or pages of work)
- Copying and pasting work from an online or offline source directly and calling it your own
- Using information you find from an online or offline source without giving the author credit
- Replacing words or phrases from another source and inserting your own words or phrases
- Submitting a piece of work you did for one class to another class

If you have questions on what is plagiarism, please consult the policy and this helpful guide from the Library

Turnitin

Students 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.

Assessments and Grading

Course grades will be assigned in accordance with San Diego State University policy (see General Catalog, pp. 468-470). This course is graded as Credit/No Credit.

The requirements to earn credit will be based upon a point system:

1. **Attend class**: All classes count as one point. You will need to sign a sign-in sheet for proof of class attendance. If you are not there when the sign-in sheet is made available for signature, then it will be as if you did not attend the class – please note the attendance sheet may require sign-in at the beginning and the end of class.
2. **Assignments:** All assignments count as one point, and the point is only earned if the assignment is turned in on time. There will be at least 6 assignments. If there are more than 6 assignments, the additional assignments will count as extra credit. Assignments are always due at the beginning of the class – No exceptions.

There are 21 maximum points available for the course.

**Students must earn at LEAST 18 points in order to pass the course.**

- The point system allows students the flexibility to miss some combination of classes and/or assignments to accommodate sickness, schedule conflicts and emergencies. Be very careful in your use of missing classes because if you miss three classes/assignments at the beginning of the semester you will have no leeway for missing a class later in the semester. No exceptions.

Please note there is NO extra credit for this class. Please do not ask as you will be very disappointed by my answer. Again, there is no extra credit for this class. No exceptions.

**Grade of Incomplete.** A grade of Incomplete (I) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to you with a copy placed on file with the department chair until the Incomplete is removed or the time limit for removal has passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete shall not be assigned when the only way you could make up the work would be to attend a major portion of the class when it is next offered. Contract forms for Incomplete grades are available at the Office of the Registrar website.

**Additional information**

**Classroom Format:** Each student is expected to attend all classes and to participate in 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.

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. 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.

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 WILL NOT BE ACCEPTED.

I strongly urge you to communicate with me before any problem becomes a crisis. 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. 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. Before returning to class, obtain any missed information, assignments, and handouts from another student. The information is on Blackboard. 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.
**Required Participation Activities**

In addition to attending and participating in class, you are expected to participate in two 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 both of these activities.

**Journey to Shared Humanity:** In lieu of class on Monday, November 16, you will attend the Journey to Shared Humanity during its hours of operation.

- November 15th – 3pm-8pm
- November 16th – 4pm-9pm
- November 17th – 4pm-9pm
- November 18th – 4pm-9pm

*The Journey to Shared Humanity is a large-scale diversity program on campus. Students need to arrive at the Tula Community Center during those hours to receive a ticket to enter on that day. Tickets will indicate the next available time to attend. This program will take approximately one hour. Warning: Do not wait until the last minute to attend!!* Tickets run out quickly.

**Business Dinner:** In lieu of class on Monday, October 19, 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 28
- Tuesday, September 29
- Monday, October 5
- Tuesday, October 6

**Tentative Course Schedule**

The course schedule, including topics and class activities listed by week, is presented in the following table:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>1: August 24</td>
<td>Introduction to the class, course overview.</td>
<td>Group work on introducing yourself in formal settings and informal settings. Assignment 1: Word or pdf document of you, including your name, Red ID and photo of yourself (and just a photo of you) submitted via TurnItIn. Due at beginning of Class 2. Please note the deadline.</td>
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<tr>
<td>2: August 31</td>
<td>Getting Involved Student Life and Leadership</td>
<td>Assignment 2: take the self guided tour of the Library, and submit a copy of the e-mail confirming completion of the tour via TurnItIn at the beginning of Class 4. Please note the deadline. Topic areas include clubs and organization involvement opportunities. Presented by Peer Leadership Consultants</td>
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<td>3: September 7</td>
<td>Labor day – no class</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Assignment</td>
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<tr>
<td>4: September 14</td>
<td>Campus Class Etiquette</td>
<td>Assignment 3: take the plagiarism quiz and submit a copy of the e-mail confirming completion of the quiz (note, please ensure it is the quiz and not the pre-quiz) via Turnitin. Provide a hard copy of the result (you need to score at least 75%) at the beginning of Class 5.</td>
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<td>5: September 21</td>
<td>Business ethics – an oxymoron?</td>
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<td>6: September 28</td>
<td>Wellness Session 1</td>
<td>Assignment 4: Visit one of your Professors and ask them to sign “Instructors Do Not Bite”. Submit a copy of the signed form via Turnitin at the beginning of Class 8.</td>
</tr>
<tr>
<td>6: September 28</td>
<td>Wellness Session 1</td>
<td>Assignment 4: Visit one of your Professors and ask them to sign “Instructors Do Not Bite”. Submit a copy of the signed form via Turnitin at the beginning of Class 8.</td>
</tr>
<tr>
<td>7: October 5</td>
<td>Feeling overwhelmed?</td>
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<tr>
<td>8: October 12</td>
<td>Wellness Session 2</td>
<td></td>
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<tr>
<td>9: October 19</td>
<td>Business Dinner</td>
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<td>10: October 26</td>
<td>Whistle blowers – should they get paid?</td>
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<td>11: November 2</td>
<td>Business Advising Center presentation</td>
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<td>12: November 9</td>
<td>White collar criminals – What makes a white collar criminal?</td>
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<tr>
<td>13: November 16</td>
<td>Journey to Shared Humanity</td>
<td>Assignment 5: Reflections on Journey to Shared humanity. Please submit via Turnitin at the beginning of Class 15.</td>
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<tr>
<td>14: November 23</td>
<td>Group presentations – ethical conundrums</td>
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<tr>
<td>15: November 30</td>
<td>Group presentations – ethical conundrums</td>
<td>Assignment 6: Ethical conundrum. Your group presentation</td>
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<tr>
<td>16: December 7</td>
<td>Group presentations – ethical conundrums</td>
<td></td>
</tr>
</tbody>
</table>

Changes to the course schedule, if any, will be announced in class.
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_fall15.html
Final exam schedule: http://arweb.sdsu.edu/es/registrar/finalexams/15_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.

About me

For my professional background, please refer to my LinkedIn profile: https://www.linkedin.com/pub/narelle-mackenzie/16/547/b9a

For additional information, please refer to my website: http://www.narellemackenziecpa.com/profile/