SYLLABUS

Louisiana Tech University
College of Business
BUSN 110: Introduction to Business
Classroom—COBB 101

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

Instructor: Larry H. Jarrell
   Email: ljarrell@latech.edu
   Phone: (318) 257-4306 (office)
   FAX : 257-4253 (shared)
   Office: COBB 102 C
   Office Hours: Monday: 8:00–9:30 am; 11:00–12:00 noon
                 Tuesday: 9:30–12:00 noon
                 Wednesday: 8:00–9:30 am; 11:00–12:00 noon
                 Friday: 8:00–9:30 am; 11:00–12:00 noon


Exams: There will be four regularly scheduled exams, each covering approximately one fourth of the course material. 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. The lowest of the four test grades will be dropped in calculating the final grade. No make-up exams will be given unless PRIOR arrangements have been made with the instructor. There will be a total of 500 points possible: 300 from the Exams, 100 from the business plan and 100 from attendance, class participation and
homework. All work must be completed on time. Homework is due at the beginning of each class period for which the homework is due. Any homework turned in later will be considered late. If an absence from class is excused according to “university acceptable excuses” homework will be accepted without a penalty. If an absence is NOT excused homework cannot be turned in for credit. Late work will not be accepted unless special arrangements have been made with the instructor. Turning in homework late is NOT an option unless having prior permission from the instructor.

**Attendance Policy:** Class attendance is regarded as an obligation as well as a privilege. All students are expected to attend regularly and punctually ALL class meetings. The roll will be checked at each class meeting. Attendance counts for 34 points of the 100 point total for class attendance/class participation/homework. Being late for class counts as a tardy. Two tardies will count as one unexcused absence. For excused absences, the student is responsible for submitting the excuse IN WRITTEN FORM to the instructor for approval and to be recorded as an excused absence as soon as the student returns to class.

**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 entrepreneurial venture for profit. Grades 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. The honor code of Louisiana Tech University applies to turnitin.com. If you cite information from resources you MUST give credit to those resources in your written paper. Any plagiarism will result in an F for the project and the course for the quarter.

**Policies:** All of the applicable laws, regulations, policies, and procedures of the College, University, State, and United States will be strictly followed. Disrespectful, rude, or otherwise offensive behavior will not be tolerated. Classroom activities are not to be recorded in any form without the written consent of the Instructor. Cell phones and other communications devices are not to be "active" during class. Cell phones are to be out of sight and turned off or on silent mode. Any texting or use of cell phones during class is not acceptable during class. Laptops are to be approved by the instructor and are to be used for classroom purposes only. Any use of laptops other than that will cause the student to lose the opportunity to bring them to class.

**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 the instructor with a letter from the Disability Office located in Wyly Tower, which will state that you are registered with their office for special accommodations.

**Classroom Decorum:** All students are expected to be in class and prepared to begin on time. All pagers, cell phones, iPods, or any other devices that generate sound must be turned off when you enter the classroom. Disruption of class, whether by latecomers or inconsiderate behavior, will not be tolerated. Therefore, students may not engage in idle chatter, or wander in and out of the classroom, or
eat or sleep while in class. Students may be asked to leave (and penalized) for failure to maintain proper classroom behavior.

**Emergency Preparedness Plan:** In case of any situation that would prevent the meeting of class in our usual manner, please refer to Moodle. Assignments and class work will be made available through Moodle as our back-up plan for classroom instruction during any emergency situation.

**Affirmative Action Statement:** Louisiana Tech University adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status or disability. The Title IX Coordinator is Carrie Flournoy, President’s Office, P. O. box 3168; phone: (318) 257–3785; E-mail: flournoy@latech.edu. The section 504 Coordinator is Linda Griffin, 305 Keeney Hall; phone: (318) 257–2445; E-mail: lgriffin@latech.edu.

**Emergency Notification System (ENS)**
All Louisiana Tech students are strongly encouraged to enroll and update their contact information in the Emergency Notification System. It takes just a few seconds to ensure you are able to receive important text and voice alerts in the event of a campus emergency. For more information on the Emergency Notification system, please visit http://ert.latech.edu.

**Academic Honor Code**
In accordance with the Academic Honor Code, students pledge the following: “Being a student of higher standards, I pledge to embody the principles of academic integrity.”

**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