**CALENDAR OF ASSIGNMENTS**

**BUS302: Fall 2019**

**(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 | 26-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 | 28-Aug | Course Introduction | * Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate. |  |
| 2 | 2-Sep | **Labor Day Holiday** | | |
| 2 | 4-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 |
| [[3]](#footnote-3)3 | 9-Sep | Team Process | **Agenda:**   * Guest speaker * 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 | 11-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 |
| 4 | 16-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 | 18-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 |
| 5 | 23-Sep |  | **Agenda:**   * Ethical Theories/Approaches | **Bring to class:**   * Ethical Decision Making - CP pp. 93-102 |
| 5 | 25-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 |
| 6 | 30-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 | 2-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 |
| 7 | 7-Oct | Coaching session for Case 2: “Pet Project Expansion” | **Agenda:**   * Coach Case 2 (75 min.) * Review Work Plan Case 2 | **Read prior to class:**   * “Pet Project Expansion” and Case Library – BUS302 website   **Complete and bring to class:**   * Work Plan: “Pet Project Expansion” - Case #2 * List of Individual Team Questions to be Resolved Regarding “Pet Project Expansion” - Case #2 |
| 7 | 9-Nov | Ethics Case | **Agenda:**  Ethics Case (75 min.) | Instructor choice |
| 8 | 14-Oct | Present Case 2 “Pet Project Expansion” | **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.) |
| 8 | 16-Oct | Present Case 2 “Pet Project Expansion” | **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.) |
| 9 | 21-Oct | Coach Case 3: “Finding Her Voice” | **Agenda:**   * Coach Case #3 * Review Work Plan Case 3 | **Bring to class:**   * Work-plan for case 3 * Read “Finding Her Voice” - BUS302 website * List of Individual Team Questions to be Resolved Regarding “Finding Her Voice” - Case #3 |
| 9 | 23-Oct | Dialogue and Feedback Skills | **Agenda:**   * Dialogue & Feedback Skills | **Bring to class:**   * Dialogue and Feedback Skills (CP p. 110-113) |
| 10 | 28-Oct | Ethics Case | **Agenda:**   * Ethics Case (75 min.) | Instructor choice |
| 10 | 30-Oct | Team Meetings w/ instructor | **Agenda:**   * Team Meetings with Instructor |  |
| 11 | 4-Nov | Present Case 3: “Finding Her Voice” | **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.) |
| 11 | 6-Nov | Present Case 3: “Finding Her Voice” | **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.) |
| 12 | 11-Nov | **Veterans Day Holiday** | | |
| 12 | 13-Nov | Coach Case 4: “Do It Yourself Craft Supplies” | **Agenda:**   * Coach Case 4 (60 min.) * Review Work Plan Case #4 | **Bring to class:**   * Work-plan for case 4 * Read “Do It Yourself Craft Supplies” – BUS302 website * List of Individual Team Questions to be Resolved Regarding “Do It Yourself Craft Supplies” - Case #4 |
| 13 | 18-Nov | Present Case 4: “Do It Yourself Craft Supplies” | **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 | 20-Nov | Present Case 4: “Do It Yourself Craft Supplies”” | **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 | 25-Nov | Coach Case 5: “Vines Street” | **Agenda:**   * Coach Case 5 (60 min.) * Review Work Plan Case 5 * Ethics Case (75 min.) | **Bring to class:**   * Work-plan for case 5 * Read “Vines Street” – BUS302 website * List of Individual Team Questions to be Resolved Regarding “Vines Street” - Case #4 |
| 14 | 27-Nov | Open | **Open** | Instructor choice |
| 15 | 2-Dec | Present Case 5: “Vines Street” | **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 | 4-Dec | Present Case 5: “Vines Street” | **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 | 9-Dec | In Class Ethics Writing Assignment  Wrap-up | **Agenda:**   * In-class Ethics Writing Assignment * Course wrap-up and review of grading * Debrief and celebration |  |

1. The dates apply to a Monday/Wednesday classes. Adapt these to suit your schedule. The last day of formal instruction is Tuesday, December 10. This semester’s holidays are Saturday 8/31 thru Monday 9/2 (Labor Day Holiday), Monday 11/11 (Veterans’ Day Holiday) and Thursday 11/28 thru Sunday 12/1 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)
3. A visit to your class by Craig Oka, Career Education and Professional Development Center director, to make a 30-minute presentation regarding career and professional resources (e.g. Handshake and VMock) available to our students. The presentation includes information about career center office, the EY Center, and the new resources being offered for this Fall. Tentatively, this presentation has been scheduled for the 3rd week of the semester. [↑](#footnote-ref-3)