

**Primary Point of Contact for ALL QUESTIONS:**  
**YOUR Primary TEACHING ASSISTANT**

**Please refer to their office hours listed on Canvas or send them an e-mail listed on Canvas.**

If your TA needs to escalate your question, they will contact our Lead TA and/or the instructor.

LEAD TA:

Areg Vartanian

INSTRUCTOR:

Dr. Eve Prilipko

**COURSE DESCRIPTION**

This is a TA-led, friendly, and team-building-oriented introductory course for new McCombs students, designed to provide a unifying experience for first-semester and transfer students, facilitating your transition to college. The course will review business from a broad perspective and set the tone for your further studies. Although the course will touch on many aspects of business, its focus will primarily involve themes related to leadership and ethics, inclusion, and innovation.

There are three overarching course objectives. First, this is a course focused on exposing you to key challenges that you will face as leaders. The objective is to enhance your understanding of the critical social and cultural challenges you will face in organizations.

Second, this is a course focused on generating more compelling avenues to address these key challenges. Developing strategies to solve organizations' most pressing problems cannot stem from one leader alone.

Third, the course will provide you an opportunity to put this learning into practice through a focus on ethics and innovation. You will work in teams leading discussions on concepts from the course and proposing alternative solutions to problems illuminated in case studies. You will also reference concepts from the course in your individual reflection papers.

**COURSE POLICIES:**

A. **INSTRUCTIONAL METHODOLOGY:** You are in a safe and welcoming learning environment designed to make you feel most comfortable, engaged, and ready to learn. Creativity and new ideas are strongly encouraged! Be prepared to have an ice-breaker activity led by a team. If you have any limitations preventing you from participating in a class activity, please notify your TA.

<b>Prior to class:</b>	Be prepared for each class by reviewing all materials posted for that week. Please be prepared with an ice-breaker when it is your team's turn to present.
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<b>During class:</b>	Be prepared to have discussions in small teams based on materials posted on Canvas, your individual experiences, and additional topics. We encourage you to ask your TA any questions you have.
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B. **CLASS PARTICIPATION AND ATTENDANCE (28%):**

This is a discussion-based course. Failure to attend a class session or stay for the entire session will result in a reduction of your participation grade. In a discussion-based class it is your responsibility to be thoroughly prepared to discuss each reading and case and be an active participant in the discussion. **Since a critical component of the course is spirited, informed discussion, your participation will be graded within the class session and each student assigned a class participation score.** The participation scores for each class session range from 0 for not showing up, not staying for the entire class period and/or not contributing to class in any demonstrable manner (i.e. not paying attention, being unprepared, sleeping, etc.) to 1 for attending and participating minimally, to 2 points for providing high quality contributions in class.

Some of the characteristics of comments in class that are considered to be of high contribution are below:

- a) Builds on or respectfully challenges the previous comments of your peers.
- b) Integrates previously unconnected class concepts.
- c) Provides a unique and non-obvious insight into the course material.
- d) Poses a critical question to the class.
- e) Richly reports back for the team following breakout discussions.

BE PREPARED for each class. Familiarize yourself with the case study and posted materials. Contribute to each class discussion. The only measurable output of your contribution is your class discussion – but airtime is a scarce resource, so please use it wisely. Comments based solely on “gut reaction” do not add value and will be treated the same as not participating. Frequent non-quality contributions are not rewarded and, in some cases, may be penalized. You are assumed to have read and understood case readings, videos, and additional materials posted on Canvas.

**Class participation scores (0, 1, or 2) for each class thus equate to 0, 1, or 2% of your final overall grade for the course.**

If you received a 2 for every class session, you would receive the full 28% credit for Class Participation and Attendance, whereas if you received a 1 for every class session, you would receive half (14%) of the credit available. You may earn 1 extra credit participation point per week for attending your TA's office hours **prior to the next class session** with a relevant discussion question. This extra credit only applies to the participation score and cannot exceed 2 points for the week or the full 28% of credit available for the semester. For excused absences (Holy Days, illness, etc.) you may make up the class by submitting an email answering the discussion questions for the class session that you missed (the email must be submitted to the TA for your section **prior to the next class session**). The discussion questions must be requested from the TA for your section. Discussion questions are based on the materials posted and may come as questions posted below case studies (Ethics Unwrapped website).

You are responsible for being familiar with material posted for each module on Canvas. Being thoroughly familiar with each week's material will greatly facilitate your process of writing two individual essays throughout the semester (there will be three essays total, including another assignment).

If you must miss a class due to a valid excuse, please contact Student Emergency Services (SES) and notify your TA. Students with personal or family emergencies should register their situation with SES by logging onto <http://deanofstudents.utexas.edu/emergency/> or calling 512-471-5017. Requests for assignment extensions, modifications, or emergency leaves must be approved by SES.

#### **Tardiness and Early Dismissal:**

On-time arrival ensures that classes start and finish at the scheduled time. On-time arrival shows respect for both your TA and fellow students and enhances learning by reducing avoidable distractions.

**Up to 0.5 points may be deducted from your point total for every tardiness.** Also, let your TA know if you have a critical reason to leave class earlier. If your participation score is 0 for a given class and you were late, you may see a negative 0.5 for that class in Canvas participation column for that class.

**PROFESSIONALISM:** The highest professional standards are expected of all members of the McCombs community. Treat the classroom as you would a professional corporate environment. Students are expected to be professional in all respects. TAs are expected to be professional and prepared to deliver value for every class session.

- ☐ Be on time
- ☐ Display name cards
- ☐ Fully prepare for each class
- ☐ Respect opinions of your colleagues. Intolerance for the views of others is unacceptable
- ☐ Attend your class section to which you are registered

Please **REFRAIN** from:

- ❑ **Cell phone/laptop use during class** (ok to use for Kahoot! games led by teams). If needed, your TA reserves the right to ask you to leave the classroom and mark you as absent.
- ❑ **Distractions** (homework for other classes, e-mail, surfing the Web). If needed, your TA reserves the right to ask you to leave the classroom and mark you as absent.
- ❑ **Disrespect in class.** Be respectfully engaged and supportive to your colleagues.
  - ❑ Disrespect/sarcasm/unethical behavior in written or oral communication
  - ❑ To enhance professional environment and communication we advise removing hats before class. It will allow for strengthened eye contact and non-verbal communication with your colleagues/TA.
  - ❑ We also advise you not to keep backpacks/clothing immediately in front of you on the desk. It will impede discussion activities in your team. Please keep them behind you or on the chair/space below the desk.
- ❑ **Assignments (Reflection papers) submitted by e-mail are not accepted. All assignments are to be submitted on Canvas.**
- ❑ **Sending drafts to instructor or TAs for review before submission is not accepted.**
- ❑ **E-mails sent Friday night through Sunday will not be answered until early in the week.**
- ❑ **E-mails containing questions and sent before class will not receive an immediate response.**
- ❑ No grade or assignment negotiation or substitution is permitted.

**C. COURSE MATERIALS:** All required readings and course material are located on the Canvas learning platform for this course. Please be prepared for class discussions by reviewing all the videos and case studies before each class.

ASSIGNMENTS	GRADE POINTS
Class Participation and Attendance (14 weeks)	28 (28%)
Three One-Page Individual Reflection Papers (10 points each)	30 (30%)
Final Team Presentation	42 (42%)
<b>TOTAL POINTS</b>	<b>100 (100%)</b>

  

A=100%-94%	B+=89.9%-87%	C+=79.9%-77%	D+=69.9%-67%	F=60.9%-0%
A-=93.9%-90%	B=86.9%-84%	C=76.9%-74%	D=66.9%-64%	
	B-=83.9%-80%	C-=73.9%-70%	D-=63.9%-61%	

**INDIVIDUAL REFLECTION PAPERS: (Three papers; 10% each for a total weight 30% of course grade)**

Throughout the semester we will address various leadership challenges. You will write three one-page reflection papers in which you describe your insights and take-aways on any of the leadership or ethics topics presented on Canvas and/or discussed in class (refer to samples posted on Canvas). Explain how your insights will impact your career at McCombs and beyond. You will write your third paper for the remaining topics in the second half of the course. These papers should be no more than one to one and a half page, double spaced, 12pt font, 1 inch margins, and submitted via Canvas. Papers are graded on a scale from 0 to 10. The second paper will be based on your Blanton Museum of Arts visit and experience. **Late submissions will result in 50% grade reduction. No submissions can be made past 72 hours after due date and will receive a grade of 0 for the assignment.**

**FINAL TEAM PRESENTATION: (Weight 42% of course grade)**

In your team, select the topic of your final presentation. Evaluate topics that have been discussed throughout the semester and decide what would be of most interest to you. Enhance your presentation with your personal examples, perspectives, and suggestions. Team presentations are graded individually on a scale from 0 to 5. **Final team presentations cannot be missed.** If you must miss the day of your final presentation due to an extreme circumstance, talk to your TA about presenting your piece during their

office hours (as a rare exception only) or with another team on a different date. No note cards will be used for presentations; only natural narrative.

### **ACADEMIC INTEGRITY:**

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program's Statement on Scholastic Dishonesty at <http://my.mcombs.utexas.edu/BBA/Code-of-Ethics>.

**In case of academic dishonesty a penalty up to 70% may apply to the final grade. Academic dishonesty cases are reviewed on one on one basis.**

### **Student Rights and Responsibilities**

- ☐ You have a right to a learning environment that supports mental and physical wellness.
- ☐ You have a right to respect.
- ☐ You have a right to be assessed and graded fairly.
- ☐ You have a right to freedom of opinion and expression.
- ☐ You have a right to privacy and confidentiality.
- ☐ You have a right to meaningful and equal participation, to self-organize groups to improve your learning environment.
- ☐ You have a right to learn in an environment that is welcoming to all people. No student shall be isolated, excluded, or diminished in any way.

### **With These Rights Come Responsibilities**

- ☐ You are responsible for taking care of yourself, managing your time, and communicating with the teaching team and with others if you find yourself stressed.
- ☐ You are responsible for acting in a way that is worthy of respect and always respectful of others. Your experience with this course is directly related to the quality of the energy that you bring to it, and your energy shapes the quality of your peers' experiences.
- ☐ You are responsible for creating an inclusive environment and for speaking up when someone is excluded.
- ☐ You are responsible for holding yourself accountable to these standards, holding each other to these standards, and holding the teaching team accountable as well.

### **Religious Holy Days**

Please notify your TA of your pending absence at least fourteen days prior to the date of observance of a religious holy day (Diwali, Yom Kippur, etc.) If you must miss a class, an assignment, or a project to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### **Services for Students with Disabilities**

This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with me, or if you need specific arrangements in case the building needs to be evacuated, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible. I will maintain confidentiality of these discussions. If appropriate, also contact [Services for Students with Disabilities](#), Services for Students with Disabilities, 512-471-6259 (voice), or 512-410-6644 (video phone).

### **Counseling and Mental Health Center**

There are many helpful [resources](#) available on campus. If you or anyone you know experience any academic stress, difficult life events, or feeling like anxiety or depression, we strongly encourage you to seek support. A [Counselors in Academic Residence \(CARE\) Program](#) is available in each college from the [Counseling and Mental Health Center](#).

### **The Sanger Learning Center**

All students are welcome to take advantage of Sanger Center's classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. Please visit [Sanger Learning Center](#) or call 512-471-3614 (JES A332).

### **Student Emergency Services (SES)**

UT's [Student Emergency Services](#) provides assistance, intervention, and referrals to support students navigating challenging or unexpected issues that impact their well-being and academic success. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, please register with [Student Emergency Services](#). SES will verify your situation and notify your professors.

### **Import Safety Information**

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCCAL (the [Behavior Concerns and COVID-19 Advice Line](#)): 512-232-5050. Your call can be anonymous.

### **Title IX Reporting**

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's [relevant policies](#).

Faculty members and certain staff members are considered "Responsible Employees" or "Mandatory Reporters," which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX-related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu) For more information about reporting options and resources, visit the [Title IX Office](#) or email [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu).

### **Campus Safety**

The following are recommendations regarding emergency evacuation from the [Office of Campus Safety and Security](#), 512-471-5767,

- Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- For more information, please visit [emergency preparedness](#).

NOTE: The instructor reserves the right to alter the syllabus as needed.

# MAN101 COURSE OUTLINE (Fall 2025)

ALL CLASS MATERIALS ARE ON CANVAS UNDER MODULES	CLASS	CLASS AGENDA
<input type="checkbox"/> Read the syllabus <input type="checkbox"/> Review Module One on Canvas	Week 1 Aug 25-29	Welcome to Your Teams, Culture, Goals for the Course TA Introduction, Syllabus Review, Warm-Up Review Name Tags and Introductions
LABOR HOLIDAY (No Class for Monday Sections)	<b>Week 2</b> <b>Sep 1-5</b>	Introductions Continued, Course Overview, Team Building for all other sections
<input type="checkbox"/> Be prepared to discuss Module One	Week 3 Sep 8-12	Criss Cross Warm-up Continue Introductions (if needed more time) Module 1
	Week 4 Sep 15-19	Criss Cross Warm-up BBA-Provided Session TA-led: Community Connections
<input type="checkbox"/> Be prepared to discuss Module Two <input type="checkbox"/> Reflection Paper One is Coming Up	Week 5 Sep 22-26	Criss Cross Warm-up Discuss Reflection Paper One Requirements Module 2
<input type="checkbox"/> Be prepared to discuss Module Three <input type="checkbox"/> Reflection Paper One is Due Sunday, October 5, by 11:59 p.m.	Week 6 Sep 29-Oct 3	Criss Cross Warm-up Refresh Reflection Paper One Requirements Module 3
<input type="checkbox"/> Be prepared to discuss Module Four	Week 7 Oct 6-10	Criss Cross Warm-up Module 4
<input type="checkbox"/> Be prepared to discuss Module Five	Week 8 Oct 13-17	BBA Visit: Advising and Registration
	Week 9 Oct 20-24	Criss Cross Warm-up Module 5 Refresh Reflection Paper Two Requirements
<input type="checkbox"/> Reflection Paper Two is Due Sunday, November 2, by 11:59 p.m.	Week 10 Oct 27-31	Criss Cross Warm-up Discuss Blanton Museum of Arts Paper Three Requirements Discuss Final Presentation Requirements
	Week 11 Nov 3-7	Teams 1+2 Final Presentations
	Week 12 Nov 10-14	Teams 3+4 Final Presentations
Blanton Museum of Arts Reflection Paper Three is Due Sunday, November 23, by 11:59 p.m.	Week 13 Nov 17-21	Class meets at Blanton Museum. Attn <b>MONDAY</b> TAs: Museum is Closed on Mondays. Please schedule your class on another day this week or combine with another class/TA.
THANKSGIVING BREAK	Nov 24-28	NO CLASSES
	Week 14 Dec 1-5	Course Closure and Potluck