Business Basics (BA 1100) Syllabus

***Section**: 010* | ***Day & Time**: Friday, 10:00am – 10:50am* | ***Room**: JSOM 2.112*

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***Office Hours**:*
Tuesdays 3:00PM – 5:00PM
(Also available by appointment)

***BA 1100 - Business Basics*: This course is an introduction to the Naveen Jindal School of Management and the study of business, with exposure to each of the business disciplines. This course is required of all freshmen entering the Jindal School and serves as a gateway to help students select a major field of study based on student interests and skills. Activities focus on knowledge of major areas of study across the Jindal School and functional areas of business, in addition to four areas of focus for success: self, career, academics, and transferrable skills. Student assignments are compiled into a portfolio, which is evaluated at the end of the semester. Required for all freshmen Naveen Jindal School of Management majors and minors. Co-Requisite: UNIV 1010. (1-1) Y**

Student Learning Objectives

1. Freshmen will be able to relate the core curriculum learning outcomes and degree program outcomes to the goal of being an educated individual in a democratic society after completion of their degree.
2. Freshmen will examine their own skills as an incoming university student through self-assessment; then compare their assessment to the skills necessary for success as university students including critical thinking skills, communication skills, teamwork skills, empirical and quantitative skills, and social and personal responsibility.
3. Freshmen will use new skills presented in the course as a roadmap to academic success.
4. Freshmen will be integrated into the university community.

Required Textbooks and Materials

The Adventures of Johnny Bunko, *Daniel Pink*

Assignment Weights	
Semester Portfolio	30%
Post-Class Journals	20%
Event Attendance	20%
Degree Plan Quiz	10%
Senior Interview	10%
Personal SWOT Analysis	5%
Service Learning Reflection	5%

Grading Scale		
A+: 97+	A: 94-96	A-: 90-93
B+: 87-89	B: 84-86	B-: 80-83
C+: 77-79	C: 74-76	C-: 70-73
D+: 67-69	D: 64-66	D-: 60-63
F: < 60		

Extra Credit Opportunity: Students have an opportunity to add *one extra point* to their final grade for each additional event they attend beyond the minimum requirement (Up to 5pts). You may only attend one CMC event for credit.

	Small Session	Large Session (Lab)	Notes
8/31	**Careers #1:** How Internships Work	Career Mgt. Center & Blackstone Launchpad	
9/7	***No Class***	***No Class***	***Labor Day***
9/14	**Self-Assessment #1**: Strengths Assessment	Clifton Strengths Assessment	**Homework Due**: Complete personal assessments (CLA+, Clifton, MBTI, Risk, Mindset & Grit, etc.)
9/21	**Self-Assessment #2**: Culture and Values	Global Business	**Post-Class Assignment:** Journal (Option 1/9)
9/28	**Life Skills #1**: SWOT Analysis & Goal Setting	Accounting	**Homework Due:** Johnny Bunko Journal **Post-Class Assignment:** Journal (Option 2/9)
10/5	**Academics #1:** Catalog & Degree Planning	Finance & Risk Management	**Post-Class Assignment:** Journal (Option 3/9)
10/12	**Life Skills #2**: Critical Thinking	IT Systems & Business Analytics	**Homework Due:** Personal SWOT Analysis **Post-Class Assignment:** Journal (Option 4/9)
10/19	**Academics #2:** Upper-Level Electives	Supply Chain Management	**Post-Class Assignment:** Journal (Option 5/9)
10/26	**Careers #2:** Selling Yourself	Marketing & Sales	**Homework Due**: Degree Plan Quiz **Post-Class Assignment:** Journal (Option 6/9)
11/2	**Self-Assessment #3**: Grit & Mindset	Human Resource Management	**Homework Due:** Johnny Bunko Journal **Post-Class Assignment:** Journal (Option 7/9)
11/9	**Academics #3**: Co-Curricular 4 year plan	Healthcare Management	**Homework Due:** Senior Interview (Part 2) **Post-Class Assignment:** Journal (Option 8/9)
11/16	**Life Skills #3**: The Fundamentals of Design	Energy Management & Real Estate Investments	**Optional HW Due**: Draft Portfolio **Post-Class Assignment:** Journal (Option 9/9)
11/23	***No Class***	***No Class***	***Thanksgiving***
11/30	**Careers #3:** Alumni Panel	Community Engagement	**Homework Due**: Service Learning Reflection
12/7	**Life Skills #4**: Semester Review and Reflection	Farewell & Parting Advice	**Homework Due**: Final Portfolio

Event Attendance

Participation in community-building events will determine 20% (200 points) of your final grade in this class. Attending any one of these events will contribute 4% (40 points) toward your total score for this portion of your grade:

- **Any One (1) CMC Career-Development Event** – Locations, Dates, and Times vary (See Handshake for Details)

Note: Students will only receive credit for attending one CMC event. Academic programs, programs irrelevant to your field of study, or social programming without a significant networking aspect will not count as qualifying events. If you have any questions or concerns as to what qualifies as a "Career-Development" event, please contact Professor Hinojosa prior to attending the event.

- **Alpha Kappa Psi Mixer**– JSOM 11.214 | Tuesday, September 4th | 6:00PM – 7:30PM
- **CAFE Fellowship Info Session** – JSOM 12.214 | Thursday, September 6th | 5:30 – 6:30 PM
- **Meet a Senior** – JSOM 11.105 (Undergrad Lounge) | Wednesday, September 19th | 5:00PM – 7:00PM
- **Study Abroad Fair** –JSOM 1.606 (Executive Dining Room) | Tuesday, September 25th | 4:00PM – 7:00PM
- **Meet the Dean** – JSOM 1.118 (Davidson Auditorium) | Monday, October 15th | 5:30PM – 6:30PM
- **The Dean's Cup** – JSOM 1.118 (Davidson Auditorium) | Thursday, November 8th | 5:00PM – 7:00PM
- **Pre-Finals "Stress Recess" Workshop** – JSOM 12.210 | Wednesday, November 28th | 6:00PM – 7:00PM

However, students can contribute 8% (80 points) to their event attendance score by attending the Undergraduate Internship Fair provided that they either volunteer to the satisfaction of the CMC, or they attend the event wearing professional attire with a resume in the Jindal School format ready.

- **Undergraduate Internship Fair** – Davidson-Gundy Alumni Center | Wednesday, October 17th | 1:00PM – 4:00PM

Even if an event is not over-full, to receive credit, students may show up no more than 15 minutes late for an event and leave no more than 15 minutes early. Students must bring their Comet Card with them in order to sign-in and sign-out. Be prepared to show your Comet Card! Failure to show your Comet Card can result in zero credit.

CLA + Examination

Failure to take the CLA+ will result in a grade of NC (No Credit) for UNIV 1010. The CLA+ results might be used in career placement and can be accessed by third parties. Read the terms and conditions carefully. Schedule and take the CLA+ examination during the first three weeks of the semester.

Absences & Tardiness

Attendance is mandatory. All students are allowed to miss either two labs, or two classes. Beyond that, each absence will result in a grade penalty of **5 points on a 100 point scale of your final course grade**. The sign-in sheet will be picked up 10 minutes into the course. Tardies beyond the first 10 minutes of class count as absences. Anyone who signs in for another student will receive an automatic grade of 'F'.

Deadlines & Due-Dates

All deadlines will be listed on eLearning and the syllabus. In the case of a discrepancy, the eLearning page shall be considered the "official" source for information on deadlines. Late work, and the penalty for submitting late work, varies by assignment, and will be listed clearly on the eLearning submission portal for each assignment.

Academic Dishonesty

All work should demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and carefully editing all work you submit in this class. Professionalism and personal responsibility means that you use appropriate source citations so that you avoid violations of copyright and academic honesty, even if those violations are inadvertent. The minimum sanction for scholastic dishonesty is a zero on the assignment.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to: http://go.utdallas.edu/syllabus-policies for these policies.

Changes to Syllabus

While every effort was made to ensure accuracy of this document – Any element of this course (Including assignments, timelines, due dates, etc.) contained within this syllabus is subject to change at the discretion of the Professor.