Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Business
   Department: NA

2. Course Prefix and Number: BUSI 2010
3. Effective Term: Fall 2013

4. Course Title: Contemporary Issues in Business Administration II
   Abbreviated Title (30 characters or less): Contemp Issues in Bus Admin II

5. Requested Action:
   - [ ] Renumber a Course
   - [ ] Add a Course
   - [ ] Revise a Course
   - [ ] Grading

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

<table>
<thead>
<tr>
<th>Maximum Hours (Repeatability):</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact/Group Hours</td>
<td>1</td>
</tr>
<tr>
<td>Scheduled Type (e.g.: Lecture)</td>
<td>Weekly</td>
</tr>
<tr>
<td>Weekly or Per Term?</td>
<td>1</td>
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<tr>
<td>Credit Hours</td>
<td>450</td>
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<tr>
<td>Anticipated Enrollment</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours:</td>
<td>1</td>
</tr>
</tbody>
</table>

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 "P/C:" to indicate a prerequisite with concurrency.
   None

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)
    Orientation to professional and career development in business administration. Business majors should take during student's second academic year.

11. May Count Either: [ ] or [ ]
    (Indicate if this particular course cannot be counted for credit in addition to another)

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

<table>
<thead>
<tr>
<th>Program Type (e.g.: minor, major, etc.)</th>
<th>Program Title (e.g.: MS in Chemistry, Performance Option, Minor in Art)</th>
<th>Requirement or Elective? (required or optional?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>BS - all business majors</td>
<td>Required</td>
</tr>
</tbody>
</table>

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
14. Justification:
The College is proposing to require this course in its core curriculum. Therefore, we wish to change the grading from SU to ABCDF and to add some specificity to the course description, (Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments [faculty, graduate, and/or external] where applicable)

15. Resources:
NA
(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:
NA
(State in measurable terms [reflective of course level] what students should be able to do when they have completed this course)

17. Course Content Outline:
NA
(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:
NA
(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:
NA
(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:
NA
(Include a brief statement explaining how the course meets graduate educational standards [i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.])

(Policy statements as included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

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, death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university clinics, 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 consult the Student Policy eHandbook for more information on excused absences.

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 Student Policy eHandbook 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 accommodations are asked to electronically submit their approved accommodations through AU Access and 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. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2098 (V/TTY).
Approvals

Department Chair / Head

College / School Curriculum Committee

College / School Dean

Dean of the Graduate School (for Graduate Courses)

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

Date

2/18/12

Date

2/18/12

Date

Date

Contact Person: __________________________ Telephone: __________________________
E-Mail Address: __________________________ Fax: __________________________
BUSI 2010 – Contemporary Issues in Business Administration II
FALL Semester 2003

Course Information:

Class Meets on Mondays, 3:30PM – 5:00PM
Room 113 Lowder Business Building

Textbook/Required Course Materials:

Contemporary Issues in Business Administration II – ISBN #: 0-390-36941-1
(Customized Text – McGraw-Hill / Irwin)

Instructor Information:

Name:    Dr. Jimmy Lawrence
Office:  Suite 105, Lowder Business Building
Office Hours:  Monday:  9:00AM – 10:00AM
               Tuesday:  9:00AM – 10:00AM
               Wednesday:  9:00AM – 11:00AM;  1:30PM – 2:30PM
               Thursday:  9:00AM – 11:00AM
               Friday:  9:00AM – 11:00AM;  1:30PM – 2:30PM

E-Mail Address:  lawrence@businesss.auburn.edu
Phone Number:   844-2218

Name:    Dr. J. Ford Laumer
Office:  251 Lowder Business Building
Office Hours:  Monday:  9:00AM – 10:30AM;  2:00PM – 3:15PM
               Tuesday:  9:00AM – 10:30AM;  2:00PM – 3:15PM
               Wednesday:  9:00AM - 10:30AM;  2:00PM – 3:15PM
               Thursday:  9:00AM – 10:30AM;  2:00PM – 3:15PM
               Friday:  9:00AM – 10:30AM
                       1:30PM – 3:00PM

E-Mail Address:  flaumer@business.auburn.edu
Phone Number:   844-2466

Note: In relation to the office hours shown above for Dr. Lawrence and Dr. Laumer, these hours are tentative and subject to change. In addition, both professors are available to meet with students on an appointment basis.
Teaching Assistants:

Name:         Brad McKnight  
E-Mail Address:  Assign2@auburn.edu
*** (Assign2@auburn.edu is for questions related to your Course Assignments / Exam Grades for BUSI 2010) ***

Name:         Brad McKnight  
E-Mail Address:  Attend2@auburn.edu
*** (Attend2@auburn.edu is for questions related to your Seating Assignment or Attendance for BUSI 2010) ***

Course Objectives:

To assist business students in the Auburn University College of Business with the process of identifying their interests, skills and aptitudes as they relate to choosing an academic major and a business profession.

To expose business students in the Auburn University College of Business to the academic majors and faculty in the College of Business.

To discuss the potential career fields associated with the various academic majors in the College of Business including profiles of personality traits, skills and interests associated with various occupations.

To assist students in beginning to formulate criteria to use in choosing academic majors, careers and other personal and professional options.

To expose business students to pertinent business issues, conceptual relationships and business vocabulary in various majors / business fields. Discussion of potential internship / cooperative education experiences and resources. To continue to develop quality academic habits such as class attendance; attentiveness; appropriate classroom behavior, note-taking; and punctuality in attending class and in completing assignments.

Course Grades:

BUSI 2010 is a pass-fail course. In order to successfully complete the course, students are required to complete each of the following course requirements:

- Attend at least 12 of the 14 Class Sessions Scheduled for the Semester. Students are responsible for all materials and topics discussed in ALL CLASSES including notes, hand-outs, and speaker presentations. NOTE: The Class Sessions for Exams (tentatively scheduled for October 13, 2003 and December 8, 2003) are required – include both of them as two of your 12 required classes. Students are strongly encouraged to attend all classes.
• Successfully Pass (65%) the Mid-Term and Final Exams, and also complete 2 e-mail assignments, and 2 pop quizzes (passing grades TBA). There will be four opportunities to take the pop quizzes (if you are present you must take the quiz – your first two scores are what will be graded).

Course Policies:

In order to successfully complete BUSI 2010, students are strongly encouraged to closely follow the course policies shown below. The Instructors reserve 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. on Monday afternoon. Students should make every effort to arrive prior to 3:30 P.M. No Guests are allowed without prior permission from the Instructor.

2. Officially, each class meeting will end at 5:00 P.M. Plan to be in class the whole time period. 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.

3. **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), breakdowns, 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. –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 Dr.. ALL UNIVERSITY EXCUSES REQUIRE WRITTEN VERIFICATION.

4. E-mail assignments for this course will require you to submit your work on a timely basis. To respond to the assignments, you will need to bring a one-page typed page of responses to the class following the assignment date. **Start On 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 answers. You will turn-in your answers for all e-mail assignments AT THE BEGINNING OF CLASS the Monday following the e-mail assignment **in the box located at the top entry to the classroom in 113 Lowder which will be labeled for**
“BUSI 2010 Assignments”. REQUIRED: Type your Name, Seat Number, Assignment Number, your E-Mail Address, and the Date on the front of your response page or it will not receive credit! 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). You then have two weeks after the assignment is due to clear-up any discrepancies with your grade – two weeks from the deadline date, or the exam date the assignment grades are final.

5. Each student will have 2 weeks from each class date (attendance) and the deadline date of assignment (assignments) 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.

6. NOTE - For each assignment submitted, it is required that you include your name, seat number, involved assignment #, the date you are submitting your answers, and your e-mail address in order to receive credit. For communications with the teaching assistants, this same information is required in order for them to respond to you effectively.

7. BUSI 2010 uses Attendance Forms will you will sign, and they will be collected at each class meeting. Each student has a responsibility to sign the attendance form for him or herself for each class session. Students who arrive late, or who do not sit in their assigned seat 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.

8. If you complete the course requirements, you will receive a grade of “S”, and if you do not complete the requirements, you will receive a grade of “I” - Incomplete. NOTE – Beginning Fall 2003 – For students who receive an “I” for BUSI 2010, the following semester’s assignments to make-up the “I” will include completion of weekly assignments AND a 20-Page Term Paper. If you fail to complete these assignments in a timely manner, then you will wait until the following semester to begin the same weekly assignments and term paper. This process will continue until you pass the assignments in a timely and complete manner.

9. Students are expected to follow the Auburn University Student Academic Honesty Code that is included in the current edition of the Tiger Cub Student Handbook.

10. 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 both pop quizzes and exams. You are also expected to be attentive in class and to take notes and to ask questions if needed.

11. NOTE: If a student is reading, sleeping, working on other matters, or talking during the scheduled presentations/discussions, he/she will not be given credit for attending that class session, and may be asked to leave class. NOTE: For any student wearing a hat, it will only be allowed to be worn with the visor
12. 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 all possible, and it is expected that the Student Assistants will be shown the same courtesies as the Instructors regarding appropriate behavior. For Assign2@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.

13. **SPECIAL NOTE** During ALL class sessions, it is expected that you will behave appropriately (no talking, sleeping, working on other assignments/reading, etc.). However, when we have speakers visiting our class, 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, interruptions, leaving class early) 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.
# Business Administration 2010
## Contemporary Issues in Business II
### Fall Semester 2003
*(Tentative-Subject to Change)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Planned Activity</th>
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</thead>
</table>
| August 25, 2003  | Course Introduction  
|                  | Syllabus Review  
|                  | Chapter 4 – “How Businesses Fit Together”                                         |
| September 1, 2003| Labor Day Holiday (No Class)                                                      |
| September 8, 2003| Choosing A Major & A Career In Four Years                                         |
|                  | Appendix D – “Personal Career Plan”                                              |
| September 15, 2003| Information Systems Management (ISMN)  
|                  | Business – Engineering - Technology Program Minor  
|                  | Chapter 17 – “Using Technology in a Competitive Environment”                      |
| September 22, 2003| Employer Panel – “Employer Expectations”                                          |
| September 29, 2003| Accounting  
|                  | Chapter 14 – “Accounting and Financial Statements”                               |
| October 6, 2003  | Finance / International Business  
|                  | Chapter 9 – “The Impact of Financial Markets”                                    |
|                  | Chapter 11 – “The Impact of Legal and Regulatory Forces”                         |
| October 13, 2003 | Mid – Term Exam                                                                  |
| October 20, 2003 | Academic Planning & The Office of Student Affairs  
|                  | Dr. Gary Waters  
|                  | Management / Business Administration  
<p>|                  | Chapter 12 – “Thinking Strategically about the”                                  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>October 27, 2003</td>
<td>Chapter 18 – “Measuring Performance”</td>
</tr>
<tr>
<td>November 3, 2003</td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>Chapter 8 – “The Impact of Economic Forces”</td>
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<tr>
<td></td>
<td>Marketing</td>
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<td>Chapter 12 – “Customer – Driven Marketing”</td>
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<tr>
<td>November 10, 2003</td>
<td>Leadership Development</td>
</tr>
<tr>
<td>November 17, 2003</td>
<td>Entrepreneurship &amp; Family Business Management</td>
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<td>Chapter 6 – “Small Business, Entrepreneurship and Franchising”</td>
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<tr>
<td></td>
<td>Appendix C – “The Business Plan”</td>
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<td></td>
<td>Human Resource Management</td>
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<td>Chapter 11 – “Managing Human Resources”</td>
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<tr>
<td>November 24 - 29, 2003</td>
<td>Thanksgiving Holidays (No Classes)</td>
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<td>December 1, 2003</td>
<td>Aviation Management</td>
</tr>
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<td></td>
<td>Logistics</td>
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<td></td>
<td>Operations Management</td>
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<tr>
<td></td>
<td>Chapter 9 – “Production and Operations Management”</td>
</tr>
<tr>
<td>December 8, 2003</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

NOTES:
BUSI 2010 – Contemporary Issues in Business Administration II
FALL Semester 2013

Course Information:

BUSI 2010 – Section 001 Monday, 3:30 PM – 4:50 PM, Lowder 005
BUSI 2010 – Section 002 Monday, 5:00 PM – 6:20 PM, Lowder 019
BUSI 2010 – Section 003 Tuesday, 3:30PM – 4:50PM – Lowder 110
BUSI 2010 – Section 004 Tuesday, 5PM – 6:20PM – Lowder 129

Required Course Materials:

StrengthsQuest Assessment ($25) – Others: TBD

Instructor Information

Name: OPCD Staff
Office: Suite 101, Lowder Business Building
Phone: 334.844.7203
Office Hours: Monday:
Tuesday:
Wednesday:
Thursday:
Friday:

NOTE: Office hours are subject to change on a weekly basis due to administrative responsibilities. Also, it is strongly preferred that you schedule an appointment (844-7203 or come by 101 Lowder Desk) versus dropping by due to the volume of students in this class.

Graduate Teaching Assistant

Name:
Office: Suite 101, Lowder Business Building
Phone: 334.844.7203
Office Hours: Monday:
Wednesday:

*Your instructor and GTA are certainly available to meet at other times by appointment if necessary.

Assignment Status:

For assignment status/assignment grade and questions email: Assign2@auburn.edu or check Canvas.
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 email. 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 accommodations, make an appointment with The Program for Students with Disabilities, 1244 Haley Center, 844-2096 (V/TT).

Course Objectives:

- To assist students in beginning to formulate criteria to use in choosing academic majors, careers, and other personal and professional options;

- To assist students in preparing an internship / job search plan – to include job targets, organizational research, preparation of marketing points tailored to a specific occupation/position, and a professional resume for use in TRL and individually. Exposure to the development and use of a professional portfolio.

- To introduce core business communication skills related to interactions, presentations, and social media; to overview the skills needed for teamwork assignments in projects and the presentation skills needed to convey results.

- To introduce students to employer-desired skills and expectations including quality habits such as attendance, attentiveness, punctuality, dress, professionalism, etiquette, and productivity.

Course Grades:

BUSI 2010 is a letter graded course 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:

Attendance

Attend at least 13 of the 15 class sessions scheduled, including the last day of class. Students are responsible for all materials and topics discussed in all classes including notes, hand-outs and speaker presentations. Students are strongly encouraged to attend all class sessions.

Assignments

The assignments are included in the following breakdown of class sessions. Your assignments will be graded based on timely submission of your work, neatness / organization; and completeness. All assignments should be typed and include a professional cover sheet.

1. StrengthsQuest Assessment – 100 Points
2. Resume Draft / TRL Resume Registration – 100 Points
4. Elevator Speech Draft – 50 Points
5. List of Networking Contacts – 50 Points
8. Interview Questions Drafts – 100 Points
9. “Mocktails” / Etiquette Dinner – 100 Points
11. LinkedIn Profile / Portfolio Table of Contents – 50 Points Each - 100 Points
12. Research Assignments (2) – 50 Points Each – 100 Points
13. Employer Questions List – 100 Points
14. **Attend OPCD “Presentations Platforms” Seminar – 100 Points**

The creation of an approved resume uploaded in the Tiger Recruiting Link (TRL) system by the deadline designated is also a course requirement. Failure to register an approved resume will result in the student failing the class. As a business student in a professional school, it is expected that you will be actively engaged in the process of exploring / pursuing internships, and / or full-time positions / graduate school upon graduation. Registering in TRL makes you accessible to potential employers.

**Extra Credit Opportunity**
Complete 4 hours of community service through on-campus or off-campus agencies – verify choices with the instructor. To receive credit, students must obtain proper sign-offs and contact information from the service organization of choice. See Blackboard for the required sign-off sheet. **Credit will not be given for fraternity or sorority related community service.** Individuals receiving credit for community service must seek out the opportunity on their own initiative. (100 Points)

**Grading Scale:**

BUSI 2010 is a letter graded course. The grading scale is as follows:

- A  850 to 950 points earned
- B  755 to 849 points earned
- C  660 to 754 points earned
- D  565 to 659 points earned
- F  564 or fewer points earned

**Course Policies:**

In order to successfully complete BUSI 2010, students are strongly encouraged to closely follow the course policies shown below. The instructor reserves the right to alter the content or order of class sessions, assignments and exams listed in this syllabus at any time with changes announced in class.

1. Students should make every effort to arrive on time for class. No guests are allowed without prior permission from the instructor or GTA.

2. Students should stay until class is dismissed. If you leave early and do not return to class, you will be counted as absent for the class unless you obtain instructor permission and / or meet with the instructor about your absence.

3. Students are allowed two unexcused absences from BUSI 2010. Excused absences will only be given for official university and medical excuses (your name must be legible on the excuse), which should be dated and signed/stamped by the physician or other legitimate party. **All excuses should be discussed with/turned-in to the instructor or GTA. All university excuses require written verification.**

4. You are encouraged to check your assignment and quiz grades on Canvas. You have two weeks from the due date of each assignment to address any discrepancies. Questions and disputes should be emailed to Assign2@auburn.edu. After two weeks, your grade is final. **Each course assignment should be submitted at the start of class by the deadline date indicated when assigned. There is a 50% penalty for any work handed in late.**

5. Assignments turned in following an unexcused absence will still be considered late and will be reduced by 50%. It is your responsibility to ensure assignments are turned in on time, even if you are not in class. If
you have an excused absence, unless otherwise possible and you have cleared it with the instructor or GTA, assignments are due within 48 hours of the original due date.

6. E-mail is the official communication channel between faculty and students at Auburn University. Please check your account several times a day. **In order to expedite a response to any email messages sent to either your instructor or your GTA, please include your name, which class you are in (3:30 p.m. or 5 p.m.), and the topic of your message in the "Subject" box.**

7. BUSI 2010 uses an assigned seating chart for attendance purposes. Attendance forms will be passed down each row once after the start of class. Students who are not in their assigned seats after the start of class risk missing the opportunity to sign-in and will need a legitimate excuse for being late before being allowed to retroactively sign-in. **Students who sign for other classmates will be considered in violation of the Student Academic Honesty Policy.**

8. Students are expected to follow the Auburn University Student Academic Honesty Code outlined in the [Tiger Cub Student Handbook](#).

9. If you have questions about your attendance record, seating assignment or whether you have successfully completed a required assignment, please e-mail your GTA at Assign2@auburn.edu. He or she will seek to respond within 24 to 48 hours if at all possible.

10. During ALL class sessions, students are expected to act appropriately (no talking, sleeping, working on other assignments/reading, etc.). When/If we have visiting speakers, it is expected that you will show them the courtesy of being a guest of Auburn University.

11. Absolutely no cell phones, PDAs, i-Pods or similar music or video players, or computers are allowed in the classroom unless in a backpack or purse and turned to the off position.

12. Students must type their name, assignment title, date, and seat number / assigned class number on the cover sheet of all assignments to receive credit. All assignments should be typed. Failure to type your assignments and / or to include a cover page results in a 30 Point deduction prior to grading.

**SPECIAL NOTE – ACADEMIC HONESTY**

Academic honor is expected of all students as set forth in the 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 2010
### Fall Semester 2013

<table>
<thead>
<tr>
<th>Session #1</th>
<th>Welcome, Meet Instructor/Assistants, BUSI 2010 Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment:</td>
<td>Career History Exercise</td>
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</table>

<table>
<thead>
<tr>
<th>Session #2</th>
<th>Personal Branding - Connecting Self Assessment to Career Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment:</td>
<td>Take StrengthsQuest Assessment</td>
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| Session #3 | Labor Day Holiday – Enjoy! |

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<thead>
<tr>
<th>Session #4</th>
<th>Resumes / TRL and Cover Letters</th>
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<tbody>
<tr>
<td>Assignments:</td>
<td>Draft Resume / Register on Tiger Recruiting Link (TRL)</td>
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<tr>
<th>Session #5</th>
<th>Business Professionalism - Professional Dress &amp; Quality Work Habits</th>
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<tbody>
<tr>
<td>Assignments:</td>
<td>Draft Copy of Elevator Speech &amp; Prepare List of Contacts</td>
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<tr>
<th>Session #6</th>
<th>Job Search Strategies / Networking</th>
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<tbody>
<tr>
<td>Assignment:</td>
<td>Complete 3 x 3 x 3 + 30 Matrix (Jobs, Industries, Locations, Firms)</td>
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<tr>
<th>Session #7</th>
<th>No Class</th>
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<tbody>
<tr>
<td>Attend “Mocktails” Networking Event / Etiquette Dinner (Professional Dress)</td>
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<tr>
<th>Session #8</th>
<th>Professional Communications in the Workplace</th>
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<tbody>
<tr>
<td>Assignment:</td>
<td>Complete Business Email &amp; Business Memo</td>
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<tr>
<th>Session #9</th>
<th>Employer Panel – Employer Desired Skills</th>
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<tr>
<td>Assignment:</td>
<td>Impressions / Action Plans Summary (Business Casual)</td>
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<tr>
<th>Session #10</th>
<th>Interviewing Skills</th>
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<tbody>
<tr>
<td>Assignment:</td>
<td>Draft Answers to 5 Potential Interview Questions</td>
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<tr>
<th>Session #11</th>
<th>Presentations / Team Project Skills</th>
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<tbody>
<tr>
<td>Assignment:</td>
<td>Attend OPCD Seminar on “Presentation Platforms”</td>
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<tr>
<th>Session #12</th>
<th>Introduction to LinkedIn</th>
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<tbody>
<tr>
<td>Assignments:</td>
<td>Create LinkedIn Profile / Draft Portfolio Table of Contents</td>
</tr>
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<thead>
<tr>
<th>Session #13</th>
<th>Speaker</th>
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<tr>
<td>Business Casual Dress Required</td>
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<tr>
<th>Session #14</th>
<th>Company Research / Engaging Employers on Campus</th>
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<tbody>
<tr>
<td>Assignments:</td>
<td>Complete 2 Research Assignments on Firms of Interest and Draft 8 Questions for Employers to be used in class; at student organization meetings; and in interviews.</td>
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<tr>
<th>Session #15</th>
<th>Transition to Work – Interns &amp; Full-Time</th>
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<tr>
<td>Productivity &amp; Working Across Generations</td>
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