<p style="color:red; text-align:center;">**BA 220-736 Special Topics in Business Administration – Fall 2024 (CRN: 51891)**
ONLINE (Aug 19 – Oct 11)</p>

Instructor & Class Information

Instructor: Suzanne Moore
Email: Suzanne.moore@wku.edu
Phone: 270-745-3505

Check your WKU email and Blackboard daily. I ONLY use the WKU email address for correspondence and will post important announcements (e.g., class is cancelled, assignment extension) on Blackboard.

NOTE: This class is a bi-term class. This class will end on Oct 11, 2024

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 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.

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.

Learning Outcomes
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.

Important Course Dates:

Aug 19: Courses begin
Aug 21: Last day to add this class. Last day to drop this class without penalty (FIRST BI-TERM).
Aug 26: Last day to add or drop **full semester courses**
Aug 30: Last day to opt out of Big Red Backpack
Sept 2**:** Labor Day; University Closed!
Sept 23: Last day to withdraw from First Bi-Term courses
Oct 10-11: First Bi-Term Final Exams

Required Materials:

- Weekly Planner
- Regular Blackboard access
  - o Please check Blackboard frequently for updates. All activities, assignments, and grades will be posted to Blackboard. Also, please check the "Announcements" section on Blackboard frequently.
  - o If you have any issues with Blackboard, the Internet, etc., contact WKU's Information Technology (IT) at 270-745-7000.
- Microsoft Office and Adobe Acrobat Reader

E-mail

- I will ONLY use your WKU email addresses to communicate with you.
- Please check your email frequently (at least daily).
- 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.

Due to the Family Educational Records and Privacy Act, all correspondence must be sent using your WKU email. I will only reply to your WKU email. If you use another email, it is your responsibility to forward your WKU email to your preferred email. You are expected to read emails sent to your WKU email account. If you would like to forward your email from your WKU account to another account, please use the following documentation to guide you through the Forwards Process http://www.wku.edu/it/accounts/toppermail/faqs.php

Expectations

1. 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, Google Docs, or any word processing software besides Microsoft Word, will not be accepted**. **MAC USERS BEWARE.**
2. 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.
3. Participation is expected in all activities.

4. **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.

You are expected to check Blackboard and your WKU email at least once a day.

Submitting Assignments

All assignments will be submitted via Blackboard. Email will only be used of specifically requested. When uploading to Blackboard, all assignments will specify which format you can use to upload, like PDF or a Word doc. When attaching files, you will need to attach the actual document, *not by sharing using OneDrive (sharing a link). We have learned that this is not always fail-proof!*

Assignments/Points

1. Introduction discussion (25 points)
2. Syllabus Quiz (20 points)
3. Virtual Campus Scavenger Hunt (20 points)
4. Email (25 points)
5. SteppingBlocks Upload (75 points)
6. SteppingBlocks discussion (25 points)
7. Resume (100 points)
8. Personal Mission Statement (50 points)
9. LinkedIn- account setup with basic information (25 points)
10. Interview Assignment (100 points)
11. Handshake Profile (25 points)
12. Class Registration Assignments (100 points)

Total Points: 590 points
The instructor reserves the right to make necessary changes to the syllabus throughout the semester.

GRADING
This class is graded using a traditional (A-F) scale.
LATE WORK
I do not accept late work. This course is designed to help you acclimate to university expectations, as well as honing your time management skills.

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 requirements 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 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).

- **Artificial intelligence (AI)** In general, I expect that the work you submit in this class will be your own and you are not authorized to use artificial intelligence (AI) tools such as ChatGPT, Bing, Google Bard, etc. However, there may be specific assignments or activities in which we will utilize these tools to enhance your learning experience. In these instances, I will provide you with additional information about the assignment and how AI will be employed and cited. **Again, unless permission is granted, you are expected to complete assignments without substantive assistance from others, including AI tools.**

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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 Investigator Michael Crowe, 270-745-5429. 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 on 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 270-745-2548.

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. **The last day to opt out of the Big Red Backpack program is Friday, Aug 30.x**

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.

Student Accessibility Resource Center (SARC)

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, 1074. 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 accommodation directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Student Support Services-Disability

TRIO Student Support Services, Disabilities is a program that serves WKU students with disabilities who may benefit from additional academic, financial and social support.

Our goals for you as a participant are that you will persist from this semester to the next; maintain good academic standing; and graduate with a bachelor's degree. We hope that you will gain personal and professional competencies that will enable you to advance your chosen career and/or graduate education. To apply for this program please got to SSSD Application.

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

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 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.

Educational Opportunity Center (EOC)

The EOC offers many services to help you succeed, including educational planning and counseling, career exploration counseling, student financial aid advising, financial literacy information, and assistance with scholarship searches. The EOC also offers college preparation workshops throughout the year. Our services include personalized educational planning and counseling, career exploration counseling, student financial aid, advising and scholarship searches. Let our office help you with your FAFSA in October. Sign up today at \

Student Support Services (SSS)

Student Support Services (SSS) is all about student achievement and success. It's an opportunity for first-generation college students' families to: Strengthen academic skills, develop personal confidence, explore majors and careers, build new friendships, Make plans for the future, Graduate!

SSS Scholars can take advantage of free programs and services available only to program participants. For example, priority registration, academic advising and counseling, career/major guidance, financial aid troubleshooting, special SSS sections of University Experience.
You may be eligible to be an SSS Scholar if you come from a low- or moderate-income family and neither parent has earned a bachelor's degree. Apply for the program today at:
https://www.wku.edu/sss/application.php

Intercultural Student Engagement Center (ISEC) Academy
Western Kentucky University initiative/program to assist students that identify as students of color (Black, Hispanic/Latino, Asian, Native American, Multiracial) and/or who are first generation, Pell eligible, and have some need with their transition, persistence, and graduation from Western Kentucky University. This program is coordinated by the Intercultural Student Engagement Center. We believe that students of color at Western Kentucky University are scholars who will achieve positive change in themselves, the WKU Community, and the world! Apply for the program today at: https://www.wku.edu/isec/isecacademy.php