**CALENDAR OF ASSIGNMENTS**

**Bus 302: Spring 2017**

**(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 | 23-Jan | 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 | 25-Jan | Course Introduction | | * Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate. | |  | |
| 2 | 30-Jan | 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 | 1-Feb | Team Process | | **Agenda:**   * Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.) * 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   + COBAE Options Exercise   + Bus. 302 Career Options in Business   + COBAE Options Grading Sheet | |
| 3 | 6-Feb | 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 | 8-Feb | 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 | 13-Feb | Academic Honesty | **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 | 15-Feb | Ethics | **Agenda:**   * Ethical Theories/Approaches | | **Bring to class:**   * Ethical Decision Making - CP pp. 93-102 | |
| 5 | 20-Feb | 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:**   * List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1 * Work Plan: “July at Multiplex” – Case #1 | |
| 5 | 22-Feb | COBAE Options | **Agenda:**   * 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 COBAE exercise.   **Bring to class:**   * COBAE Options Exercise Grading Sheet - CP P. 32 | |
| 6 | 27-Feb | 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 | 1-Mar | Coaching session for Case 2: “The Big Picture” | **Agenda:**   * Coach Case 2 (75 min.) * Review Work Plan Case 2 | | **Read prior to class:**   * “The Big Picture” and Case Library – BUS302 website   **Complete and bring to class:**   * Work Plan: “The Big Picture” - Case #2 * List of Individual Team Questions to be Resolved Regarding “The Big Picture” - Case #2 | |
| 7 | 6-Mar | Present Case 2 “The Big Picture” | **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 | 8-Mar | Present Case 2 “The Big Picture” | **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 | 13-Mar | Coach Case 3: “Paula’s Palette” | **Agenda:**   * Coach case #3 * Review Work Plan Case 3 | | **Bring to class:**   * Work-plan for case 3 * Read “Paula’s Palette” - BUS302 website * List of Individual Team Questions to be Resolved Regarding “Paula’s Palette” - Case #3 | |
| 8 | 15-Mar | Team Meetings w/ instructor | **Agenda:**   * Team Meetings With Instructor | |  | |
| 9 | 20-Mar 22-Mar | **Spring Recess (no instruction) - Monday 3/20 thru Sunday 3/26** | | | | |
| 10 | 27-Mar | Present Case 3: “Paula’s Palette” | **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 | 29-Mar | Present Case 3: “Paula’s Palette” | **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 | 3-Apr | Ethics Case | **Agenda:**   * **Ethics Case (75 min.)** | | **Instructor choice** | |
| 11 | 5-Apr | Dialogue and Feedback Skills | **Agenda:**   * **Dialogue & Feedback Skills** | | **Bring to class:**   * **Dialogue and Feedback Skills (CP p. 110-113)** | |
| 12 | 10-Apr | Coach Case 4: “Royal Bank of Midwest” | **Agenda:**   * Coach Case 4 (60 min.) * Review Work Plan Case #4 | | **Bring to class:**   * Work-plan for case 4 * Read “Royal Bank of Midwest” – BUS302 website * List of Individual Team Questions to be Resolved Regarding “Royal Bank of Midwest” - Case #4 | |
| 12 | 12-Apr | (open) | **(open-instructor choice)** | | **(open-instructor choice)** | |
| 13 | 17-Apr | Present Case 4: “Royal Bank of Midwest” | **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.) | |
| 13 | 19-Apr | Present Case 4: “Royal Bank of Midwest” | **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.) | |
| 14 | 24-Apr | Coach Case 5: “Green Guard Care” | **Agenda:**   * Coach Case 5 (60 min.) * Review Work Plan Case 5 * Ethics Case (75 min.) | | **Bring to class:**   * Work-plan for case 5 * Read “Green Guard Care” – BUS302 website * List of Individual Team Questions to be Resolved Regarding “Green Guard Care” - Case #5 | |
| 14 | 26-Apr | (open) | **(open-instructor choice)** | | **(open-instructor choice)** | |
| 15 | 1-May | Present Case 5: “Green Guard Care” | **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.) | |
| 15 | 3-May | Present Case 5: “Green Guard Care” | **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.) | |
| 16 | 8-May | In Class Ethics Writing Assignment | **Agenda:**   * In-class Ethics Writing Assignment | |  | |
| 16 | 10-May | Wrap-up | **Agenda:**   * Analysis of case 5 * Course wrap-up and review of grading * Debrief and celebration | |  | |

1. The dates apply to a Monday/Wednesday class. Adapt these to suit your schedule. The last day of formal instruction is Friday, May 12. This semester’s holidays are Monday thru Sunday March 20-26 (spring recess) and Friday, March 31 (Cesar Chavez Holiday) [↑](#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 CP a requirement. [↑](#footnote-ref-2)