**CALENDAR OF ASSIGNMENTS**

**Bus302: Summer 2020 Session 2**

| **Session** | **Date** | **Topic** | **Agenda** | **Reading[[1]](#footnote-1) & Homework Due** |
| --- | --- | --- | --- | --- |
| 1 | 5/26 | Course Introduction | **Agenda:*** Course Overview
* Administrative (15 minutes)
* PPT slides: “Welcome to Business 302” – (30 min.)
* Overview of course
* Explore website (10 min.)
* Ice Breaker (50 min.)
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| 2 | 5/28 | Team Process | **Agenda:*** Teams Formed/Assigned Seats
* Jung Typology (Myers Briggs)
* 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.)
* PPT slides: “Building Effective Teams”
* Team Exercises 1 & 2 assigned, explained & grading criteria reviewed
* COBAE options assigned & explained (20 min.)
 | **Bring to class:****Completed:*** Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp

**Course Pack or Online BUS302 Website:*** Building Effective Teams - CP pp. 9-12
* Types and Teams – CP pp. 13-16
* Exercise #1 – Team Trust Building – CP p. 17 (Canvas)
* Grading Criteria: Exercise #1 – Team Trust Building – CP p. 18 (Canvas)
* Exercise #2 - Rules of Behavior – CP p. 20 (Canvas)
* Grading Criteria: Exercise #2 - Rules of Behavior – CP p. 21 (Canvas)
* Ice Breakers / Mixers – CP pp. 23-28
* David Nazarian COBAE Options Exercise (Canvas)
* Bus. 302 Career Options in Business (Canvas)
* David Nazarian COBAE Options Grading Sheet (Canvas)
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| 3 | 6/1 | Case Process | **Agenda:** * Case Process
	+ Coaching Session
		- Work Plan
	+ Presentation Session
		- Oral Presentation
		- Challenge Team
	+ Written report
	+ Team evaluation
	+ Grading criteria
 | **Course Pack or Online BUS302 Website:*** 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
* Team Evaluation Form - CP p. 38
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| 4 | 6/2 | Academic HonestyEthics | **Agenda:*** Academic Honesty (50 min.)
* Core Values
* Academic Honesty
* Plagiarism
* Ethical Theories/Approaches
* Ethics case example
 | **Upload before the class:** * Signed/Dated Student Core Values Statement – CP p. 46
* Signed/Dated Statement on Academic Honesty and Plagiarism – CP p. 49

**Course Pack or Online BUS302 Website:*** CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48
* Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63
* Ethical Decision Making - CP pp. 93-102
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| 5 | 6/4 | Coaching Session for Practice Case “July at the Multiplex” | **Agenda:*** Present Team Exercises 1
* Coach “July at the Multiplex” – Practice Case (60 min.)
* Review grading criteria
 | **Upload before the class:** * Team Exercises 2

**Read prior to class:*** “July at the Multiplex – BUS302 website

**Course Pack or Online BUS302 Website:*** Presentation Evaluation Form (blank) – CP p. 42
* Challenge Team Grading Form (blank) – CP p. 44
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| 6 | 6/8 | David Nazarian COBAE Options | **Agenda:*** David Nazarian COBAE options presented
* Each team having 7-10 min. to present with 1 min. to set up, etc.
 | **Download form from Canvas, complete and upload*** David Nazarian COBAE Options Exercise Grading Sheet

**Complete in Canvas before deadline*** Team evaluation forms on Canvas. Evaluate each team member’s performance
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| 7 | 6/9 | Practice Case Presentation (instructor)Coach Case 2: “Pet Project Expansion” | **Agenda:*** Faculty Present Practice Case
* Challenge Techniques (20 min.)
* Coach “Pet Project Expansion” – Case #2 (60 min.)
* Review Work Plan – “Pet Project Expansion” – Case #2
 |  **Complete prior to class:** * Read “Pet Project Expansion”
* Assign tasks for case # 2 to team members
* Prepare work plan first draft: “Pet Project Expansion” – Case #2
* Work on assigned tasks for case #2
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| 8 | 6/11 | Ethics | **Agenda:*** Ethics case
 | **Bring to class:*** List of Individual team questions to be resolved regarding “Pet Project Expansion” - Case #2
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| 9 | 6/15 | Present Case 2: “Pet Project Expansion” | **Agenda:*** Present: “Pet Project Expansion” - Case 2
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written reports and work plan (non-presenting teams)

**Presenting Team:*** Present case # 2

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 10 | 6/16 | Coach Case 3: “Kitchen Essential” | **Agenda:*** Coach Case 3
 | **Complete prior to class:*** Read “Kitchen Essential”
* Assign tasks for case # 3 to team members
* Prepare work plan first draft: “Kitchen Essential”
* Work on assigned tasks for case #3
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| 11 | 6/18 | Case # 2 feedback | * Teams Meet with Instructor
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| 12 | 6/22 | Present Case 3: “Kitchen Essential” | **Agenda:*** Present: “Kitchen Essential” - Case 3 (2 teams)
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written reports and work plan (non-presenting teams)

**Presenting Team:*** Present case # 3 (60 min each)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 13 | 6/23 | Coach Case 4: “Do It Yourself Craft Supplies” | **Agenda:*** Coach Case #4
 | **Complete prior to class:*** Read case # 4 “Do It Yourself Craft Supplies”
* Assign tasks for work plan for case # 4
* Prepare work plan for case # 4
* Work on case # 2 tasks
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| 14 | 6/25 | Dialogue & Feedback Skills | **Agenda:**Dialogue & Feedback Skills |  |
| 15 | 6/29 | Present Case 4: “Do It Yourself Craft Supplies” | **Agenda:*** Present: “Do It Yourself Craft Supplies” - Case 4 (2 teams)
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written reports and work plan (non-presenting teams)

**Presenting Team:*** Present case # 4 (60 min each)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 16 | 6/30 | Coach Case 5: “Bob’s Service Station & Diner” | **Agenda:*** Coach Case #5 “Bob’s Service Station & Diner”
 | **Read prior to class:*** Read case # 5 “Bob’s Service Station & Diner”
* Assign tasks to members for case # 5
* Prepare work plan first draft for case # 5
* Work on assigned tasks
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| 17 | 7/2 |  | * Open
 | * Instructor’s choice
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| 18 | 7/6 | Present Case 5: “Bob’s Service Station & Diner” | **Agenda:*** Present: “Bob’s Service Station & Diner” - Case 5 - (2 teams)
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written reports and work plan (non-presenting teams)

**Presenting Team:*** Present case # 5 (60 min each)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 19 | 7/7 | In Class Ethics Writing Assignment | **Agenda:*** In-class Ethics Writing Assignment in Canvas
 | **Read prior to class:** * Ethical Decision Making - CP pp. 93-102
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1. 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. Revised files and documents are in Canvas. [↑](#footnote-ref-1)