**CALENDAR OF ASSIGNMENTS**

**BUS302: Fall 2016**

**(Generic Calendar for classes meeting *twice* per week)**

| **Week** | **Date[[1]](#footnote-1)** | **Topic** | **Agenda** | **Reading[[2]](#footnote-2) & Homework Due** |
| --- | --- | --- | --- | --- |
| 1 | 30-Aug | Course Introduction | **Agenda**:* Course Overview
* Administrative (30 minutes) (roll, name tags, 3x5 cards)
* PPT slides: “Welcome to Business 302” – (35 min.) overview of course
* Explore website (10 min.)
 |  |
| 1 | 1-Sep | Course Introduction | * Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.
 |  |
| 2 | 6-Sep | Team Process | **Agenda:*** Teams Formed/Assigned Seats
* Jung Typology (Myers Briggs) (20 min.)
* PPT slides: “Types and Teams”
* Building Effective Teams: Sister Act Video Clip & Debrief or Remember the Titans Video Clip & Debrief (25 min.)
* Team Process Rules (10 min.)
* Slides: “Building Effective Teams”
 | **Bring to class:*** **Completed:**
	+ Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp
	+ BUS 302 Team Assignment Form –CP p. 8
* **Course Pack or online resource:**
	+ Building Effective Teams - CP pp. 9-12
	+ Types and Teams – CP pp. 13-16
 |
| 2 | 8-Sep | Team Process | **Agenda:*** Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.)
* David Nazarian COBAE options assigned & explained (20 min.)
 | **Bring to class*** **Course Pack or online resource:**
	+ Exercise #1 – Team Trust Building – CP p. 17
	+ Grading Criteria: Exercise #1 – Team Trust Building – CP p. 18
	+ Exercise #2 - Rules of Behavior – CP p. 20
	+ Grading Criteria: Exercise #2 - Rules of Behavior – CP p. 21
	+ Ice Breakers / Mixers – CP pp. 23-28
	+ David Nazarian COBAE Options Exercise
	+ Bus. 302 Career Options in Business
	+ David Nazarian COBAE Options Grading Sheet
 |
| 3 | 13-Sep | Team Building | **Agenda:*** Team Building Exercise (25 min.) (Instructor’s choice – beach ball, construction paper, etc.)
* Debrief exercise (10 min.)
 | **Bring to class:** * Team Exercise - Team Process Rules – CP p. 34
 |
| 3 | 15-Sep | Case Process | **Agenda:*** Case Process (40 min.)
	+ Coaching Session
		- Work Plan
		- Work Plan Exercise
	+ Presentation Session
		- Oral Presentation
		- Challenge Team
		- Written Report
		- Team Evaluation
 | **Bring to class:** * Work Plan – Template; Sample Team Work Plan; Team Work Plans: Evaluation Criteria; Steps In Creating Winning Teams – CP pp. 35-39
* Doing Case Analysis as a Team CP p. 40
* Team Evaluation Form - CP p. 38
* Suggestions for Making Effective Presentations; Presentation Evaluation Form; Role of the Challenge Team; Challenge Team Grading Form – CP 41-44
* Guidelines for Written Communications – CP pp. 116-118
 |
| 4 | 20-Sep | Academic Honesty and Ethics | **Agenda:*** Discuss Team Exercises 1 & 2
* Academic Honesty (50 min.)
* Core Values
* Academic Honesty
* Plagiarism
 | **Turn in at start of class:** * Team Exercises 1 & 2
* Team Case Preferences
* Signed/Dated Student Core Values Statement – CP p. 46
* Signed/Dated Statement on Academic Honesty and Plagiarism – CP p. 49

**Bring to class:** * CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48
* Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63
 |
| 4 | 22-Sep |  | **Agenda:*** Ethical Theories/Approaches
 | **Bring to class:** * Ethical Decision Making - CP pp. 93-102

  |
| 5 | 27-Sep | Coaching Session for Case 1 “July at the Multiplex” | **Agenda:*** Coach “July at Multiplex” – Case #1 (60 min.)
* Review Work Plan – “July at the Multiplex” – Case #1
 | **Read prior to class:*** “July at the Multiplex” – BUS302 website

**Bring to class:*** David Nazarian COBAE Options Exercise Grading Sheet - CP P. 32
* Work Plan: “July at Multiplex” – Case #1
* List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1
 |
| 5 | 29-Sep | David Nazarian COBAE Options | **Agenda:** * David Nazarian COBAE options presented (75 min.)
* Each team having 7-10 min. to present with 1 min. to set up, etc.
 | **Complete prior to class:** * Team Evaluation Form CP p. 38 – evaluate each team member’s performance in preparing David Nazarian COBAE exercise.

**Bring to class:*** David Nazarian COBAE Options Exercise Grading Sheet - CP P. 32
 |
| 6 | 4-Oct | Instructors present Case 1 | **Agenda:** * Successful Presentation Skills (25 min.)
* Faculty Present Case #1: (30 min.)
* Challenge Techniques (20 min.)
 | **Turn in at beginning of class:*** Written Report for “July at the Multiplex”
* Team Evaluation Form CP p. 38 – “July at the Multiplex” - Case #1

**Bring to class:** * Presentation Evaluation Form (blank) – CP p. 42
* Challenge Team Grading Form (blank) – CP p. 44
 |
| 6 | 6-Oct | Coaching session for Case 2: “Unconventional and Growing” | **Agenda:** * Coach Case 2 (75 min.)
* Review Work Plan Case 2
 | **Read prior to class:*** “Unconventional and Growing” and Case Library – BUS302 website

**Complete and bring to class:*** Work Plan: “Unconventional and Growing” - Case #2
* List of Individual Team Questions to be Resolved Regarding “Unconventional and Growing” - Case #2
 |
| 7 | 11-Oct | Present Case 2 “Unconventional and Growing” | **Agenda:*** Present case 2 (first team)
 | **Non-presenting groups turn in :*** Written case 2
* Team evaluation forms (CP p. 42)
* Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 2 (75 min.)
 |
| 7 | 13-Oct | Present Case 2 “Unconventional and Growing” | **Agenda:*** Present case 2 (second team)
 | **Non-presenting groups turn in :*** Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 2 (75 min.)
 |
| 8 | 18-Oct | Coach Case 3: “Found and Lost” | **Agenda:*** Coach Case #3
* Review Work Plan Case 3
 | **Bring to class:*** Work-plan for case 3
* Read “Found and Lost” - BUS302 website
* List of Individual Team Questions to be Resolved Regarding “Found and Lost” - Case #3
 |
| 8 | 20-Oct | Dialogue and Feedback Skills | **Agenda:*** Dialogue & Feedback Skills
 | **Bring to class:*** Dialogue and Feedback Skills (CP p. 110-113)
 |
| 9 | 25-Oct | Ethics Case | **Agenda:*** Ethics Case (75 min.)
 |  Instructor choice |
| 9 | 27-Oct | Team Meetings w/ instructor | **Agenda:** * Team Meetings With Instructor
 |   |
| 10 | 1-Nov | Present Case 3: “Found and Lost” | **Agenda:*** Present case #3 (first team)
 | **Non-presenting groups turn in :*** Written case 3
* Team evaluation forms (CP p. 42)
* Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 3 (75 min.)
 |
| 10 | 3-Nov | Present Case 3: “Found and Lost” | **Agenda:*** Present case #3 (second team)
 | **Non-presenting groups turn in :*** Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 3 (75 min.)
 |
| 11 | 8-Nov | Coach Case 4: “GMOptimization” | **Agenda:*** Coach Case 4 (60 min.)
* Review Work Plan Case #4
 |  **Bring to class:*** Work-plan for case 4
* Read “GMOptimization” – BUS302 website
* List of Individual Team Questions to be Resolved Regarding “GMOptimization” - Case #4
 |
| 11 | 10-Nov | Ethics Case | **Agenda:*** Ethics Case (75 min.)
 |  Instructor choice |
| 12 | 15-Nov | Present Case 4: “GMOptimization” | **Agenda:*** Present: Case 4 (first team)
 | **Non-presenting groups turn in :*** Written case 4
* Team evaluation forms (CP p. 42)
* Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 4 (75 min.)
 |
| 12 | 17-Nov | Present Case 4: “GMOptimization”” | **Agenda:*** Present: Case 4 (first team)
 | **Non-presenting groups turn in :*** Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 4 (75 min.)
 |
| 13 | 22-Nov | Coach Case 5: “Banking with Trust” | **Agenda:*** Coach Case 5 (60 min.)
* Review Work Plan Case 5
* Ethics Case (75 min.)
 |  **Bring to class:*** Work-plan for case 5
* Read “Banking with Trust” – BUS302 website
* List of Individual Team Questions to be Resolved Regarding “Banking with Trust” - Case #4
 |
| 13 | 24-Nov | **Thanksgiving (no instruction)** |
| 14 | 29-Dec | Present Case 5: “Banking with Trust” | **Agenda:*** Present: case 5 (first team)
 | **Non-presenting groups turn in :*** Written case 5
* Team evaluation forms (CP p. 42)
* Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 5 (75 min.)
 |
| 14 | 1-Dec | Present Case 5: “Banking with Trust” | **Agenda:*** Present: case 5 (second team)
 | **Non-presenting groups turn in :*** Challenge team grading forms (CP p. 44)

**Presenting Team:*** Present case 5 (75 min.)
 |
| 15 | 6-Dec | In Class Ethics Writing Assignment  | **Agenda:*** In-class Ethics Writing Assignment
 |  |
| 15 | 8-Dec | Wrap-up | **Agenda:*** Analysis of case 5
* Course wrap-up and review of grading
* Debrief and celebration
 |   |

1. The dates apply to Tuesday/Thursday classes. The dates apply to a Tuesday class. Adapt these to suit your schedule. The last day of formal instruction is Sunday, December 11. This semester’s holidays are Saturday 9/3 thru Monday 9/5 (Labor Day Holiday), Friday 11/11 (Veteran’s Day Holiday) and Thursday 11/24 thru Saturday 11/26 for Thanksgiving recess. [↑](#footnote-ref-1)
2. Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online. Instructors may make the print form of Course pack mandatory. [↑](#footnote-ref-2)