

**BA220 SECTION 735 SPECIAL TOPICS IN BUSINESS ADMINISTRATION – FALL 2023 [CRN: 51891]
ONLINE [August 21, 2023 – October 13, 2023]**

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Check your WKU email and Blackboard a minimum of once daily. I use ONLY the WKU email address for correspondence and will post important announcements on Blackboard.

COURSE DESCRIPTION: This course is designed for Gordon Ford College of Business students to be introduced to programs and initiatives within the college of business and explore college and university resources to enhance student success.

THIS COURSE WILL:

1. Connect you with the Gordon Ford College of Business and WKU —i.e., promote your involvement with the faculty, staff, academic clubs, events, and activities within GFCB.
2. Connect you with WKU, especially your use of campus support services (academic support and student development services).
3. Connect your present college experience with your future goals and plans – i.e., help you relate your current college experience with upcoming decisions about your college major, your future career path, and your life beyond college.
4. Provide you with a greater understanding of the keys for success – in college, in your career, in your life, and to foster within you an attitude of continuous self-improvement through comfort zone expansion and lifelong learning.
5. Offer opportunities to practice problem-solving with critical thinking through real-world scenarios.
6. Strengthen both written and verbal communication skills for business settings and enhance self-awareness through reflective thinking and writing.

READINGS, VIDEOS AND OTHER MATERIALS: Will be assigned, and will be provided, via Blackboard or by links to documents and videos found online.

IMPORTANT: This Class is a “Safe Zone.” We treat each other with respect at all times.

Basic Needs Security

Any student who faces challenges securing food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify your instructor if you are comfortable doing so. This will enable her to provide any resources that she may possess.

BLACKBOARD

Please check Blackboard frequently for updates. Also, please check the “Announcements” section on Blackboard frequently. Not all grades will be posted to BB. Please feel free to contact me about your grades at any time.

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).
- In the subject line of any email put BA220- Your First & Last Name

- Remember that emailing is NOT the same as texting! I expect you use professional email practices and allow standard 2 business days for a response.

OTHER REQUIREMENTS

- MS Word and MS PowerPoint will be necessary to complete various assignments.
- Adobe Acrobat Reader, a free software program available online, will also be utilized by students to view certain documents.

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.
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.**

COMMUNICATION WITH ME

Open communication is your key to success in this course. I am happy to work with you should you experience extenuating circumstances surrounding assignments; however, you must let me know what is going on – if you go silent, I am unable to help. I will try to monitor and reach out to students that I have concerns about slipping through the cracks, but you are much more likely to be successful if you are proactive in reaching out to me.

COURSE POLICIES AND CLASS RULES

WKU OFFICIAL ATTENDANCE POLICY – Registration in a course obligates the student to be regular and punctual in class attendance – even online. 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.

CLASS ATTENDANCE POLICY

As a student in the Gordon Ford College of Business, you are expected to conduct yourself professionally. While you will not be “attending” class in this course, you must check your Blackboard each week for your weekly assignments and turn in assignments ON TIME. Employers will have high expectations of you, and GFCB has set high standards for students.

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: <http://www.wku.edu/judicialaffairs/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.
- **Artificial intelligence (AI)** tools are not permitted for any type of work in this class. If you choose to use these tools, your actions will be considered academically dishonest and a violation of the **WKU Student Code of Conduct**.
- **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).

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 [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) 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 Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 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.

Inclusion Statement

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicities, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socio-economic classes, political ideologies, educational

backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.

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](https://www.wku.edu/heretohelp/heretohelpemail.php) 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 270-745-2548.

Big Red Backpack

The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes. Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

RSI Statement

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit <https://www.wku.edu/citl/rsi.php>

In this course, regular and substantive interaction will take place in the following ways:

- Faculty participation in discussion boards,
- Weekly announcements, and
- Timely and detailed feedback on assignments.

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 Peer Tutoring Services

The Learning Center (TLC) provides free tutoring services that empower students to achieve academic success. Trained peer tutors are available to review course content, answer questions, and demonstrate effective study strategies. TLC offers individual appointments and group sessions (PASS) for hundreds of undergraduate courses. For more information or to make an appointment, visit www.wku.edu/tlc.

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 on the Bowling Green campus will have writing tutors available to offer advice to current WKU students on any stage of their writing projects. In-person tutoring is available in Cherry Hall 123 from 10-4 Monday through Friday and in the Cravens Commons (at the horseshoe-shaped reference desk) from 5-9 on Sunday through Thursday evenings. WKU students may also request feedback on their writing via email or arrange a real-time Zoom conference to discuss a paper. See instructions and how-to videos on the website (www.wku.edu/writingcenter) for making appointments. Walk-in feedback is available unless we are booked up. Students may also get short writing questions answered via email; just put "Quick question" in the subject line to (writingcenter@wku.edu).

ASSESSMENTS AND GRADING: (SUBJECT TO MODIFICATION AS THE SEMESTER PROGRESSES)

NOTE: The instructor reserves the right to make necessary changes to the syllabus and assignments/points during the course of the semester.

Grading Policy and Points

Your overall grade in this course will be determined by:

| Assignment | Points |
|---|-------------------|
| Syllabus Quiz | 25 |
| Email Assignment | 30 |
| Scavenger Hunt Quiz | 25 |
| SteppingBlocks Assignment | 100 |
| Advising and Registration Assignments (2 parts) | 100 |
| AOL Exam (complete and I will change the grade) | 25 |
| Handshake Profile Set Up | 25 |
| LinkedIn Profile Assignment | 25 |
| Resume Assignment | 50 |
| Discussion Boards | 175 (25 pts each) |
| Career Assignment | 100 |
| TOTAL POINTS | 680 |

The course grading scale is as follows:

A= 90-100% (612-680 points)

B= 80-89% (544-611 points)

C= 70-79% (476-543 points)

D= 60-69% (408-475 points)

F= 0-59% (0-407 points)