

Instructor: Mrs. Monica Duvall
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Office: Grise Hall Room 234D (By Appointment ONLY)
Office phone: 270-745-4136

Check your WKU email and BlackBoard daily. I use ONLY the WKU email address for correspondence and will post important announcements (i.e., class is canceled) on BlackBoard.

NOTE: This class is a bi-term class that will meet through ZOOM each Monday/Wednesday(8/24-10/14) from 10:20 am – 11:15 a.m.

Course Description: Introduction to programs and initiatives within the college of business and an exploration of college and university resources intended to enhance student success.

Learning Outcomes:

Upon completion of this course, students will be able to:

- Demonstrate knowledge of process and procedures for university and college specific student success services.
- Demonstrate understanding of basic personal growth skills.
- Demonstrate understanding of basic business programming opportunities and occupational pathways.

Required Book(s):

There are no required books/texts for this course. Any required readings will be provided

IMPORTANT: This Class is a “Safe Zone.”

- We support each other.
- We don’t judge others.
- It is o.k. to make mistakes.
- We help each other learn.

Blackboard

Please check Blackboard frequently for updates. All grades will be posted to Blackboard. Also, please check the “Announcements” section on Blackboard frequently.

E-mail

I use your WKU email addresses to communicate with you. Please check your email frequently (at least daily, if not several times a day).

Assignments and Expectations

1. The work you turn in for a grade directly reflects YOU. Improve the quality of your work by using the spelling and grammar checkers available in Microsoft Word. Proofread, proofread, and proofread again! Poor grammar will reduce your score on **all** written assignments. I do not give grades for effort alone. Use your tools.
2. Your assignments must conform to college level standards. Submit each assignment in Microsoft Word (.doc or .docx). Use a 12-point font (Times New Roman, Arial, or Calibri) and double space. **Documents submitted in Word Perfect, Notepad, or any word processing software besides Microsoft Word, will not be accepted. MAC USERS BEWARE.**
3. Assignment **Make-Up Policy:** Assignments are due as scheduled. Each assignment is designed to achieve a specific objective toward your success in college, career, and life. **Late assignments will not be accepted. If your assignment is late, do not expect credit for it, a zero will be assigned.** YOU are responsible for understanding and following the course syllabus and any other materials presented in this class. If you do not understand something, ask me **BEFORE** a due date arrives.

WKU AND COURSE POLICIES, RULES, AND RESOURCES

WKU official attendance policy – Registration in a course obligates the student to be regular and punctual in class attendance. Faculty may establish specific requirement for attendance, and those requirements are usually specified on the course syllabus. Students who cease attending class are expected to report to the Office of the Registrar to initiate withdrawal procedures.

Withdrawal deadlines are published each semester in the Registration Guide. If you stop attending or drop this course at any time during the semester, it is **YOUR** responsibility to officially process the withdrawal paperwork or otherwise ensure the class has been dropped from your record. PLEASE NOTE - Failure to **officially** withdraw will result in a grade of FN (failure for non-attendance). **FN** negatively impacts your GPA **and** financial aid.

Honesty & Integrity

- **CODE OF CONDUCT:** All students are expected to comply with WKU's Student Code of Conduct at all times. Please familiarize yourself with the Code, found at: <https://www.wku.edu/studentconduct/student-code-of-conduct.php>
- **PLAGIARISM POLICY:** To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism.

Be honest. Cheating includes (but is not limited to) cheating on a test, copying another person's work both in and/or out of the classroom, plagiarism, and/or lying to the instructor. Cheating will result in a failed assignment and possibly the course. Plagiarism will not be tolerated under any circumstances and applies to all work prepared for this class such as exams, in-class assignments, homework and/or papers (individually or group).

WKU Mask Wearing Policy

Out of respect for the health and safety of the WKU community and in adherence with the [CDC guidelines](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations to face coverings must be determined by the Student Accessibility Resource Center and documented before a student may attend class.

ADA Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Title IX/Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators,

Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159.

WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students’ capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-843-4357.

TUTORING

Gordon Ford College of Business (GFCB) Course Tutoring – The GFCB provides an in-house tutoring center for business courses. Students may schedule one-hour tutoring appointments through the tutoring scheduling website: www.wku.edu/tlc/tutortrac.php. Follow the directions on the website, making sure that you select “Gordon Ford College of Business” in the pull-down menu for “Sites.” For more information and a list of classes tutored visit <https://www.wku.edu/business/tutoring/>.

The Learning Center - TLC also provides face to face tutoring in over 200 WKU courses by our certified tutors. TLC offers online tutoring as well! In addition to specific courses, we offer tutoring in many academic skill areas including time management, note taking strategies, and reading comprehension. Downing Student Union - DSU 2141; **Email:** tlc@wku.edu **Phone:** (270) 745-5065

WKU CENTER FOR LITERACY ASSISTANCE

The WKU Center for Literacy is located in Gary A. Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help **reading/studying to learn** and **writing for evidence and argument**. The Center for Literacy offers both individual and small group sessions throughout the semester. More information about the WKU Center for Literacy can be found on the website: <http://www.wku.edu/literacycenter/>

WRITING CENTER ASSISTANCE

The Writing Center is located in Cherry Hall 123 on the Bowling Green campus and also offers online consultations for students who live at a distance or who cannot visit during our operating hours. Our writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can *help you* brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. **But they will not revise or edit the paper for you.** See instructions of the website www.wku.edu/writingcenter for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment.

ASSIGNMENTS (225 points)

1. PathwayU (TOTAL 100 POINTS)
 - a. Completion of all 4 inventories (25 points)
 - b. Career Match Exercise 1 (25 points)
 - c. Career Match Exercise 2 (25 points)
 - d. Understanding your Assessment Results (25 points)
2. Budget Assignment (25 points)
3. Email Assignment (25 points)
4. AOL Exam – will be completed on Blackboard (25 points)
5. Personal Pronoun Assignment (results confidential) (10 points)
6. LinkedIn – account set up with basic information (5 points)
7. Scavenger Hunt (5 points)
8. Handshake – reflection after presentation (5 points) – in class
9. Money Values (5 points) – in class
10. Occupational Values (5 points) – in class
11. Résumé – reflection after presentation (5 points) – in class
12. Time Management (5 points) – in class
13. Advising Information Assignment (5 points) – in class

QUIZZES (up to 100 points)

Up to 10 Quizzes may pop up after assigned video reviews, in-class assignments, and presentations in the form of Journal Entries on Blackboard or as standard 5 question quizzes.

FINAL EXAM

This exam will be short and will include a brief reflection on what you learned in the class.

GRADING

Assignments – 225 points

Quizzes – 100 points

Final Exam – 50 points

This is a pass/fail class. Students must earn 60% of total points to earn a P for the class. (Not counting quizzes that's 165 points).

The instructor reserves the right to make necessary changes to the syllabus throughout the semester.