# Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:** Business  
   **Department:** Business Administration (BUSI)

2. **Course Prefix and Number:** BUSI 1010

3. **Effective Term:** Fall 2010

4. **Course Title:** Contemporary Issues in Business Administration
   **Abbreviated Title (30 characters or less):**

5. **Requested Action:**  
   - Renumbe a Course
   - Add a Course
   - Revise a Course
   - Type of Revision: Grading Only

6. **Course Credit:**  
   **Contact/Group Hours**  
   **Scheduled Type (e.g.: Lab, Lecture, Practicum, Directed Study)**  
   **Weekly or Per Term Hours**  
   **Credit Hours**  
   **Anticipated Enrollment**  
   **Maximum Hours**  
   **(Repeatability):**

7. **Grading Type:**  
   - Regular (ABCDF)
   - Satisfactory/Unsatisfactory (S/U)
   - Audit

8. **Prerequisites/Corequisites:**  
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "PIC:" to indicate a prerequisite with concurrency.

9. **Restrictions:**  
   List specific restriction in space above.  
   - College
   - Major
   - Standing
   - Degree

10. **Course Description:** (20 Words or Less; exactly as it should appear in the Bulletin)
    **N/A**

11. **May Count Either**  
    **Program Type** or **Program Title**  
    (Indicate if this particular course cannot be counted for credit in addition to another)

12. **Affected Program(s):**  
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)

13. **Overlapping or Duplication of Other Units' Offerings:**  
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
    - Applicable
    - Not Applicable
forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 immediately. The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these arrangements for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

18. Assignments / Projects: See Attached Syllabus - Use existing assignments / grading - change total points orientation from Satisfactory / Unsatisfactory to Grading Scale to reflect A, B, C, etc. performance. (List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale: See Attached Syllabus - See #19 Comments (10 Point Grading Scale to be implemented with Regular Grading Scale). List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade.

20. Justification for Graduate Credit:

14. Justification: Request changing course to regular grading to encourage taking course mores seriously / encourage increased performance / instill sense that course is part of a professional school environment.

15. Resources: Not impacted - Adequate resources exist. (Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:

17. Course Content Outline:

18. Assignments / Projects:

19. Rubric and Grading Scale:

20. Justification for Graduate Credit:

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub, Faculty Handbook, or any existing university policy.

Make-Up Policy: Arrangement to make up a missed major examination (e.g.: hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2098 (VTT).
Business Administration – BUSI 1010 Sections 001 and 002
Contemporary Issues in Business Administration
Fall Semester 2010

Course Information:

BUSI 1010 - Section 001 Monday, 3:30PM – 4:50PM
BUSI 1010 - Section 002 Monday, 5:00PM- 6:20PM
Room: 113 Lowder Business Building

Required Course Materials:

Business Week (Subscribe First Class Day for a reduced rate if desired)
How the Mighty Fall by Jim Collins
Three Cups of Tea: One Man’s Mission to Promote Peace … One School at a Time by Greg Mortenson and David Oliver Relin.
StrengthsQuest E-Book (Provided by the College of Business with an assessment code)

Instructor Information

Name: Wendi Routhier, M.Ed.
Office: Suite 101, Lowder Business Building
Office Hours: Monday: 8:30AM – 10:00AM
Tuesday: 8:30AM – 10:00AM
Wednesday: 8:30AM – 10:00AM
Thursday: 8:30AM – 9:30AM
Friday: 9:00AM – 11:00AM

E-Mail Address: wrouthier@auburn.edu
Phone Number: 844-2234

Note: In relation to the office hours shown above for Ms. Routhier, these hours are tentative and subject to change. In addition, Ms. Routhier is available to meet with students on an appointment basis.

Teaching Assistants:

1. *** For Assignment Status / Assignment Grade Questions (BUSI 1010)
   E-Mail the Student Assistant at: Assign1@auburn.edu

2. *** For Attendance Status / Seating Questions (BUSI 1010)
   E-Mail the Student Assistant at: Attend1@auburn.edu

Disability Accommodations:
Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by E-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need
Course Objectives:

*To introduce business majors to the professional expectations of the College of Business which include developing quality academic habits such as: class attendance, attentiveness, appropriate classroom behavior, note-taking, and punctuality
*To emphasize learning on an academic and experiential basis
*To emphasize academic planning in the college experience at Auburn
*To expose business students in the Auburn University College of Business to the academic majors and faculty in the College of Business
*To provide an opportunity to experience participation in community activities. To assist students in beginning to formulate criteria to use in choosing academic majors, careers and other personal and professional options
*To initiate and encourage a professional reading habit in the business profession
*To expose business students to pertinent business issues, conceptual relationships and business vocabulary in various majors / business fields.

Course Grades:

BUSB 1101 is a letter graded course (proposed) and is required to graduate with a degree from the College of Business. The completion of each of the following course requirements is necessary for the successful completion of the class:

- **Attend at least 11 of the 13 class sessions scheduled.** Students are responsible for all materials and topics discussed in **ALL CLASSES** including notes, hand-outs, and speaker presentations. **NOTE:** The Final Exam is scheduled for the last day of class for this course – **November 29, 2010** – this class session is required - include it as one of your 11 required classes. **Students are strongly encouraged to attend all class sessions.**

- **Complete 4 Hours of Community Service** through on-campus or off-campus agencies – verify choices with the instructor. (100 Points)  *** (Less Than 4 Hours = 40/100 and Late Assignments = 60/100) ***

- **Required Plan of Study -- If you do not complete this assignment, you will fail the course and have to retake it.** Additionally, the following grading will be enforced.
  - Plan of Study if turned in by September 27, 2010 will receive 100 points if completed correctly.
  - Plan of Study if turned in by October 4, 2010 will receive 75 points if completed correctly.
  - Plan of Study if turned in by October 11, 2010 will receive 50 points if completed correctly.
  - Last Chance -- Plan of Study if turned in by October 25, 2010 will receive 25 points if completed correctly.

- Successfully earn a minimum of 70% of the available points.
• 2 Quizzes worth 100 Points each (September 27 and November 1) total 200 points. The quizzes and final will come from Business Week and class notes. Bring a blue scantron to class for each of these quizzes. (Study Guides available on Blackboard before each quiz). If you are absent the days of the quizzes, unless the absence is excused, you lose those potential points.

• Class Schedule Assignment (Due Monday September 20 – As You Arrive for Class – 50 Points) (Form and Instructions on Blackboard)

• Plan of Study Assignment (Due Monday September 27 – As You Arrive for Class - 100 Points) (See above for additional point breakdown) (Form on Blackboard)

• Community Service Hours (Due Monday November 29 As You Arrive for Class – 100 Points) (Form on Blackboard)

• Business Student Organization Assignment (Due Monday November 29 – As You Arrive for Class - 50 Points) (Form and additional information on Blackboard)

• Final Exam (Attendance Mandatory Monday November 29 - 200 Points). The quizzes and final will come from Business Week and class notes. A blue scantron must be used for this exam. (Study Guides available for articles on blackboard before each exam)

• Extra Credit Opportunities:

  • Attend at least one Business Career Fair (listed in Important Dates for Fall 2010) and visit three employer booths. Complete form (available on Blackboard) with appropriate signatures. 10 points possible must be completed and turned in by a date TBD.

Total Points Possible: 700

Grading Schedule: A=630-700; B=560-629; C=490-559; D=420-489; F=419 Or Below

Course Policies:

In order to successfully complete BUSI 1010, students are strongly encouraged to closely follow the course policies shown below. The Instructor reserves the right to alter the class content, order of sessions or assignments or exams, grading or content of assignments in this syllabus at any time with changes announced in class.

1. Each class meeting will start at 3:30 P.M. or 5:00 P.M. (depending on course section) on Monday afternoon. Students should make every effort to arrive prior to 3:30 P.M. or 5:00 P.M. No Guests are allowed without prior permission from the Instructor.
Course Policies: (Continued)

2. Officially, each class meeting will end at 4:50 P.M. or 6:30 P.M. (depending on course section). Students should stay until class is dismissed. In the event a student departs from class prior to its conclusion, said student will be considered absent for that given class meeting. NOTE: Refrain from requesting late arrivals / early departures from this class - Your class attendance for this course comes before your other activities on campus - Greek organizations, intramurals, etc...IMPORTANT - Each student is allowed TWO unexcused absences from this class. HOWEVER, these two absences are not to be considered as "Days Off"! These unexcused absences will cover excuses such as the following: intramural events, sorority / fraternity events, SGA / Student Life activities, speakers / concerts / athletic events on campus (Including travel days - spectator events), automobile breakdowns, tryouts, not being able to find a parking place, oversleeping, alarm clock does not work, meeting with a teacher from another class, late exams / quizzes, forgetting, having too many other things to do, meeting with your advisor, participation in student recruiting or entertainment events, ROTC events, funerals outside your immediate family, leaving early to go home, coming back to campus late from home, preparing for exams, classes dismissed late, birthdays, etc. - EXCUSES will be only given for official university and medical excuses (your name must be legible on excuse; dated; and signed / stamped by the physician. SAVE YOUR EXCUSED DAYS FOR THESE POTENTIAL EVENTS! ** ALL Excuses should be discussed with / turned-in to Ms. Routhier. ALL UNIVERSITY EXCUSES REQUIRE WRITTEN VERIFICATION.

3. Assignments for this course will require you to submit your work in a timely manner. Start and Finish Your Assignments Early! No handwritten or late submittals of answers will be accepted, nor will any answers be accepted that are slid under the office door after the deadline. You are strongly encouraged to keep a back-up copy of your work.

REQUIRED: PRINT your Name, Seat Number, Assignment Number, your E-Mail Address, and the Date on the front of any work that you turn in. Failure to do so will result in a 2 letter grade deduction!

You are welcome to e-mail the Teaching Assistant for your grade for each Assignment one week after they are submitted (to give time for grading/recording). You then have two weeks after the assignment is due to clear-up any grade discrepancies - two weeks from the original deadline date, or the exam date, the assignment grades are final.

4. Each student will have 2 weeks from each class date (attendance) and from the deadline date of each assignment and exam to verify their credit status - after the two week period, the attendance or grade is final! Each Course Assignment should be returned on a timely basis by the deadline indicated when assigned. No "late" assignments will be accepted.

5. EMAIL NOTE - This medium is the official communications channel between faculty and students at Auburn University - check your account several times a day! For any email messages sent to either the Instructors or the Teaching Assistants, it is required that you include your name, seat number, the involved assignment #, the topic of your message in the "Subject" box, and your e-mail address in order to receive credit or a response. For communications with the teaching assistants, this same information is required in order for him / her to respond to you effectively.
**Course Policies: (Continued)**

6. BUSI 1010 uses an assigned seating chart for attendance purposes. Attendance Forms will be passed down each row ONCE at each class meeting. ***If you arrive after the attendance form has passed your seat, you are ABSENT for that day.*** Please sign for yourself ONLY. Each student has a responsibility to sign the attendance form for him or her self for each class session. **Students who arrive late, who do not sit in their assigned seat, or who leave class early will not receive attendance credit for the day(s) involved. Students should always sit in their assigned seat, and ONLY sign for themselves. Students who sign for other classmates will be considered in violation of the Student Academic Honesty Policy.**

7. Students are expected to follow the Auburn University Student Academic Honesty Code outlined in the *Tiger Cub Student Handbook.*

8. Students are expected to attend class sessions and listen attentively to the scheduled presentations/discussions. **READINGS** – You are expected to have read ALL assignments prior to class. All material in the readings will be potentially included in exams. You are also expected to be attentive in class and to take notes and to ask questions if needed.

9. If you have questions about your attendance record, seating assignment or whether you have successfully completed a required assignment, please contact the Teaching Assistant identified as being responsible for your question topic. The Teaching Assistant will respond within 24 hours if at all possible, and it is expected that the Student Assistants will be shown the same courtesies as the Instructors regarding appropriate behavior. For Assign1@auburn.edu, please do not contact him / her during the week an assignment is distributed by the instructor and the deadline (same week) for your submittal in order to give him / her a chance to complete the grading of the assignments.

NOTE: In all communications with the Instructors and the teaching assistants, please indicate the main topic of your message in the “topic” section of your e-mail message. ALL class excuses must go through the Instructor.

10. **SPECIAL NOTE** During ALL class sessions, students are expected to act appropriately (no talking, sleeping, working on other assignments/reading, etc.). Especially when we have visiting speakers, it is expected that you will show them the courtesy of being a guest of Auburn University. Students talking, sleeping, reading, working on other assignments, and those students who are rude (outbursts, talking back, interruptions, leaving class early) during the session (including the question and answer sessions) will be asked to leave, and will have a 2-day absence penalty assessed for their actions. The 2-day absence penalty will also be a minimum penalty (student may be dismissed from the class for the remainder of the semester) for any student who argues or makes a scene when asked to refrain from inappropriate behavior or to leave the class due to their behavior, or to leave the class due to their behavior, or when rude or unprofessional (as determined by the instructor's interpretation) in any interaction / communication with one of the instructors or one of the Teaching Assistants.

11. **WARNING:** Absolutely no cell phones, pda's, ipods or similar music or video players, and no computers are allowed in the classroom unless in a backpack, purse and turned to the off position. **If a student is seen with any of the following during class, the student will be counted as an unexcused absence for the day of the class.**
IMPORTANT DATES FOR YOUR PLANNER

August 18, 2010  Classes Begin
September 6, 2010  Labor Day Holiday
September 8, 2010  15th Class Day

* Last day to withdraw from a course with no grade assignment

Date TBD  Management Information Systems Career Expo
          Ground Floor Lowder (9 a.m. – 2 p.m.)

Date TBD  All Business Majors Career Expo
          Ground Floor Lowder (9 a.m. – 2 p.m.)

October 7, 2010  Mid-Semester (37th Class Day)

** Last day to withdraw from a course with no grade penalty

Date TBD  Supply Chain and
          Aviation Management Career Expo
          Ground Floor Lowder (9 a.m. - 2 p.m.)

November 22 - 26, 2010  Thanksgiving Break
December 3, 2010  Classes End
December 6 – 10, 2010  Final Exams
December 13, 2010  Graduation

SPECIAL NOTE – ACADEMIC HONESTY

Academic honor is expected of all students as set forth in the new AU Oath of Honor:

"In accordance with those virtues of honesty and truthfulness set forth in the Auburn Creed, I, as a student and fellow member of the Auburn family, do hereby pledge that all of my work is my own, achieved through personal merit and without any unauthorized aid. In the promotion of integrity and for the betterment of Auburn, I give honor to this, my oath, and obligation."
**Business Administration – BUSI 1010**  
**Fall Semester 2010**  
(Tentative-Subject to Change)

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| August 23, 2010  | Welcome to the College of Business  
                    Business Student Council Welcome and Information  
                    Course Introduction - Syllabus Review/Book Discussion  
                    Business Week Subscriptions  
                    Review of Assignments |
| August 30, 2010  | **CREATING A BUSINESS PLAN FOR LIFE:**  
                    *Time Management* |
| September 6, 2010| Labor Day Holiday – Enjoy! |
| September 13, 2010| **CREATING A BUSINESS PLAN FOR LIFE:**  
                    *Strengths Quest* |
| September 20, 2010| **EXPLORING BUSINESS MAJORS/MINORS:**  
                    *International Business* – Danny Butler, PhD |
| September 27, 2010| **Class Schedule Assignment (50 pts) Due Today** |
| October 4, 2010  | **CREATING A BUSINESS PLAN FOR LIFE:**  
                    *Career Planning: From Internships to Graduation*  
                    Marcia Gibson and/or Rebecca Zender - OPCD  
                    **PLAN OF STUDY FORM DUE (100 pts)**  
                    **QUIZ # 1(100 pts) – BRING BLUE SCANTRON** |
| October 11, 2010 | **EXPLORING BUSINESS MAJORS/MINORS:**  
                    *Human Resource Management* - Dr. Stan Harris  
                    *Family Business and Entrepreneurship* – Dr. Chris Shook  
                    **LATE PLAN OF STUDY FORM DUE (75 pts)** |
| Oct 11, 2010     | **EXPLORING BUSINESS MAJORS/MINORS:**  
                    *Management* (Dr. Sharon Oswald)  
                    **LATE PLAN OF STUDY FORM DUE (50 pts)** |
October 18, 2010
EXPLORING BUSINESS MAJORS/MINORS:
Supply Chain Management - Dr. Joe Hanna and Dr. Brian Gibson

**Extra Credit Business Career Fair Due (10 pts) **

October 25, 2010
EXPLORING BUSINESS MAJORS/MINORS:
Supply Chain Management - Dr. Joe Hanna and Dr. Brian Gibson

**LAST CHANCE PLAN OF STUDY FORM DUE (25 pts) **

November 1, 2010
EXPLORING BUSINESS MAJORS/MINORS:
Marketing - TBA

**QUIZ #II (100 pts) BRING BLUE SCANTRON**

November 8, 2010
EXPLORING BUSINESS MAJORS/MINORS:
Aviation and Flight Management - TBA
Business Engineering Technology Program - Dr. Swamidass

November 15, 2010
EXPLORING BUSINESS MAJORS/MINORS:
Accounting - Dr. Norman Goodwin
Economics - TBA
Finance - Dr. John Jahera

November 22, 2010
Thanksgiving Break

November 29, 2010
CREATING A BUSINESS PLAN FOR LIFE:
Critical Thinking
Leadership Development Presentation

**Required Attendance**

**COMMUNITY SERVICE FORM/HOURS DUE (100 pts)**
**BUSINESS STUDENT ORG. ASSIGNMENT DUE (50 pts)**
**FINAL EXAM (200 pts) - LAST DAY**