

# **BUSINESS ADMINISTRATION 100: Approaches to the College of Business Administration**

**Fall 2010**

**Section:**

**Meeting time:**

**Meeting location:**

**Instructor:**

Office Address:

Office phone:

E-mail:

**Peer Mentor:**

E-mail:

**Peer Mentor:**

E-mail:

## **Course Purpose and Format**

Business Administration 100 is a first-year seminar designed to help you gain knowledge and experiences that will:

- enhance your transition to the University of Tennessee;
- facilitate your integration into the university and College of Business Administration communities;
- provide an opportunity to explore academic and career options; and
- develop strategies for success in college and in life beyond college.

The course is divided into three modules: *Planning for Success*, *Becoming a Professional*, and *Mapping Your Future*. Each module will provide you with information and resources that will be vital as you progress through your academic career and into the professional workplace upon graduation.

The format of a seminar course is highly interactive. You are expected to be involved in all class exercises and discussions. You will also be required to participate in activities and work in groups outside of the regular class meetings. Active participation and the respect for the ideas and opinions of others will be essential to your learning in the course.

The statements below describe the *learning outcomes* of Business Administration 100. Learning outcomes define the knowledge, skills, and abilities that you should attain as a result of your educational experiences in the course.

## **Learning Outcomes**

### **I. MODULE I – Planning for Success**

As a result of this course, students will demonstrate an understanding of how...

- identifying individual personality traits and attitudes;
- creating long-term and short-term goals;
- utilizing effective time management strategies;
- applying appropriate strategies based on individual learning styles; and
- making use of campus resources

contribute to success in college and beyond.

### **II. MODULE II – Becoming a Professional**

As a result of this course, students will demonstrate an understanding of how...

- behaving in a responsible and ethical manner;
- appreciating the value of cultural differences and diverse perspectives;
- utilizing professional etiquette in educational and business settings; and
- communicating effectively

are fundamental principles of professional success.

### **III. MODULE III – Mapping Your Future**

As a result of this course, students will demonstrate an understanding of how...

- cultivating effective leadership skills;
- engaging in co-curricular activities;
- making informed academic decisions; and
- establishing a professional network

will facilitate the achievement of career objectives.

## **Course Materials**

- **Required text**

*Professionalism: Skills for Workplace Success (2<sup>nd</sup> Edition)*

Lydia E. Anderson, Sandra B. Bolt

ISBN 9780135063880

- **Online materials via Blackboard**

<http://online.utk.edu>

- **Working e-mail account**

The official University of Tennessee policy requires that all undergraduate students must have an activated university-supplied e-mail address. This e-mail address is utilized for official university communication and is routed to their university-supplied e-mail account. Students are held accountable for information contained in official university mailings to their university-supplied e-mail address.

## **Course Requirements and Policies**

### **General Policies**

1. Show respect for your classmates and instructor by arriving on time for class. To receive credit for attendance, you must arrive within the first 10 minutes of class.
2. Cell phones must be turned off during class. Laptop computers may be used only with the permission of the instructor.
3. All assignments must be turned in by the beginning of the class period they are due. Late assignments will not be accepted.
4. Academic dishonesty will not be tolerated. Any violation of the University of Tennessee Honor Code will be taken seriously.

### **University's Honor Statement**

*An essential feature of the University of Tennessee, Knoxville, is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity. (2010-2011 Undergraduate Catalog)*

### **CBA Community Values**

*We, the members of the College of Business Administration community - students, faculty, and staff - shall work together in striving for excellence in every aspect of our college's activities. We seek to be a model of how members of an academic community can combine their spirit and talents to achieve institutional excellence.*

*We understand that in striving for excellence, our personal and institutional integrity is our most precious asset. Accordingly, we accept accountability for our behavior and will not knowingly act in*

*ways that damage that integrity. In particular, we will not tolerate cheating by any member of our community in any situation.*

*We commit ourselves to performing our work and fulfilling our responsibilities honestly and professionally. We shall treat each other with respect, honoring the dignity and value of each member of our community. We will cooperate with each other and fulfill our mutual commitments.*

## **Disability Statement**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact the Office of Disability Services at (865) 974-6087 in Dunford Hall to coordinate reasonable accommodations should you have documented disabilities.

## **Attendance Policy**

**Attendance is mandatory.** A student who misses class more than two times, for whatever reason, will not receive credit for the course. There is **no** distinction between excused and unexcused absences.

Repeated tardiness will not be tolerated. To receive credit for attendance, you must arrive within the first 10 minutes of the class period.

## **Grading Policy**

Your grade will be based on the following activities and assignments. All assignments must be submitted at the beginning of the class period they are due. Each assignment will be posted on Blackboard and will be discussed as the class progresses.

- 1. Class Participation (20 points)**
  - **In-class activities and discussion**
- 2. Quizzes (40 points)**
  - **In-class assessment based on assigned readings**
- 3. Homework Assignments (60 points)**
  - **6 assignments worth 10 points each**
- 4. Team Project (40 points)**
- 5. Campus Involvement Activities (40 points)**
  - **2 activities and reflection papers worth 20 points each**

The course is graded on a scale of A, B, C, No Credit, based on the point distribution outlined below.

**Total = 200 possible points**

<b>Grade</b>	<b>Points Required</b>	<b>Percentage of Points</b>
A	186 - 200	93% - 100%
A-	180 - 186	90% - 92%
B+	174 - 179	87% - 89%
B	166 - 173	83% - 86%
B-	160 - 165	80% - 82%
C+	154 - 159	77% - 79%
C	146 - 153	73% - 76%
NC	Below 146	Below 73%

### **Campus Involvement Activities**

Your experience at UT will be largely based on the degree to which you engage in the community and utilize the resources that are available to you. To help you understand and connect with campus culture, you will be required to participate in **two campus involvement activities**, as described below.

**1. Participate in a small group activity with your Peer Mentors**

You must sign up for one campus activity to attend with your Peer Mentors. A variety of dates/times will be provided.

**2. Choose one activity from the following options:**

- Guest lecture by Tracy Kidder, author of "Mountains Beyond Mountains"
  - Thursday, September 2
  - 7:00 p.m., Alumni Memorial Building Auditorium
- Guest lecture by Donald Asher on "Gaining Admission to Highly Competitive Graduate Schools"
  - Tuesday, September 14
  - 4:00 – 5:30 p.m., University Center Auditorium

For each of these activities, you must submit **a typed, one-page summary** of the event describing your reaction to it. Papers are due by Thursday, September 30.

## Course Schedule

DATE	TOPIC
<b>Module I: Planning for Success</b>	
<b>Thursday, August 19</b>	<b>Introduction</b>
<b>Tuesday, August 24</b>	<b>Attitude and Personality (Chapter 1)</b>
<b>Thursday, August 26</b>	<b>Learning Styles (Chapter 1)</b>
<b>Tuesday, August 31</b>	<b>Goal Setting (Chapter 2)</b>
<b>Thursday, September 2</b>	<b>Time and Stress Management (Chapter 4)</b>
<b>Module II: Becoming a Professional</b>	
<b>Tuesday, September 7</b>	<b>Ethics (Chapter 5)</b>
<b>Thursday, September 9</b>	<b>Diversity <i>Presentation by Programs Abroad</i> (Chapter 5)</b>
<b>Tuesday, September 14</b>	<b>Etiquette and Communication (Chapters 6 and 9)</b>
<b>Module III: Mapping Your Future</b>	
<b>Thursday, September 16</b>	<b>Teamwork, Motivation, and Leadership (Chapter 11)</b>
<b>Tuesday, September 21</b>	<b>Resumes and Interviews <i>Presentation by Career Services</i> (Chapters 14 and 15)</b>
<b>Thursday, September 23</b>	<b>Major and Career Exploration (Chapter 13)</b>
<b>Tuesday, September 28</b>	<b>Business Plan Presentations</b>
<b>Thursday, September 30</b>	<b>Business Plan Presentations</b>
<b>Tuesday, October 5</b>	<b>Wrap-up and Evaluation</b>