BUAD300X – Course Name

College of Business Administration

Prof. Jane Doe

**Contact Information**

* Office Location
* Phone Number(s) (when to use and not use, how fast you can be expected to respond to a voice mail)
* E-mail address(es) (plus wording on your response time to student email)
* Office hours

**Course Materials**

* Textbooks and other readings
* Subscriptions
* Course management resources (i.e., D2L)

**Course Specific Information**

* Course Outline
	+ Course meeting dates
	+ Exam/quiz and other assignment dates
* Expectations of students (other than attendance, class participation)
	+ Proper etiquette in your course. When F2F, practices with respect to cell/smart phones, laptops/tablets, hats, etc. When online, practices with respect to communication during class (if synchronous)
* Description of software available in virtual labs and/or in 1st floor computer lab in David Straz which is now re-opened.

**Course Learning Objectives**

At the conclusion of this class the students are expected to have learned:

* Outcome 1
* Outcome 2

**Program Learning Objectives**

This course is an elective for the <MAJOR> major which has learning outcomes listed at the following link: <INSERT LINK>

* Outcome 1
* Outcome 2

### Assessment Information

College of Business Administration Assessment Statement

The fundamental mission of the College of Business Administration is to provide a quality education grounded in Catholic, Jesuit intellectual values. Students are expected to learn how to function effectively in a diverse and global economy so that they may develop into ethical and socially responsible global leaders and responsible members of their organizations and communities. As one of many methods of assuring that the goals of our educational mission are successfully met, the college regularly and systematically engages in the assessment of these competencies.

Students in the Bachelor of Science in Business Administration program are assessed on their ability to reason ethically, communicate effectively, analyze critically, and understand local, national and global business and cultural issues. Students in our MBA program are assessed on their competency to communicate effectively, reason ethically and apply critical thinking, as well as their capacity to comprehend the global strategic issues of firms and perform fundamental activities of business managers. Students majoring in our other graduate and undergraduate programs are assessed on specific competencies related to their disciplines.

Assessment takes place each semester in all programs using quantifiable measures; the data is analyzed and the information is used to help continuously improve the educational process. The College of Business Administration is dedicated to successfully providing a quality education for our students and assessment is part of the process the college uses to evaluate our success. Additional information on assessment can be found at (<http://www.marquette.edu/assessment/>).

#### Undergraduate business core program learning goals are:

1. Demonstrate effective communication skills to business situations
2. Analyze the global business environment
3. Analyze the domestic business environment
4. Demonstrate critical thinking skills to business situations
5. Demonstrate an ethical understanding and perspective to business situations

### Undergraduate Grading Scheme

|  |  |  |
| --- | --- | --- |
| 93 - 100 A (GPA=4.00) |   | 76 - 78.99 C+ (GPA=2.33) |
| 90 - 92.99 A- (GPA=3.67) |   | 72 - 75.99 C (GPA=2.00) |
| 86 - 89.99 B+ (GPA=3.33) |   | 69 - 71.99 C- (GPA=1.67) |
| 82 - 85.99 B (GPA=3.00) |   | 64 - 68.99 D+ (GPA=1.33) |
| 79 - 81.99 B- (GPA=2.67) |   | 60 - 63.99 D (GPA=1.00) |
|  |   | below 60 F (GPA=0.00) |

### Assignment Submissions

All written assignments are subject to submission to a plagiarism detection service such as **Turnitin**. Students are required to turn in electronic versions of their written assignments in addition to printed versions.

**The Honor Pledge**

I recognize the importance of personal integrity in all aspects of life and work. I commit myself to truthfulness, honor and responsibility, by which I earn the respect of others. I support the development of good character and commit myself to uphold the highest standards of academic integrity as an important aspect of personal integrity. My commitment obliges me to conduct myself according to the Marquette University Honor Code.

**Student Obligations under the Honor Code**

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To turn in work done specifically for the paper or assignment, and not to borrow work either from other students, or from assignments for other courses.
3. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
4. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
5. To complete individual assignments individually, and neither to accept nor give unauthorized help.
6. To accurately represent their academic achievements, which may include their grade point average, degree, honors, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace.
7. To report any observed breaches of this honor code and academic honesty.

### Faculty Obligations

As instructors we strive to be prepared and current with respect to the content and conduct of our courses, and to plan the course and class sessions to achieve the course objectives effectively. We strive to answer questions honestly and completely, and to acknowledge when we do not have an answer. We strive to give all students equal opportunity to participate in class discussions and activities. We respect students' views on issues of judgment, and we clearly distinguish between our personal opinions and our professional expertise. We are available during office hours or at arranged times to work with students individually to help them to master course material. We strive to develop and update exams and assignments so that they are meaningful tests of understanding and progress toward achieving course objectives. Finally, we give due and careful consideration to students' answers and submissions when evaluating them and assigning grades.

**Attendance**

It is your responsibility as a Marquette University student to protect the health and safety of our community in this course. The University has mandated vaccination for all students for the academic year 2021-2022. COVID Cheq will still be used, but those fully vaccinated that provide documentation will no longer receive the daily symptom screening survey. Instead, they will receive a daily email providing a green check. You may be required to show your automated green check to show clearance for entry into campus buildings. If you are experiencing symptoms related to COVID-19, you must follow the link in the automated email to report symptoms.

Visit Marquette's What to do if you are exposed to COVID-19 or test positive website for university guidelines on the best course of action.

Students are responsible for attending all class meetings for courses in which they are registered. Any absence, regardless of the reason, prevents students from getting the full benefit of the course and as such, no distinction is made between excused and unexcused absences, with the following exceptions (see below for further guidance):

* Active duty, with appropriate documentation, or short-term military call-up, as outlined in the Military Call to Active Duty or Training policy in this bulletin.
* The day(s) of religious observances, as listed on the Campus Ministry website.
* Participation in Division-1 athletics or other university-sanctioned events. This activity must be documented and provided to the faculty in advance of the activity. The documentation must be verified by an official of the University, who is directly related to the activity (e.g., Division-1 athletics representative; musical group director; student development representative, etc.).

### Weather Related Conditions

The Office of the Provost will determine if weather conditions warrant school cancellations. This is not up to the individual instructor to cancel courses. Should the school remain open during poor weather conditions, please contact the instructor as soon as possible (i.e., when your are safe) if you are unable to attend class and arrangements will be made.

### Accommodations

Please inform me during the first week of class if you have any conditions that may limit or affect your ability to participate in this course so that we can make necessary arrangements. You may also contact the Office of Student Disability Services, in 5th Floor of the 707 Building, Room 503 (8-1645) for more information (see also: <http://www.marquette.edu/disability-services/>).

### Emergency Plan

Every Marquette University campus building has emergency shelter and evacuation plans. Please familiarize yourself with the plans of each building in which you take classes or attend meetings. Make sure to note the routes to the lowest level of the buildings for shelter during inclement weather, as well as exits from the buildings in the event of fire or other emergency.