

CENTRAL MICHIGAN UNIVERSITY

Fall 2017

**BUS 109 - Collegiate Success for Business Students 1 credit (1-1)**

Mondays & Wednesdays / 11:00-11:50 am

Grawn Hall 278 / CRN #22340699

*This specific section is required for freshmen in the Business Residential College.*

**Instructor:**

**Kristen Kendrick**

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**Course Coordinators:**

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*Coordinator of Student Success:*

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*Coordinator of Professional Development:*

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**I. Bulletin Description:**

Fundamentals of collegiate success strategies for business students. A first year course in academic resources and career development.

**II. Prerequisites, Pre/Co-requisites, Co-requisites, Recommended:**

Only open to students in the Business Residential College.

**III. Rationale for Course Level:**

This course is designed for college freshmen.

**IV. Textbooks and Other Materials to be Furnished by the Student**

Central Michigan University Bulletin (current year) - available online at [bulletins.cmich.edu/](http://bulletins.cmich.edu/)

Business Residential College Resource Binder (provided to students)

"What is my Leadership Style?" workbook (available for purchase at the CMU Bookstore)

**V. Other Requirements and/or Materials for the Course:**

Students will be required to attend events on campus and participate in experiential learning activities.

**VI. General Methodology Used in Conducting the Course**

*Guiding Philosophy*

The CMU community regards the first college year as a crucial transitional period for entering students to lay the foundation for ongoing academic and personal success. The university community seeks to help students make a successful transition to college by offering a comprehensive curriculum and support to engage students in active learning and growth, living among and valuing all members of our diverse community and making vital, meaningful connections both within and beyond the university.

*Teaching and Learning Practices*

The course engages first-year students through active and participatory learning practices. A variety of methodologies will be used, including lecture/presentation, discussion, group work, demonstrations, practical sessions (hands-on practice), small and large group exercises, role play, problem-based and experiential learning.

*Learning Technologies*

The course actively utilizes Blackboard™ ([blackboard.cmich.edu](http://blackboard.cmich.edu)). Blackboard™ is a learning and communication tool that serves as a helpful medium to access essential course resources. In addition to Blackboard™, intentional utilization of other educational technologies may occur.

Students must know their CMU global id and password and check their CMU email account daily.

## **VI. Student Learning Course Objectives:**

After successful completion of this course, the student will be able to:

- A. Exhibit effective time management skills, study skills, goal-setting skills, and ethical decision-making strategies.
- B. Explain the career development planning process and CMU career resources for business students as well as expectations for professionalism, resume writing and professional dress.
- C. Describe the value of collegiate experiences such as leadership development, campus involvement, multicultural education, community service, and professional business opportunities provided by College of Business Administration (CBA) Registered Student Organizations.
- D. Articulate the value of mission and vision statements in organizations and provide examples of personal mission and vision statements for college students.
- E. Explain CMU and CBA academic requirements including general education, admission and degree requirements on the Bachelor of Science in Business Administration Degree, internship requirements, business major and minor requirements, as well as professional certification options in the CBA.
- F. Perform a basic personal SWOT Analysis and develop an action plan based on findings.
- G. Demonstrate satisfactory writing skills, oral presentation skills, teamwork skills in groups and effective communication skills with recruiters.

## **BUS 109: Specific Goals**

Support the **Business Residential College Mission Statement:**

*The Business Residential College provides an enriching, academic living-learning community. We value active participation in service, leadership, and networking opportunities that connect students both personally and professionally.*

Support the **Business Residential College Vision Statement:**

*The Business Residential College will be a community of dedicated business students with a reputation for commitment to achieving academic excellence and professional success.*

Role model effective communication and demonstrate positive support for our partnership with the Office of Residence Life.

Required components of the course:

- Attendance and participation in all class meetings
- 15 minute meeting with instructor
- Leadership Style Assessment and facilitation with Leadership Institute
- Library Self-Guided Tour
- ELA packet
- Group presentation
- Writing assignments
- 60 minute academic planning appointment with instructor and Degree Progress Plan Project
- 15 minute meeting with BUS 109 Coordinator of Academic Success
- Mid-term exam/project
- Final exam/project

# VIII. Course Outline

Fall 2017

## BUS 109 Monday Class Schedule

Grawn 278, 11:00-11:50 am

Date	Monday Discussion	Wednesday Discussion	Due Dates	Other
8/28 & 8/30 Week 1	Welcome—Get to know your instructors Syllabus ELA packets Library Tour Student Info Form	Introduction of Micah	By <b>9/2</b> Schedule 15 min. mtg. —&— 60 min. Degree Plan w/ Kristen @ Business Student Services, Grawn 113, 774.3124	
9/4 & 9/6 Week 2	Labor Day— No Class	CBA RSOs Schedule resume meetings with Micah	Bring completed Student Info Form to 15 min. mtg. w/ Kristen <b>9/8</b> 15 BRC Interviews completed—Eboard sign off By <b>9/8</b> Schedule resume meetings with Micah (meetings occur between 9/11-10/5)	
9/11 & 9/13 Week 3	Goals Writing Assignment (Goals) Working w/ faculty & your syllabus	Resume workshop	<b>9/11</b> Library Tour Due <b>9/12</b> Last day for 15 min. appt. w/ Kristen	
9/18 & 9/20 Week 4	Majors/minors/involvement Degree Progress online BS in BA Admission Requirements Academic Degree Plan	Career Fair Prep (dress and research)	<b>9/18</b> Writing Assignment (Goals)	
9/25 & 9/27 Week 5	Working with faculty Group projects Professional Certifications Writing Assignment (Character)	Career Fair Prep (Elevator pitch & skills)	<b>9/30</b> Remaining BRC interviews completed —Eboard sign off	
10/2 & 10/4 Week 6	Involvement/Opportunities cmich.edu Scavenger Hunt Group Presentations info Midterm	Career Fair Prep (social media, LinkedIn, Handshake)	<b>10/2</b> Writing Assignment (Character) <b>10/2</b> Community Service form due for Connections Conference Nomination By <b>10/2</b> Schedule 15 min. appt. w/ Jack <b>10/6</b> Last day for Degree Plan mtg. w/Kristen	
10/9 & 10/11 Week 7	Healthy Behaviors (Jack only)	Team Development	<b>10/9</b> Midterm	<b>Career Fair Fri., Oct. 13</b> New location- I.A.C (Indoor Athletic Complex)
10/16 & 10/18 Week 8	Dan Gaken, Leadership Institute Director Writing Assignment (SWOT)	Upper classman panel	<b>10/16</b> Bring completed “What’s my Leadership Style” response form but do not separate <b>10/16</b> Community Service forms due for Spring class priority registration	
10/23 & 10/25 Week 9	Diversity Panel Writing Assignment (Diversity)	Networking w/ Faculty	<b>10/23</b> Writing Assignment (SWOT)	
10/30 & 11/1 Week 10	Group Presentations Groups 1,2,3,4	Team Development (K’Nex activity)	<b>10/30</b> Writing Assignment (Diversity) <b>11/3</b> Last day for 15 min. mtg. w/Jack	
11/6 & 11/8 Week 11	Group Presentations Groups 5,6,7,8	TBA		
11/13 & 11/15 Week 12	Group Presentations Groups 9,10,11	TBA	<b>11/13</b> ELA Packet	
11/20 & 11/22 Week 13	Personal Finance/Budget Final Exam	SOS Forms		11/23 Thanksgiv- ing
11/27 & 11/29 Week 14	Reflection – Last Class	NO CLASS	<b>11/27</b> Final Exam	
12/4 & 12/6 Week 15	NO CLASS	NO CLASS		

*\*The instructor reserves the right to make modifications to this course schedule.*

## **Academic Integrity**

Academic honesty is an absolute expectation. Any student who appears to be guilty of violating academic standards related to cheating or plagiarism will be required to meet with the instructor. Students found guilty of academic dishonesty will receive a penalty in the course (from E on the assignment to an E for course) and will be reported to the Office of Student Life. All work completed for this class must be your own original work.

Dishonesty about activities completed, using materials from a previous semester, or inappropriate use of words on papers without quotation marks or citations are all examples of academic dishonesty. All students are encouraged to read the CMU "Academic Integrity Policy" as Appendix II in the CMU Undergraduate Bulletin or on the web at:

**[https://www.cmich.edu/ess/ombuds/Documents/ACADEMIC\\_INTEGRITY\\_POLICY.pdf](https://www.cmich.edu/ess/ombuds/Documents/ACADEMIC_INTEGRITY_POLICY.pdf)**

## **Course Requirements:**

### **Attendance & Participation (200 points)**

Attendance at every class session and participation are essential expectations and are key to your success in this course. It is expected that you manage your time wisely and prepare for class by completing all assignments in a thoughtful manner. Points are allocated to recognize student contributions to the class with points being awarded for active engagement during in-class activities and discussions, as well as out-of-class activities (including BRC events). Students will participate in one-on-one meetings with the instructor, Coordinator of Academic Success and Coordinator for Professional Development. **Significant points will be deducted for absence, tardiness, lack of participation and behaviors that distract from the success of the class, resulting in final grade reduction.**

**\*\*If you experience an emergency and will not be in class, email the instructor BEFORE class.\*\***

### **Library Self-Guided Tour (50 points)**

Students will complete the First Year Library Experience. Handout and instructions will be provided.

### **Group Presentation (150 points)**

Students will work in small groups to develop and deliver a group presentation on a topic related to campus opportunities. Assignment details will be announced.

### **Meetings with Instructor and Coordinator of Academic Success (200 points)**

Students will prepare materials and meet with their FYE 101 instructor and mentor. Dates and details will be announced.

- 15 minute meeting with instructor (Week 2-3) 25 points
- 60 minute appointment for Degree Planning (Week 4-6) 100 points
- Resume meeting with Coordinator of Professional Development (Week 3-6) 50 points
- 15 minute appointment with Coordinator of Academic Success (Week 7-10) 25 points

### **Experiential Learning Assignments (ELA) (500 points)**

Each student will complete a series of experiential explorations of the university as a context for personal development. For each activity completed, students will document what took place and reflect on the value of the experience. Additional details will be provided.

### **Writing Assignments (WA) (4 WA —> 100 points each = 400 total)**

Students will complete a total of 4 written assignments that reflect on topics posed in class and are connected to required readings and other course experiences. Points will be deducted for errors in spelling, capitalization, punctuation, grammar, etc. Students are able to utilize The Writing Center for assistance with papers.

### **Midterm (100 points)**

Details will be announced.

### **Final (100 points)**

Details will be announced.

**Grading:**

Letter grades will reflect the overall quality of student performance. For this class, performance is reflected in students' contributions to the course (participation and attendance), thoughtful reflection on course ideas (Reading/Writing Assignments), quality of activities and reports completed for class (Experiential Learning Assignments) and the ability to communicate mastery of course concepts and principles.

Attendance & Participation	200
Library Self-Guided Tour	50
Group presentation	150
Meetings with instructor and coordinators	200
Experiential Learning Assignments (ELA Packet)	500
Writing Assignments (WA) (4 x 100 points each)	400
Midterm	100
Final	<u>100</u>
	1700 points total

A 93% Superior	B- 80%	D+ 67%
A- 90%	C+ 77%	D 63% Below
B+ 87%	C 73% Average	D- 60%
B 83% Above Average	C- 70%	E 59% Failing

**Accommodation:**

According to official CMU policy, "CMU provides students with disabilities reasonable accommodation to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should first register with the office of Student Disability Services (120 Park Library, 774-3018; TTD 774-2568) and then contact their instructor as soon as possible."

**Classroom Expectations:**

Appropriate behavior is expected for all in-class discussions and out of class activities. Students are to treat the instructor, students, guests and others with respect. For example:

- only one person speaks at a time during class
- no rude reactions to the comments of other students or guests
- no loading backpacks/gathering materials until the course is completed
- other distractions to the class should be minimized (e.g., no cell phones, no texting)
- students should be on-time and follow through with commitments made for projects and meetings with the instructor or classroom mentor
- confidentiality should be maintained when appropriate

Problems with these issues will be noted by the instructor or classroom mentor privately. Repeat offenders will be required to meet with the instructor and will lose participation points.

For any missed class, it is the responsibility of the student to email both the instructor in advance and to make sure that they get appropriate notes from classmates, as well as course announcements and assignments.

This syllabus is a tentative plan for the course and may be modified at the discretion of the instructor. Any changes made in assignments, dates, etc. will, however, be announced in class and/or posted as an announcement on Blackboard.