# CALENDAR OF ASSIGNMENTS

**Bus 302: Spring 2015**

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date ¹</th>
<th>Topic</th>
<th>Agenda</th>
<th>Reading² &amp; Homework Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21-Jan</td>
<td>Course Introduction</td>
<td>Agenda:</td>
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<td></td>
<td>• Course Overview</td>
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<td></td>
<td>• Administrative (30 minutes)</td>
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<td>(roll, name tags, 3x5 cards)</td>
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<td>• PPT slides: “Welcome to Business 302” – (35 min.) overview of course</td>
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<td>• Explore website (10 min.)</td>
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<td>• Ice Breaker (60 min.) – 3x5 cards – hair &amp; eye color, shoes, etc. – find classmate.</td>
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<tr>
<td>2</td>
<td>28-Jan</td>
<td>Team Process</td>
<td>Agenda:</td>
<td>Bring to class:</td>
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<td></td>
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<td>• Teams Formed/Assigned Seats</td>
<td>• Completed:</td>
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<td>• Jung Typology (Myers Briggs) (20 min.)</td>
<td>o Humanmetrics-Jung Typology Test @ <a href="http://www.humanmetrics.com/cgi-win/JTypes2.asp">http://www.humanmetrics.com/cgi-win/JTypes2.asp</a></td>
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<td>• PPT slides: “Types and Teams”</td>
<td>o BUS 302 Team Assignment Form –CP p. 8</td>
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<td>• Building Effective Teams: Sister Act Video Clip &amp; Debrief or Remember the Titans Video Clip &amp; Debrief (25 min.)</td>
<td>• Course Pack or online resource:</td>
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<tr>
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<td>• Team Process Rules (10 min.)</td>
<td>o Building Effective Teams - CP pp. 9-12</td>
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<td>• PPT slides: “Building Effective Teams”</td>
<td>o Types and Teams – CP pp. 13-16</td>
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<td>• Team Exercises 1 &amp; 2 – explained &amp; grading criteria reviewed (25 min.)</td>
<td>o Exercise #1 – Team Trust Building – CP p. 17</td>
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<td>• COBAE options assigned &amp; explained (20 min.)</td>
<td>o Grading Criteria: Exercise #1 – Team Trust Building – CP p. 18</td>
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¹ The dates apply to a Wednesday class. Adapt these to suit your schedule. 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.)

² Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online. Instructors may make purchasing the print form of CP mandatory.
<table>
<thead>
<tr>
<th>Week</th>
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<th>Topic</th>
<th>Agenda</th>
<th>Reading 2 &amp; Homework Due</th>
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| 3    | 4-Feb  | Team Building | **Agenda:**  
- Team Building Exercise (25 min.)  
  (Instructor’s choice – beach ball, construction paper, etc)  
- Debrief exercise (10 min.)  
- Case Process (40 min.)  
  - Coaching Session  
    - Work Plan  
    - Work Plan Exercise  
  - Presentation Session  
    - Oral Presentation  
    - Challenge Team  
    - Written Report  
    - Team Evaluation | **Bring to class:**  
- Team Exercise - Team Process Rules – CP p. 34  
- 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 |
|      | 11-Feb | Academic Honesty and Ethics | **Agenda:**  
- Discuss Team Exercises 1 & 2  
- Academic Honesty (50 min.)  
- Core Values  
- Academic Honesty  
- Plagiarism  
- Ethical Theories/Approaches | **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 |
|      | 18-Feb | COBAE Options Coaching Session for Case 1 “July at the Multiplex” | **Agenda:**  
- COBAE options presented (75 min.)  
- Each team having 7-10 min. to present with 1 min. to set up, etc.  
- 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  
**Complete prior to class:**  
- Team Evaluation Form CP p. 38 – evaluate each team member’s performance in preparing COBAE exercise. Work Plan: “July at Multiplex” – Case #1  
- List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1  
**Bring to class:**  
- COBAE Options Exercise Grading Sheet - CP P. 32 |
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| 6    | 25-Feb | Instructors present Case 1 Coaching session for Case 2: “Artists Rights and the Lady and the Tramp” | Agenda:  
• Successful Presentation Skills (25 min.)  
• Faculty Present Case #1: (30 min.)  
• Challenge Techniques (20 min.)  
• Coach Case 2 (75 min.)  
• Review Work Plan Case 2 | 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 |
|      |        |       |        | 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  
• List of individual team questions to be resolved regarding “Artists Rights and the Lady and the Tramp” - Case #2 |
| 7    | 4-Mar  | Present Case 2 “Artists Rights and the Lady and the Tramp” | Agenda:  
• Present Case 2 (2 teams) | 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. for each group) |
| 8    | 11-Mar | Coach Case 3: “Durham Industries” | Agenda:  
• Coach Case #3  
• Dialogue & Feedback Skills | Read prior to class:  
• “Durham Industries” - BUS302 website |
|      |        |       |        | Complete and bring to class:  
• Work Plan: “Durham Industries” - Case #3  
• List of individual team questions to be resolved regarding “Durham Industries” - Case #3 |
| 9    | 18-Mar | Ethics Case | Agenda:  
• Ethics Case (75 min.)  
• Team Meetings With Instructor |
| 10   | 25-Mar | Present Case 3: “Durham Industries” | Agenda:  
• Present Case #3 (2 teams) | 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. each team) |
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| 11   | 1-Apr | Coach Case 4: “Hotel California” | **Agenda:**  
- Coach Case 4 (60 min.)  
- Review Work Plan Case #4 | **Read prior to class:**  
- “Hotel California” - BUS302 website  
**Complete and bring to class:**  
- Work Plan: “Hotel California” - Case #4  
- List of individual team questions to be resolved regarding “Hotel California” - Case #4 |
| 12   | 8-Apr | Spring Recess (no instruction) - Monday 4/6 thru Saturday 4/11 | | |
| 13   | 15-Apr | Present Case 4: “Hotel California” | **Agenda:**  
- Present: Case 4 (2 teams) | **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. each) |
| 14   | 22-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” – BUS302 website  
**Complete and bring to class:**  
- Work-plan: “Bluefield Health Plan” - Case #5  
- List of individual team questions to be resolved regarding “Bluefield Health Plan” - Case #5 |
| 15   | 29-Apr | Present Case 5: “Bluefield Health Plan” | **Agenda:**  
- Present: Case 5 (2 teams) | **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. each) |
| 16   | 6-May | In Class Ethics Writing Assignment | **Agenda:**  
- In-class Ethics Writing Assignment  
- Analysis of case 5  
- Course wrap-up and review of grading  
- Debrief and celebration | |