Syllabus
Louisiana Tech University

College of Business

BUSN 110-084 Introduction to Business (Online-Ruston campus)
BUSN 110-097 introduction to Business (Online-Barksdale AFB)

Course Description: A foundation course that emphasizes decision-making and entrepreneurial activities in an ever-changing global economy.

Instructor: Larry H. Jarrell
    Email: ljarrell@latech.edu
    Phone: (318) 257-4306 (office)
    FAX: 257-4253 (shared)
    Office: COBB 102C

Office Hours:
    Monday: 8:00-9:30 am; 11:00-12:00 noon
    Tuesday: 11:30 am – 2:00 pm
    Wednesday: 8:00-9:30 am; 11:00-12:00 noon
    Friday: 8:00-9:30 am; 11:00-12:00 noon

Text: BUSN7 Introduction to Business by Kelly/McGowen; Seventh edition; Published by Southwestern/Cengage Learning

Exams: There will be three regularly scheduled exams, each covering approximately one third of the course material, and a comprehensive final exam. Exams may include true/false, multiple choice, listing, short answer, problems, and essay questions. College policy requires that at least ten percent of your grade be based on written communication. Grades will be based on your best two of the first three exams, plus the Comprehensive Final Exam. (NOTE: The Final Exam CANNOT be dropped.) No make-up exams will be given unless PRIOR arrangements have been made with the instructor. Missing an exam has to be a “university accepted excuse.”

There will be a total of 500 points possible: 300 from the Exams, 100 from the business plan and 100 from homework. All work must be completed on time. Late work will not be accepted unless special arrangements have been made with the instructor. Homework will not be accepted for unexcused class absences or for submitting late on Moodle unless an excused absence. Homework is to be turned in through Moodle. Detailed instructions will be given later as to how to turn it in through Moodle.
Grading will be based on the following percentages:

A  90-100  
B  80- 89  
C  70- 79  
D  60- 69  
F  59 and below

**Business Plan:** Groups will be formed in teams of 3-4 students and will have the responsibility of developing a business plan for a hypothetical for-profit entrepreneurial venture. Also, you may do the project as an individual project if you cannot make a group within the online class. Details will be given about the Business Plan project during the first part of the quarter.

Grades on the business plan project will be based on progress reports, a final business plan, presentation of that plan, and peer evaluations. Further instructions will be made available as this team project is implemented during the quarter. Your business plan must be submitted to the Turnitin website (www.turnitin.com) to be checked for plagiarism before your business plan presentation. Please note: There is an option since this is an online class. If you do NOT have access to coming on to campus for an oral presentation, you may decide to just have your project graded only as a written report. The total 100 points will come from the written report rather than 50% from written and 50% from the oral presentation.

**Policies:** All of the applicable laws, regulations, policies, and procedures of the College, University, State, and United States will be strictly followed.

New Policy: You must now make a "C" or better in each and every course in your major in the College.

**Special Needs:** Students needing special testing accommodations and/or classroom accommodations based on a disability condition are encouraged to discuss this need with me as soon as possible. For any special needs requests, you will need to provide me with a letter from the Disability Office located in Wyly Tower, which will state that you are registered with this office and that you are in need of special accommodations.

**General Course Policies**

**Technical Information for online class**

**What You Need: Skills and Software**

You will need basic computer skills. Can you find a web site if you are given a web address? Can you send and receive an email? Can you attach files and open attachments? If you can, then you will probably have few problems with the technology in this course. You will also need regular access to a
computer and Internet service. You can use the labs on campus if you buy a set of headphones. Right now, write down two backup places that you will go if your preferred email access point fails. For example, if you try to get on the internet and you find your home access won't work, where will you go? Then, if during the class you have trouble, you can go to your backup place. Can you go to the local library? To the local community college? To your aunt's house? If you have no backup places, you probably don't need to take this course. In other words, if your internet fails, it may severely lower your grade in this class. It will be your responsibility to check your Tech email account every day or have your messages forwarded on to another email account that you prefer. Email failures, like internet failures, can severely lower your grade in this course. AOL and Yahoo conflict with our Blackboard delivery system, so those are not recommended. If you use those, then the problems and delays that you will experience will be your responsibility. You will need a computer with a sound card. You must have access to Broadband or DSL to access the course information; dial up will NOT work. You will need Microsoft Office Suite including Microsoft Word, Microsoft Explorer, PowerPoint, and Windows Media Player. You can download a free version of this operating system at openoffice.org. Windows Media Player is available free at http://www.microsoft.com/windows/windowsmedia/default.mspx. This link will take you to a page that will direct you to various download options. Select the media player that goes with the computer system you are operating.

SAMPLE TECHNICAL SUPPORT STATEMENT

1.) Your instructor will respond to email at ljarrell@latech.edu within 24 hours during the week (M-F).
2.) Technical support is your responsibility. If a document or lecture does not open for you, let your instructor know immediately. Sometimes the instructor can make course information available in a different format that you can access more easily. However, if the problem is on your end (your computer, your software, your modem), it is your responsibility to find someone on your end to help you with the problem. Your instructor is not technical support.

ONLINE STUDENT EXPECTATIONS:
The lectures will be available after the 12:30 MWF class in which they will be recorded. You are expected to view the lecture between noon on the day of the lecture and noon of the following day. Homework is to be completed and sent through Moodle as explained above by the next class period unless stated otherwise.

YOU HAVE 2 ASSIGNMENTS TO BEGIN THE QUARTER:

1. Email me (Larry H. Jarrell @ ljarrell@latech.edu) to let me know that you have read the course policies and whether or not you have any questions concerning the course.
2. You are responsible for setting up a proctor to administer the exams. If you are within a 30-mile radius of Ruston you must come on campus to take the exams. You may choose to take the exams with either my 9:30 class or my 12:30 class. Both classes meet MWF in COBB 101. If you live beyond the 30-mile radius you will need to have a proctor to administer your exams. The proctor must be approved by the Distance Learning Coordinator and the course instructor. Examples would be local libraries, colleges and universities. If you are in the Shreveport/Bossier are you will need to make arrangements to take them on the base of Barksdale Air Force. You will be receiving an email with instructions about selecting a proctor and the information that will be needed to have your tests given under the guidance of a proctor. TESTS ARE TO BE TAKEN ON THE DAY THAT THEY ARE SCHEDULED AND MUST BE RETURNED ON THE DAY OF THE TESTS! It is the responsibility of each student to make sure that you have a reliable proctor and that they are able and willing to proctor your tests and be able to follow the guidelines of being a proctor. There are very strict rules for taking the exams with a proctor. If these are not followed completely the grade on the exam will not count.

**Goals and requirements of each course and syllabus:**

The following link will give access to the goals and requirements of each course and syllabus:

http://www.latech.edu/administration/policies-and-procedures/2205.php