

BUS 100 – 03 – COURSE OUTLINE – Fall 2017

Instructor: Nola Joorisity, FCPA, FCA, CMA, C.Dir.
Office: ED524.10
Times/Dates: Tuesday and Thursday at 8:30 am or 10:00 am
Room **ED191**
E-mail: Through URCourses email **only please**
Office Hours: Tuesday 1:00 – 5:30 and Thursday 1:00 – 4:30 pm. I also will make appointments via URcourse email. **Please book an appointment as only an advance appointment ensures my availability.**

COURSE OVERVIEW AND OBJECTIVES

This course provides a broad introduction to business and management concepts. Functional areas – marketing, finance, accounting, entrepreneurship, operations management, human resources, and organizational behavior – are also introduced. Further, the course covers key processes and topics such as the Canadian business environment, environmental scanning, ethics and risk, and decision-making. The course introduces material seen in higher-level business courses.

LEARNING OBJECTIVES

The course objectives are to:

1. Understand the environment in which business operates.
2. Introduce the language and culture of Canadian business.
3. Understand how business functional areas and business processes help businesses succeed.
4. Prepare students for future courses in business and introduce career options for graduates.
5. Develop and practice qualitative and quantitative analysis and interpretative skills.
6. Enhance teamwork skills and strengthen communication skills.
7. Introduce ethical framework and practice ethical reasoning skills.

The course will use lectures and team instructors, cases and exercises, group discussions, class projects and presentations, pre-class preparation, audiovisual materials, online resources, and extra reading.

RESOURCES

Required Readings:

Ebert, Griffin, Starke, Dracopoulos - Custom version of Business Essentials ISBN: 9781323449967. Please note this is a customized version for the University of Regina BUS100 class. The regular version of the textbook would also be acceptable but it is more expensive than the customized version.

Optional Reading:

You are encouraged to read other news /business resources. Examples are: newspapers and web-sites (Globe and Mail, etc.), Bloomberg and internet news sites, magazines, blogs, Twitter feeds, etc.

UR Courses:

Please visit UR Courses **before** every class to ensure you have updated information and access to any extra resources. **I regularly post messages on URCourses.** All class assignments are handled through UR Courses.

SUPPORT SERVICES – FOR YOU: RESEARCH, STUDYING & WRITING

Each student in business is assigned a faculty academic program advisor. Your advisor is a great resource if you have any academic issues or questions. Other services provided through the University include:

- The **Student Success Centre**, located on the 2nd floor in the Riddell Centre. The Centre provides personalized guidance and support to students in achieving their university, professional development, and life goals-
- The **U of R Library** staff are always glad to help to students with research and assignments. Our business librarian, Kate Cushon is available to provide guidance on your E-Scan and term project. The library has a special library guide (Kate's Libguide) designed just for you on your URCourses or <http://uregina.libguides.com/cat.php?cid=21181>
- **UR International** provides free academic and non-academic assistance (e.g., English language services, transition and adjustment to a new learning environment) to international students. The Global Learning Centre is located at CW115 is the facility designed to.

SPECIAL NEEDS

If a special accommodation is needed due to a disability, you should contact the Centre for Student Accessibility at 585-4631 (Room 251, Riddell Centre) or via e-mail: accessibility@uregina.ca.

HARASSMENT POLICY

The University of Regina promotes an environment that is free of all forms of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct (and behavior) that creates an intimidating, hostile or offensive environment for work or study through the harassment of an individual or group on the basis of: (1) race and all race-related grounds such as ancestry, place of origin, color, ethnic origin, citizenship or creed or (2) sex, gender or sexual orientation. Please refer to the University's General Calendar for more information.

ACADEMIC MISCONDUCT AND PLAGIARISM

While you are encouraged to interact with, and learn from, other students in this class, you are required to do your own work. **Plagiarism is a serious issue.** Students plagiarizing others' work will face misconduct penalties. Please avoid actions that constitute academic misconduct that could include sharing answers during exams, talking during exams, signing other classmates in for attendance purposes, etc. Be sure you understand Section 5.13 Student Behaviour, contained in the 2017-18 Academic Calendar, or ask your instructor in advance if you have questions about plagiarism or other forms of misconduct.

NOTE: The Associate Dean requires that **ANY** level of plagiarism in the form of **ANY** missing in-text citations and/or references **MUST** be referred to his office for investigation of academic misconduct. For a student in their first semester at the University of Regina, a first offence, whether intentional or not, would typically carry a penalty. For a student who has already attended the University of Regina for at least one semester, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and a 0% on the assignment. In order to avoid such penalties, it is critical that you provide complete referencing and in-text citations, even if the formatting isn't perfect. You are encouraged to err on the side of caution and to "over-cite" rather than to exclude necessary information.

Plagiarism includes missing references, in-text citations, and quotation marks. If you are using someone's words or sharing their ideas, you must give them credit through proper citation or it can be considered plagiarism. Students who plagiarize unintentionally most often do so by failing to include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else's opinion, or was found through multiple sources. **Remember, cite the ideas, not just the words.**

GRADING

You must complete the required course work to be eligible to write the final exam, AND you must have a passing marking (50% or higher) on the final exam to pass the course, regardless of other marks. Students who fail the final examination will receive a mark of NP (not passed) for their final grade in BUS 100 class.

Students must complete at least a minimum amount of course work to be in good standing to complete the course and write the final exam. These include:

- **Attend at least 11 of 13 night classes**
- **Earn a mark greater than zero on at least 4 of 6 class preparation assignments**
- **Complete the two e-scan assignments**
- **Complete the term project including the presentation**
- **Students who also earn an weighted average grade of 60% or lower on their first midterm and the first assignment will also be required to develop and complete the steps of a Student Action Plan with Student Success and provide a signed off copy to their instructor no later than the beginning of class on Tuesday, November 14th.**

The mark distribution is as follows:

Deliverables	Marks
1. Pre-class preparation (6 preps)	10%
2. Midterm #1	5%
3. Midterm #2	15%
4. Assignment #1 - Why am I here?	5%
5. Assignment #2 – E-scan part 1	5%
6. Assignment #3 – E-Scan part 2	10%
7. Term Group Project a) Presentation – 5% b) Written Report – 10%	15%
8. Final Exam (must pass final to pass the class) **	31 - 35 % **
TOTAL	100%

** students may earn up to an additional 4 marks off the weighting of their final exam by attending and completing the requirements for the Success seminars.

COURSE REQUIREMENTS

Pre-class preparation (preps): Class preps are intended to help you come prepared for the topic being discussed in class. These preps will be submitted through URcourses. Please note that pre-class preps are mandatory. **You must complete 4 of the 6 pre-class preps and earn a grade of more than zero on each of these pre-class preps to be eligible to write the final exam although marks earned on all 6 pre-class preps will count towards your final grade.** The deadline for each pre-class prep is 11:00 pm the night before the class unless otherwise noted. (see class schedule on back page). **Blank submissions will not be considered a completed submission.**

Unless the pre-class prep is multiple choice questions, the following marking key will be used for grading of your pre-class preps. You may choose your own format / presentation. We are looking for thorough, well thought out work, presented in a professional tone.

Effort	Maximum mark available – two (2)
Minimal or no effort	Awarded a mark of zero
Some effort and thought evident. Limited breadth and/or depth of analysis.	Awarded a mark of one
Significant effort/breadth and depth of analysis	Awarded a mark of two

Completion of 4 of the 6 pre-class preps is required to be eligible to write the final exam. Late assignments will be assigned a score of zero.

Exams:

There are three exams, each with questions in a variety of formats, which may include multiple choice, short answer, longer essay, and mini-cases. The exact format will be discussed in class. Team Instructors are an integral part of the BUS 100 class and students should expect to be tested on most, if not all the topics covered by the team instructors. Material covered by guest speakers may also be tested.

Midterm #1

The first exam will be held on course material covered before the 1st midterm. Please see the class schedule for the specific topics and chapters to be covered. This exam is an early warning indicator of how well you are doing in class so that issues can be addressed early.

Midterm #2

The second term exam will cover course content from the start of the semester, but with more emphasis on recent content since the first midterm.

Final Exam

The final exam is comprehensive covering all course content.

If you cannot write the final exam for a medical or other legitimate reasons, your final exam may be deferred. However, your Instructor cannot defer the final exam; please see the Associate Dean – Undergraduate Programs for deferral permission.

1) Assignments: Please submit assignments to the appropriate turnitin link on URCourses

Assignment #1 - Why am I here?

This is an up to 500 word formal essay (using professional writing and presentation) that will reflect on your reasons for joining this class, the challenges you anticipate, and how you

will achieve success. **You may write in first person for this essay.** A detailed description of this assignment is posted in the link where you submit this assignment on UR Courses.

In marking the assignment, you will be evaluated on two things:

- The breadth and depth of effort you put into your thoughts, and
- The quality of written presentation (structure, clarity, free of typos, etc.)

Assignment #2: Environmental scan (e-scan) part 1

With a partner, you will conduct an e-scan research inquiry on a Canadian public company. This part 1 is baseline research to prepare you for submission of the full e-scan assignment (part 2). You will choose from one of the specific companies listed on your URCourses class assignment #2 list. Only assignments written on companies from this prescribed list of companies will be accepted. Each of the companies is traded on the Toronto Stock Exchange (TSX); each company operates in a different sector of the economy.

Further details and a marking guide is posted on URCourses. Students are strongly encouraged to follow these documents while writing their papers. ONLY one submission per partner group is required at the URCourse link.

Assignment #3: E-scan part 2

With your partner from e-scan #1 and using the e-scan inquiry form you completed for e-scan #1 and any additional feedback you received, you will complete a written paper on your selected company. A marking guide for this assignment is on URCourses. Students are strongly encouraged to follow this marking guide while writing their papers. ONLY one submission per partner group is required at the URCourse link.

Please note that sites like Wikipedia, Investopedia, Business Dictionary, Twitter, etc. are *not* considered an appropriate reference. Students citing these types of sources in their papers and assignments will be awarded a zero on that assignment or paper. Multiple citations are better.

Peer evaluations: Students may be asked to complete a peer evaluation for this assignment. Your individual performance will be grading by your partner and you will evaluate your partner's performance. Partners who do not make appropriate and comparable contributions may have their individual marks adjusted. The peer evaluation form is on URCourses.

E-scan 1 and E-scan 2 are mandatory assignments and must be completed to be eligible to write the final exam. Late assignments will be assigned a score of zero. Please only ONE submission per partner group should be submitted to URCourses.

- 2) **Term Project:** Term project ideas **MUST** be approved by your instructor before you proceed

Completion of the term project and term presentation are required to be eligible to write the final exam. A marking guide for this assignment is posted on URcourses.

The term project is designed to integrate your learning experiences in BUS100 through research, analysis and experiential learning. There are two possible formats for the project; individual or group.

- a) All students have the option of completing an individual project, designed to reinforce course learning through in-depth research and analysis. Project deliverables for an individual presentation include a 1,000-word paper plus a 3 minute class presentation. The project may be one of:
- A business plan project
 - Business analysis
 - Another project assigned by the instructor.
- b) **Only** students who achieve at least a 60% combined weighted average on the first term exam and the Why Am I Here essay are eligible to complete a term project in teams of 4. The team projects are designed to reinforce learning through in-depth research and analysis, combined with opportunities for experiential learning and development of teamwork skills. **All students who have achieved the 60% benchmark are strongly urged to pursue this option.** Project deliverables for each team include a 2,000 – 2,500 word paper plus a 5-7-minute class presentation. The project may be one of:
- A business plan project
 - Business case competition (Business Students Society)
 - Community service / analysis of a charitable organization
 - Another project assigned by the instructor.

The teams will be assembled in early to mid October. You are expected to manage your group and address any problems as they arise but you should advise your instructor if your problem doesn't get resolved (and don't wait until the end of the semester!).

A. Business Plan

As an individual or as a team you may develop a business plan for a new business. It may be any Regina based new goods producing or service-providing business, but your instructor will approve the topic. Extensive research is required for the project. Analysis will cover content from at least four (4) textbook chapters except accounting (e.g., Marketing, Operations, etc.) plus an external industry environment analysis.

B. Business Case Competition

Please note - **Only teams prepared to compete in the Business Student Society (BSS) case competition on Thursday, November 9th (evening only), Friday, November 10th and 11th will be permitted to select this option for their term project.**

Part 1: On Thursday, November 9 - Saturday, November 11, each team will compete in the BSS case competition. Each team will be given a case the morning of November 11th to deconstruct and be required to make a presentation of the proposed solution in front of judges. Each team will be assigned a JDC West case competition alumni who will guide the team during the deconstruction. The alumni will not participate in the development of the solution or finalization of the presentation. Top performing teams will be considered for bonus marks. More information on this option will be available during class.

Part 2: Case teams will be required to write up their analysis to the competition case as their written group project. Teams will receive full marks for the presentation portion of the group project as a result of participating in the full case competition weekend.

C. Enactus Community Service (volunteer) Option

Please note - **only teams willing to complete at least 14 hours of volunteer time per team member should select this option.**

Who is Enactus? Enactus is a global community of student, academic and business leaders who are using entrepreneurial action to create a better, more sustainable world. The UofR Enactus Club welcomes BUS100 students to join the club and experience a community service project as part of a team.

Your team can volunteer with a designated community charitable organization OR on campus project, but only with approval by your instructor. Each team member will volunteer to work at least 14 hours by the due date. Teams will conduct an e-scan for the charitable organization, analyze internal organization documents, interview key staff and gather their own information through their volunteer work. In addition, course concepts from at least four (4) textbook chapters (excluding accounting) will be used in your analysis of the organization and the way it functions. Based on your analysis and observations, you will write a group paper based on your collective experiences, what you learned about the organization and how it operates the same as, and differently from, a business. Finally, you and your team mates will reflect on your experiences as members of the Enactus Club.

There are several activities/submissions including your final report for this project. **Only one submission per group / individual is required.** If you are part of a group, please make sure to include your group number and name of your group members on each submission and on your file reference submitted to URCourses. The submissions are:

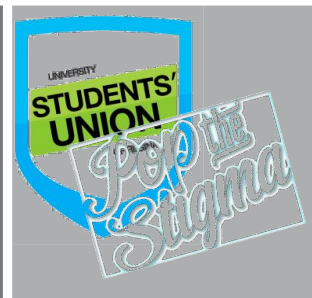
- i. Final Report: A detailed description and marking guide for this report is on URCourses. Students are strongly encouraged to use this marking guide and review the guide while working on their project. **APA style citations are required for your report.**
- ii. In class presentation - At the end of the semester, you will present a **MAXIMUM 7** minute presentation of your work and conclusions. All group members must participate in the presentation. **Individual term project presentations will be a maximum of 3 minutes and 1 static slide.**
- iii. Peer evaluation – If you are part of a group term project, submission of a peer evaluation is **mandatory** and is due via the turnitin link by the date indicated in the detailed class schedule. Your individual performance will be graded by your team members and you will evaluate each of your team member's performance. Any team members that do not make appropriate and comparable contributions may have their individual marks adjusted. The peer evaluation form is on URCourses. Students who do not submit a peer evaluation by the deadline will receive a 10% deduction from the mark earned on the term paper.

Your written report and peer evaluation must be submitted at the applicable turnitin by the date indicated in the detailed class schedule.

3) **Success seminars**

At least 7 success seminars will be held over the semester. The specific topics, times and locations are in the detailed class schedule. Three offerings of each seminar are presented to allow students to fit one of the offerings into their schedule. Students who attend the seminars will gain practical information and strategies to assist them in being successful in the class and at University. Students who attend and sign in at the sessions AND submit a reflection piece on what they learned at the individual seminar can earn up to 4 marks off the weighting of the final exam. Students will earn 1 mark for each seminar up to a maximum of 4 marks. Students **MUST** still pass the final exam to be eligible to pass the class. The reflection piece must be submitted through UR courses by Friday at 11:00 pm on the week of each seminar.

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals



TENTATIVE CLASS SCHEDULE – locations and times for success seminars are shown at the bottom of this class schedule

Date	Topic	Text	Pre-class prep/Team Instructor
Week of September 11			
Success seminar #1 – Business Student Society (BSS), research opportunities, UR Investing, Enactus, * (see bottom of schedule for locations and times)			
T Sept 12	Welcome, course overview, e-scan, economics and government	Ch 1/2	
F Sept 15	Assignment #1 - Why am I here? essay – due by 11:00 p.m. on Friday, September 15th		
Week of September 18			
Success seminar #2 – Student success - exam writing techniques / study skills *			
T Sept 19	Academic / Meyer Briggs (MBTI) Academic Intergiry / See things Differently Team Instructor – Brian Schumacher	Ch 2	Prep 1 – MBTI / Prep 2 - Plagiarism
Week of September 25			
Success seminar #3 – Library research, plagiarism and citations with Kate Cushon *			
T Sept 26	Marketing Team Instructor – Dr. Lisa Watson	Ch 12/13	
T Sept 26	Midterm 1 – written in class		
Week of October 2			
Success seminars #4 – E-scan 1 and citation assistance with Kate Cushon * (take e-scan 1 instructions)			
T Oct 3	Entrepreneurship Team Instructor – Bruce Anderson Corporate Structures / Yellow sheets debrief	Ch 4	Prep 3 – Marketing MCQ
	Week of October 9 – Thanksgiving week		
Success seminar #5 – Student success programs / UR Guarantee / UR International* (Yellow sheet)			
T Oct 10	Assignment #2 – E-scan part 1 due Monday, October 9 th at 11:00 p.m.		
T Oct 10	Case - Alison's Coffee shop Human Resource Management (HRM) / Campus for All presentation	Ch 8	Prep 4 – case #1
	Week of October 16		
Success seminar #6 – Writing your e-scan 2 with Scott J. Wilson*(Yellow sheet) (take e-scan 2 instructions)			
T Oct 17	Motivation / Roses are red exercise Leadership and Management	Ch 6, 9	
Date	Topic	Text	Pre-class prep

	Week of October 23		
T Oct 24	Operations Management / TBD	Ch 10	
Th Oct 26	Assignment #3 – E-scan 2 due Wednesday, October 25 th at 11:00 p.m.		
	Week of October 30		
T Oct 31	Corporate and Social responsibility Guest speaker – Sask Energy	Ch 3	
	Midterm 2 – written in class		
	Week of November 6		
Success seminar #7 – Project Management for your term project *			
T Nov 7	Accounting concepts and decision marking Team Instructor – Nola Joorisity	Ch 11	Prep 5 – Accounting MCQ
	Week of November 13		
T Nov 14	Finance and banking Team instructor – Lee Elliott Case – Urban Rehab	Ch 14	Signed Student Action Plan due (yellow sheets) Prep 6 – Case #2
	Week of November 20		
Success seminar #8 – Presentation skills *			
T Nov 21	Term project final report and peer evaluation due Monday, November 20 th at 11:00 pm		
T Nov 21	Bottle shock Ethics	Ch 3	
	Week of November 27		
T Nov 28	Term presentations		
	Week of December 4 th		
T Dec 5	Term presentations and wrap up		
	Final exam		
M Dec 11	Final Exam – 7:00 – 10:00 pm - Location to be determined		

*** Days, times and locations for Success seminars - Tuesday 5:30 – 6:30 pm ED 106 OR Wednesday 5:30 – 6:30 pm ED 106 OR Friday 10:00 – 11:00 am – CL110 (Classroom building)**