**CALENDAR OF ASSIGNMENTS**

**BUS 302: Spring 2015, 2PM**

Richard Gunther, Instructor

*Office Hours:*

3:30 to 4:30 PM MW, 6:00 to 7:00 PM M, and by Appointment

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| **Week** | **Date[[1]](#footnote-1)** | **Topic** | | **Agenda** | | **Reading[[2]](#footnote-2) & Homework Due** | |
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| 1 | 21-Jan | Course Introduction | | **Agenda**:   * Course Overview * Administrative (45 minutes)  (roll, 3x5 cards) * PPT Slides: “Welcome to Business 302” – (35 min.) Overview of Course | |  | |
| 2 | 26-Jan | Course Introduction | | * Explore Website (15 min.) * Ice Breaker (60 min.) (3x5 cards) (hair & eye color, shoes, etc. – find classmate.) | | **Bring to class (optional): Laptop, Tablet, Etc.** | |
| 2 | 28-Jan | Team Process | | **Agenda:**   * Teams Formed * Humanmetrics (Myers-Briggs) (20 min.) * PPT Slides: “Types and Teams” * Building Effective Teams: “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      * **Course Pack or Online Resource:**   + Building Effective Teams - CP pp. 9-12   + Types and Teams – CP pp. 13-16 | |
| 3 | 2-Feb | Team Process | | **Agenda:**   * “Sister Act” Video Clip & Debrief (25 min.) * Team Exercises 1 & 2 – Explained & Grading Criteria Reviewed (15 min.) * David Nazarian College of Business and Economics Options Assigned & Explained (15 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 College of Business and Economics Options Exercise   + Bus. 302 Career Options in Business   + David Nazarian College of Business and Economics Options Grading Sheet | |
| 3 | 4-Feb | Team Building | | **Agenda:**   * Team Building Exercise (60 min.) (Instructor’s choice – beach ball, construction paper, etc) * Debrief Exercise (10 min.) | | **Bring to class:**   * Team Exercise - Team Process Rules – CP p. 34 | |
| 4 | 9-Feb | Case Process | **Agenda:**   * “Apollo 13” Video Clip & Debrief (35 min.), Team Planning * Case Process (30 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 | 11-Feb | Academic Honesty | **Agenda:**   * Discuss Team Exercises 1 & 2 * Academic Honesty (50 min.) * Core Values * 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 | |
| 5 | 16-Feb | Ethics | **Agenda:**   * Ethical Theories/Approaches | | **Bring to class:**   * Ethical Decision Making - CP pp. 93-102 | |
| 5 | 18-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” and Case Library – BUS302 website   **Bring to class:**   * Individual Assignment: Case Outline, Main Issues, and List of Questions Regarding “July at the Multiplex” – Case #1 * Team Assignment: Work Plan for “July at Multiplex” – Case #1 | |
| 6 | 23-Feb | David Nazarian College of Business and Economics Options | **Agenda:**   * David Nazarian College of Business and Economics Options Presented (75 min.) * Each Team Has 7 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 College of Business and Economics exercise.   **Bring to class:**   * David Nazarian College of Business and Economics Options Exercise Grading Sheet - CP P. 32 | |
| 6 | 25-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 | |
| 7 | 2-Mar | Coaching Session for Case 2: “Artists Rights and the Lady and the Tramp” | **Agenda:**   * Coach Case 2 (75 min.) * Review Work Plan Case 2 | | **Read prior to class:**   * “Artists Rights and the Lady and the Tramp” and Case Library – BUS302 website   **Complete and bring to class:**   * Work Plan: “Artists Rights and the Lady and the Tramp”- Case #2 * Case Outline, Main Issues, and List of Questions Regarding “Artists Rights and the Lady and the Tramp” - Case #2 | |
| 7 | 4-Mar | Ethics Case | **Agenda:**   * Ethics Case (75 min.) | | **Read Prior to Class**   * Ethics Case 1 – Ethical Thinking Exercise – CP pp. 103-104 | |
| 8 | 9-Mar | Present Case 2 “Artists Rights and the Lady and the Tramp” | **Agenda:**   * Present Case 2 | | **Teams Turn in:**   * Written Case 2   **Presenting Teams:**   * Present Case 2 (20 min. Each) and Turn in PowerPoint | |
| 8 | 11-Mar | Present Case 2 “Artists Rights and the Lady and the Tramp” | **Agenda:**   * Challenge and Discussion of Case 2 | | **All Teams Turn in:**   * Team Evaluation Forms (CP p.42) | |
| 9 | 16-Mar | Coach Case 3: “Durham Industries” | **Agenda:**   * Coach Case #3 * Review Work Plan Case 3 | | **Read Prior to Class:**   * “Durham Industries” – BUS 302 Website   **Complete and Bring to Class:**   * Work Plan: “Durham Industries” - Case #3 * Case Outline, Main Issues, and List of Questions Regarding “Durham Industries” - Case #3 | |
| 9 | 18-Mar | Dialogue and Feedback Skills | **Agenda:**   * Dialogue & Feedback Skills | | **Bring to class:**   * Dialogue and Feedback Skills (CP p. 110-113) | |
| 10 | 23-Mar | Present Case 3: “Durham Industries” | **Agenda:**   * Present Case #3 | | **Teams Turn in:**   * Written Case 3   **Presenting Teams:**   * Present Case 3 (20 min. Each) and Turn in PowerPoint | |
| 10 | 25-Mar | Present Case 3: “Durham Industries” | **Agenda**   * Challenge and Discussion of Case #3 | | **All Teams Turn in:**   * Team Evaluation Forms (CP p. 42) | |
| 11 | 30-Mar | Coach Case 4: “Hotel California” | **Agenda:**   * Coach Case 4 (60 min.) * Review Work Plan Case #4 | | **Read Prior to Class:**   * “Hotel California” and Case Library – BUS 302 Website   **Complete and Bring to Class:**   * Work Plan “Hotel California” - Case #4 * Case Outline, Main Issues, and List of Questions Regarding “Hotel California” - Case #4 | |
| 11 | 1-Apr | Team Meetings w/ instructor | Team Meetings With Instructor | | **Bring Any Questions for Instructor** | |
| 12 | 7-Apr  9-Apr | **Spring Recess (no instruction) - Monday 4/6 thru Saturday 4/11** | | | | |
| 13 | 13-Apr | Present Case 4: “Hotel California” | **Agenda:**   * Present: Case 4 | | **Teams Turn in:**   * Written Case 4   **Presenting Teams:**   * Present Case 4 (20 min. Each) and Turn in PowerPoint | |
| 13 | 15-Apr | Present Case 4: “Hotel California” | **Agenda:**   * Challenge and Discussion of Case #4 | | **All Teams Turn in:**   * Team Evaluation Forms (CP p. 42) | |
| 14 | 20-Apr | Coach Case 5: “Bluefield Health Plan” | **Agenda:**   * Coach Case 5 (60 min.) * Review Work Plan Case 5 | | **Read Prior to Class:**   * “Bluefield Health Plan” – BUS 302 Website   **Complete and Bring to Class:**   * Work Plan “Bluefield Health Plan” - Case #5 * Case Outline, Main Issues, and List of Questions Regarding “Bluefield Health Plan” - Case #5 | |
| 14 | 22-Apr | Ethics Case | **Agenda:**   * Ethics Case (75 min.) | | **Read Prior to Class**   * Ethics Case 3 – BAZ, Inc. – CP pp. 106 and 109 | |
| 15 | 27-Apr | Present Case 5: “Bluefield Health Plan” | **Agenda:**   * Present Case #5 | | **Teams Turn in:**   * Written Case 5   **Presenting Teams:**   * Present Case 5 (20 min. Each) and Turn in PowerPoint | |
| 15 | 29-Apr | Present Case 5: “Bluefield Health Plan” | **Agenda:**   * Challenge and Discussion of Case #5 | | **All Teams Turn in:**   * Team Evaluation Forms (CP p. 42) | |
| 16 | 4-May | In Class Ethics Writing Assignment | **Agenda:**   * In-class Ethics Writing Assignment | | **Study Prior to Class:**   * Ethics Cases and PowerPoint | |
| 16 | 6-May | Wrap-up | **Agenda:**   * Course Wrap-up * Review of Grading * Debrief and Celebration | |  | |

1. The last day of formal instruction is Friday, May 8. This semester’s holidays are Tuesday, March 31 (Cesar Chavez Holiday) and Monday thru Saturday April 6-11 (spring recess.) [↑](#footnote-ref-1)
2. Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are required and are available at the bookstore. [↑](#footnote-ref-2)