University of North Texas at Dallas
Spring 2017 BUSI 1340-001
SYLLABUS for Managing the Business Enterprise

Department of	Management	School of	Business

Instructor Name:	**William Ingram**
Office Location:	**301L**
Office Phone:	
Email Address:	William.ingram@untdallas.edu

Office Hours:	**Tuesday and Thursday 11am-1pm**

Classroom Location:	FH 304
Class Meeting Days & Times:	**Tuesday and Thursday 1-2:20pm**

Course Catalog Description:	Study of managing the business enterprise with an emphasis on leadership with integrity. Overview of managing business organizations and what is needed to succeed in local, domestic, and global markets

Prerequisites:	
Required Text:	**Ebert & Griffin. Business Essentials, 11th Ed. Pearson Publishing.**
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com

Course Goals or Overview: The goals of this course are as follows -

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	To successfully complete this course you will demonstrate satisfactory knowledge of business topics commensurate with undergraduate study
2	To successfully complete this course you will demonstrate skill at the topic of managing a business by performing at a satisfactory level on all the graded areas of the course, paying particular attention to the skill of reading and understanding about what it takes to be a successful leader with integrity
3	To successfully complete this course you will demonstrate your ability to apply leadership solutions to problems in management

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Week	Date	Topic	Due
1	1/17	Introduction	Intro Quiz
1	1/19	Ch. 1	Q1
2	1/24	Ch. 2	Q2
2	1/26	Ch. 2	
3	1/31	Ch. 3	Q3
3	2/2	Ch. 3	CS1
4	2/7	Ch. 4	Q4
4	2/9	Exam 1	
5	2/14	Ch. 5	Q5
5	2/16	Ch. 6	Q6
6	2/21	Ch. 7	Q7
6	2/23	Ch. 7	CS2
7	2/28	Ch. 8	Q8
7	3/2	Ch. 8	
8	3/7	Exam 2 - Midterm	
8	3/9	No Class	
9	3/14	Spring Break	
9	3/16	Spring Break	
10	3/21	Ch. 9	Q9
10	3/23	Ch. 9	CS3
11	3/28	Ch. 10	Q10
11	3/30	Ch. 10	
12	4/4	Ch. 11	Q11
12	4/6	Ch. 12	Q12
13	4/11	Ch. 13	Q13
13	4/13	Exam 3	
14	4/18	Ch. 14	Q14
14	4/20	Ch. 14	CS4
15	4/25	Ch. 15	Q15
15	4/27	Ch. 16	Q16
16	5/2	Ch. 16	
16	5/4	Ch. 17	Q17
17	TBD	Exam 4 - Final	

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Intro Quiz

You will be required to log onto black board and take an introduction quiz. The quiz is multiple choice and short answer. There is not right or wrong answer, the grade is based on effort and completion.

Quizzes

Students will be required to take an online quiz that will be due before class. Students will be assigned a chapter to read before the lecture and then take the corresponding quiz through blackboard before the lecture. Quizzes will close when class starts and not reopened for any reason.

Exams (4 Total)
There will be a total of 4 exams given throughout the semester. All exams will be administered online.

Exam 1
Exam 1 will cover the lectures discussed in class up to that point, Ch. 1-4. The exam will consist of multiple choice, true/false, short answer, and essay questions.

Midterm (Exam 2)
There will be 1 midterm given online during midterm week. The test will cover the lectures discussed from Exam 1 up to this point, Ch. 5-8. The midterm will consist of multiple choice, true/false, short answer, and essay questions.

Exam 3
Exam 3 will cover the lectures discussed from the midterm up to this point, Ch. 9-13. The exam will consist of multiple choice, true/false, short answer, and essay questions.

Final (Exam 4)
There will be 1 final given online. The test will cover the lectures discussed in class from Exam 3 to the end of the semester, Ch. 14-17. The final will consist of multiple choice, true/false, short answer, and essay questions.

Case Studies/Discussion Question Sets
Each student will be responsible for reviewing four case studies/discussion question sets and writing up a report on each assignment. Specifics of what each write up will need to contain will be discussed in class and may vary based on each case. The written report should be about 2 pages long, typed.

Grading Matrix:

Activities/Assignments	Value (percentages)
Intro Quiz	3
Quizzes (17 @ 1 pt each)	17
Exam 1	15
Exam 2	15
Exam 3	15
Exam 4	15
Case Studies (4 @ 5pts each)	20
Total:	**100%**

Grade Determination
A = 90% or better
B = 80 – 89 %
C = 70 – 79 %
D = 60 – 69 %
F = less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:
University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:
Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to http://www.untdallas.edu/registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:
In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at http://www.untdallas.edu/osa/policies. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- http://www.untdallas.edu/dlit/ecampus/requirements
- https://blackboard.secure.force.com/publickbarticleview?id=kAB700000008Oom
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html