**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** |
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| 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)