I. GENERAL COURSE INFORMATION

Course name: Introduction to Business/BUS 150              Course credit:  3 Hours

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<tr>
<th>CAMPUS</th>
<th>NORTHWEST</th>
<th>DOWNRIVER</th>
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<tbody>
<tr>
<td>SECTION NO.</td>
<td>80256-613</td>
<td>80248-106</td>
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<tr>
<td>DAY</td>
<td>Mon. &amp; Wed.</td>
<td>Tuesday</td>
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<tr>
<td>TIME</td>
<td>10:30-11:55 a.m.</td>
<td>10:00 a.m.-12:55 p.m.</td>
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NOTE: YOUR INSTRUCTOR RESERVES THE RIGHT TO MODIFY THE COURSE REQUIREMENTS, ASSIGNMENTS, GRADING PROCEDURES, AND OTHER RELATED POLICIES AS CIRCUMSTANCES MAY DICTATE.

II. INSTRUCTOR INFORMATION


WCCCD: Downriver Campus (Office #5) - (734) 946-3500, Ext. 3291
Home Phone: (248) 855-3843
Email Address: glciampa@aol.com
Publisher's Online Learning Center: www.mhhe.com/ub9e

OFFICE HOURS: See ADDENDUM attached to this syllabus for specific location and time of office hours when I will be available to see students this semester. It is strongly advised that you contact me in advance for an appointment.

III. COURSE DESCRIPTION

Introduction to Business is a study of the legal, economic, and organizational environments in which modern business operates. It includes a survey approach to the functional areas of business--accounting, information systems, research, finance, management, supervision and human resources, and how they relate to the overall organization.

IV. COURSE RATIONALE

This course is a one-semester introduction to business course for college students and others who want to learn about business. Successful completion of the course will enable students to understand how business works and how it impacts their daily lives. The course will allow students to understand the dynamics of business as it operates in our economic system; how a business is legally organized; the role of management; the intricacies of business functions with regard to production, marketing, accounting, finance and information management; environments
with which business much interact including economic, governmental, social and labor; and the
chalenges facing a business in productivity, high technology, and the international business
arena.

V. TEXT/MATERIALS

UNDERSTANDING BUSINESS – Customized version of textbook and study guide for
Wayne County Community College District by William G. Nickels, James M. McHugh, and

Students will also need four (4) Scan-Tron Test Forms - 100 Question Answer Sheets & No. 2
pencils

VI. PREREQUISITES

There are no prerequisites for this course.

VII. LEARNING GOALS AND OBJECTIVES

Students will be able to:

1.00 Identify and describe the influence of the environments created by the economy,
technology, competition, diversity, global opportunities, and social responsibility.

1.01 Describe the relationship between profit and risk, and show how businesses and
non profit organizations can raise the standard of living for all.
1.02 Compare and contrast being an entrepreneur and working for others.
1.03 Examine how taxes and the economic, competitive, social, global and
technological environments affect businesses.
1.04 Identify what businesses must do to meet global challenges, including war and
terrorism
1.05 Analyze the social changes affecting businesses and review how past trends are
being repeated in the present and what those trends mean for tomorrow's college
graduates.
1.06 Explain basic economics and compare/distinguish the major differences between
capitalism, socialism, and communism and the trend toward mixed economies.
1.07 Describe how the free-market system works, including the significance of key
economic indicators (especially GDP), productivity, the business cycle, as well as
the effects of fiscal policy and monetary policy on the economy.
1.08 Discuss the importance of the global market and the roles of comparative
advantage and absolute advantage in global trade.
1.09 Explain the importance of importing and exporting, and understand key terms
used in global business.
1.10 Illustrate the strategies used in reaching global markets and the role of
multinational corporations.
1.11 Evaluate the forces that affect trading in the global markets including the
advantages and disadvantages of trade protectionism, the changing landscape of
the global market and the issue of offshore outsourcing.
1.12 Ask the three questions one should answer when faced with a potentially
unethical action and explain why legality is only the first step in behaving
ethically.
1.13 Describe management’s role in setting ethical standards and the steps involved in setting up a corporate ethics code.
1.14 Define corporate social responsibility and compare corporations’ responsibilities to various stakeholders.
1.15 Analyze the role of American businesses in influencing ethical behavior and social responsibility in global markets.

2.00 Compare the advantages and disadvantages of the major forms of business ownership and discuss why many people are willing to accept the risks of entrepreneurship.

2.01 Compare the advantages and disadvantages of sole proprietorships.
2.02 Describe the differences between general and limited partnerships, and compare the advantages and disadvantages of these partnerships.
2.03 Compare the advantages and disadvantages of corporations and summarize the differences between C corporations, S corporations, and limited liability companies.
2.04 Describe three types of corporate mergers and explain the role of leveraged buyouts and taking a firm private.
2.05 Outline the advantages and disadvantages of franchises and discuss the opportunities for diversity in franchising and the challenges of global franchising.
2.06 Explain why people take the risks of entrepreneurship, list the attributes of successful entrepreneurs, and describe entrepreneurial teams, intrapreneurs, and home-based and Web-based businesses.
2.07 Discuss the importance of small business to the American economy and summarize the major causes of small-business failure.
2.08 Analyze what it takes to start and run a small business and outline the advantages and disadvantages small businesses have in entering global markets.

3.00 Understand the need for management in business organizations, the role of management in developing an organizational structure, and the process of producing products and services that satisfy customers.

3.01 Describe the four functions of management and the changes occurring today in the management function.
3.02 Relate the planning process and decision making to the accomplishment of company goals, distinguishing between goals and objectives and between strategic, tactical, operational and contingency planning.
3.03 Outline the basic principles of organization management and compare the organization theories of Fayol and Weber.
3.04 Explain the differences between managers and leaders and describe the various leadership styles.
3.05 Summarize the five steps of the control function of management.
3.06 Evaluate the choices managers make in structuring organizations and contrast the various organizational models, describing the differences between line, line-and-staff, matrix-style, and cross-functional self-managed teams.
3.07 Explain how organizational culture and the informal organization can help businesses adapt to change.
3.08 Describe the current state of U.S. manufacturing, including the evolution from production to operations management, and what manufacturers have done to become more competitive.
3.09 Identify various production processes and describe techniques that improve productivity, including computer-aided design and manufacturing, flexible manufacturing, lean manufacturing and mass customization.

3.10 Describe operations management planning issues, including facility location, facility layout, materials requirement planning, purchasing, just-in-time inventory control, and quality control.

3.11 Explain the use of PERT and Gantt charts to control manufacturing processes.

4.00 Describe the management role of acquiring and retaining human resources and creating a supportive work environment.

4.01 Explain Taylor’s scientific management.

4.02 Describe the Hawthorne studies and their significance to management.

4.03 Differentiate between Theory X, Theory Y, and Theory Z.

4.04 Identify the levels of Maslow’s hierarchy of needs and apply them to employee motivation.

4.05 Distinguish between motivators and hygiene factors identified by Herzberg and show how managers put motivation theories into action through such strategies as job enrichment, open communication, and job recognition.

4.06 Explain the key principles of goal-setting, expectancy, reinforcement, equity theories and management by objectives (MBO).

4.07 Show how managers personalize motivation strategies to appeal to employees across the globe and across generations.

4.08 Explain the importance of human resource management and describe current issues in managing human resources and the effects of legislation on human resource management.

4.09 Summarize the five steps in human resource planning, describe methods that companies use to recruit new employees, and explain some of the issues that make recruitment challenging.

4.10 Outline the six steps in selecting employees and illustrate employee training and development methods.

4.11 Trace the six steps in appraising employee performance, summarize the objectives of employee compensation programs, and evaluate pay systems and fringe benefits.

4.12 Explain scheduling plans managers use to adapt to workers’ needs and describe how employees can move through a company by promotion, reassignment, termination, and retirement.

4.13 Trace the history of organized labor in the United States, outline the objectives of labor unions, and discuss the major legislation affecting labor unions.

4.14 Describe the tactics used by labor and management during conflicts and discuss the role of unions in the future.

4.15 Assess some of today’s controversial employee-management issues such as executive compensation, pay equity, child care and elder care, drug testing, and violence in the workplace.

5.00 Explain the marketing function and describe the concepts and processes involved in designing product strategy, promotion strategy, distribution strategy, and pricing strategy.

5.01 Define marketing and apply the marketing concept to both for-profit and nonprofit organizations.

5.02 List and describe the four Ps of marketing.

5.03 Describe the marketing research process, and show how marketers use environmental scanning to learn about the changing marketing environment.

5.04 Explain how marketers apply the tools of market segmentation, relationship marketing, and the study of consumer behavior.
5.05 Compare the business-to-business market and the consumer market.
5.06 Describe a total product offer.
5.07 Identify the various kinds of consumer and industrial goods.
5.08 Summarize the functions of packaging.
5.09 Contrast brand, brand name, and trademark; and show the value of brand equity.
5.10 Explain the steps in the new-product development process.
5.11 Describe the product life cycle.
5.12 Identify various pricing objectives and strategies.
5.13 Explain the concept of marketing channels and their value.
5.14 Demonstrate how intermediaries perform the six marketing utilities and identify the types of wholesale intermediaries in the distribution system.
5.15 Compare the distribution strategies retailers use and explain the various kinds of nonstore retailing.
5.16 Explain the various ways to build cooperation in channel systems.
5.17 Describe logistics and outline how intermediaries manage the transportation and storage of goods.
5.18 Define promotion and identify the new and traditional tools that make up the promotion mix.
5.19 Define advertising and contrast the advantages and disadvantages of various advertising media, including the Internet and social media.
5.20 Illustrate the steps of the B2B and B2C selling processes.
5.21 Describe the role of the public relations department and how publicity fits in that role.
5.22 Assess the effectiveness of various forms of sales promotion, including sampling.
5.23 Show how word of mouth, e-mail marketing, viral marketing, blogging, podcasting, and mobile marketing work.

6.00 Explore the ways of using technology to manage information and understand accounting’s role in managing financial information.

6.01 Outline the changing role of business technology.
6.02 Compare the scope of the Internet, intranets, and extranets, and virtual private networks and explain how broadband technology enabled the evolution of Web 3.0 and 3.0.
6.03 List the types of business information, identify the characteristics of useful information, and discuss how data are stored and mined.
6.04 Review/classify the types of computer hardware and computer software most frequently used in business.
6.05 Evaluate the human resource, security, privacy and stability issues affected by information technology.
6.06 Demonstrate the role that accounting and financial information play for a business and for its stakeholders; and identify the different disciplines within the accounting profession.
6.07 List the steps in the accounting cycle, distinguish between accounting and bookkeeping, and explain how computers are used in accounting.
6.08 Explain how the major financial statements differ and demonstrate the importance of ratio analysis in reporting financial information.

7.00 Describe the financial management function and the role of money and financial institutions and illustrate the concepts and processes involved in managing the acquisition and allocation of short-term and long-term funds.

7.01 Describe the importance of finance and financial management to an organization and explain the role and responsibilities of financial managers.
7.02 Outline the financial planning process and explain the three key budgets in the financial plan.

7.03 Distinguish between short-term and long-term financing and between debt capital and equity capital; and identify/describe different sources of short-term financing and different sources of long-term financing.

7.04 Describe the role of securities markets and of investment bankers, and identify the stock exchanges where securities are traded.

7.05 Compare the advantages and disadvantages of equity financing by issuing stock, and detail the differences between common stock and preferred stock.

7.06 Compare the advantages and disadvantages of obtaining debt financing by issuing bonds, and identify the classes and features of bonds.

7.07 Explain how to invest in securities markets and set investment objectives such as long-term growth, income, cash, and protection from inflation.

7.08 Analyze the opportunities stocks and bonds offer as investments; and explain the investment opportunities in mutual funds and exchange-traded funds (ETFs).

7.09 Describe how indicators like the Dow Jones Industrial Average affect the market.

VIII. INSTRUCTIONAL STRATEGY

Class sessions will typically consist of lectures and discussions based on the material assigned in the assignment schedule set forth below or as directed by your instructor. Students will be expected to have read thoroughly the corresponding material in the textbook for each class session and to have completed the material in the Learning Guide for each chapter he/she is required to read in the textbook. In addition, for selected chapters in the textbook, students will be required (1) to complete short homework assignments which will be submitted in class and (2) to turn them in for credit on the scheduled due date. Students will also be required (1) to access the Internet and (2) to complete two Internet Assignments for credit which are intended to cause students to explore and research topics and issues on the Web.

It is extremely important for the student to keep up with the scheduled assignments and not to fall behind in preparing the material for class. Much of the material builds on what has been covered previously, and failure to stay up with the schedule will simply make the work more difficult.

IX. EVALUATION PROCEDURES

A. Examinations

There will be four examinations throughout the semester given as specified on the assignment schedule below and covering the material there indicated. The examinations will consist of objective questions (true-false, multiple choice, etc.) and some short answer/essay questions. On these examinations, the student will be responsible for the material covered in the textbook as well as material covered in class lectures.

There will be no comprehensive final examination at the end of the semester. The last examination will simply cover the last quarter of the course materials. A student is required to take all of the examinations. Failure to take one or more of the required examinations will result in automatic failure in this class.

The number of points available on each examination will be as follows:

- EXAM. NO. 1 - 65 Points
- EXAM. NO. 2 - 70 Points
- EXAM. NO. 3 - 65 Points
- EXAM. NO. 4 - 50 Points

250 Points possible
The objective portion of these examinations will be administered on Scan-Tron Test Forms which are machine scored. Therefore, each student must submit four (4) 100 Question Answer Sheets to me within the first three weeks of the semester. These answer sheets are available at all of the college bookstores at a nominal cost.

**NOTE:** If you are not present for an examination and have not notified me in advance or immediately after the examination to indicate to my satisfaction that extenuating circumstances beyond your control prevented you from taking the examination at the scheduled time, it will be within my discretion to lower your grade up to ten points when you do complete the examination.

B. Quizzes

There will be five unannounced ten-point quizzes throughout the semester, each covering an assigned chapter. These quizzes will be given prior to the beginning of the discussion of the chapter in class and can occur at any time during a class period. The purpose of these quizzes is to encourage daily preparation and attendance.

At the end of the semester, the lowest of the five quiz grades will be dropped, and the remaining quizzes together will be worth a total of forty points toward your final grade. Because the lowest grade will be dropped, there will be absolutely no makeup for missed quizzes.

C. Internet Assignments

Each student will be required to access the Internet and complete two Internet Assignments. These assignments are intended to cause students to explore and research topics and issues on the Web. These assignments will be worth a maximum of twenty (20) points toward your final grade and will be due in the seventh (Assignment No. 1) and thirteenth (Assignment No. 2) weeks of class as set forth on the assignment schedule below. An assignment sheet explaining the exact details and requirements for these assignments will be provided to you in class.

D. Grading

Your performance in the class will be measured by points earned for attendance and class participation, points earned on examinations, points earned on quizzes, and points earned on Internet Assignments with the following points possible in each area:

- Attendance and Class Participation - 40 Points Possible
- Examinations - 250 Points Possible
- Quizzes - 40 Points Possible
- Internet Assignments - 20 Points Possible
- 350 Points Possible

Your final grade will basically be determined by computing your percentage of the total points possible (total points earned divided by total points possible) and converting it to a letter grade. The following percentages will be equivalent to the following letter grades:

- 90% - 100% = A (Excellent)
- 77.5% - 89% = B (Above Average)
- 65% - 77.4% = C (Average)
- 55% - 64% = D (Below Average)
- Below 55% = E (Failure)
You will not be given letter grades on your examinations and quizzes, but you will receive the number of points earned on each examination and quiz and be informed of your class standing on each examination. At the end of the semester, each student's points will be totaled, converted to a percentage of the total points possible, and assigned a letter grade.

A grade of INCOMPLETE will be given to a student **only if all** of the following conditions exist:

1. A documented, unforeseen emergency prevents the student from completing the work in the course.
2. The emergency must have occurred after the last day to withdraw from classes.
3. At the time of the emergency, the student must be earning a passing grade.
4. The Incomplete grade is not being used as a substitute for a W, XW, or for an unsatisfactory grade.

**UNDER NO CIRCUMSTANCES WILL A GRADE OF INCOMPLETE BE GIVEN SO THAT A STUDENT CAN REPEAT A CLASS.**

If a student decides to withdraw from the class before the end of the semester, it is the policy of the college that the responsibility for dropping a class belongs to the student. Students may drop the class until the eighth week of the semester without an instructor’s signature. From the ninth week to the twelfth week of the semester, the student must obtain his/her instructor’s signature on an Add/Drop Form. If you drop the class for any reason, please inform your instructor so that the necessary record keeping entries can be recorded for you.

**X. COURSE REQUIREMENTS**

**A. Textbook**

The proposed reading assignments for the semester are as listed below. You will be expected to have read the material assigned before each class period.

**WEEK 1**

Introduction
Chapter 1 – Taking Risks and Making Profits within the Dynamic Business Environment – p. 2

**WEEK 2**

Chapter 2 – Understanding Economics and How It Affects Business – p. 28
Chapter 4 – Demanding Ethical and Socially Responsible Behavior – p. 88

**WEEK 3**

*Chapter 3 – Doing Business in Global Markets – p. 58

**WEEK 4**

Chapter 5 – How to Form a Business – p. 114
WEEK 5

EXAMINATION NO. 1 (Chapters 1 - 5)

WEEK 6

Chapter 7 – Management and Leadership - p. 178
Chapter 8 – Structuring Organizations for Today's Challenges – p. 202

WEEK 7

Final Due Date for INTERNET ASSIGNMENT #1
Chapter 10 – Motivating Employees – p. 258
*Chapter 11 – Human Resource Management: Finding and Keeping the Best Employees – p. 288

WEEK 8

Chapter 9 – Production and Operations Management – p. 232

WEEK 9

EXAMINATION NO. 2 (Chapters 7 - 11)

WEEK 10

Chapter 18 – Financial Management – p. 492
Chapter 19 – Using Securities Markets for Financing and Investing Opportunities p. 520

Homework Assignment - THE SECURITIES MARKETS - FINANCIAL NEWS

WEEK 11

*Bonus Chapter B – Using Technology to Manage Information – p. B
Chapter 17 – Understanding Accounting and Financial Information – P. 462

Homework Assignment - RATIO ANALYSIS

WEEK 12

EXAMINATION NO. 3 (Chapters 17 – 19 & Bonus Chapter B)

WEEK 13

Final Due Date for INTERNET ASSIGNMENT #2
Chapter 13 – Marketing: Helping Buyers Buy – p. 350
Chapter 14 – Developing and Pricing Goods and Services – p. 376

WEEK 14

Chapter 15 – Distributing Products – p. 404
Chapter 12 – Dealing with Union Employment-Management Issues p. 322
WEEK 15

EXAMINATION NO. 4 (Chapters 12 - 15)

* You will be primarily responsible for these chapters outside of class on your own.

If at any time during the semester the material assigned for a particular period is not covered, the lecture will continue from the point at which we left off. Thus, if we do get behind, continue with the chapters assigned in the order listed on the assignment schedule and stay approximately one chapter ahead of the point at which we left off. Do not eliminate any chapters unless so instructed.

It is strongly urged that students take thorough notes while in class which can be used to review the material covered and to prepare for examinations.

B. STUDENT ASSESSMENT AND LEARNING GUIDE

Your customized version of the textbook for this class includes select material from a STUDENT ASSESSMENT AND LEARNING GUIDE which is available for this textbook. This material is designed to help you study important topics from the chapters to enhance your understanding, comprehension, and application of the materials presented. Each chapter contains a key term review and practice tests with answers to all of the questions so that you can study on your own. It will also help to familiarize you with the kinds of questions that will be asked on examinations and quizzes in class. In fact, the questions for the quizzes will be taken directly from the selected materials from the STUDENT ASSESSMENT AND LEARNING GUIDE in your text. It is expected that the STUDENT ASSESSMENT AND LEARNING GUIDE material will be completed for each chapter as you read the text.

The complete STUDENT ASSESSMENT AND LEARNING GUIDE is also available on the Student’s Online Learning Center for this class and within the Library Resources of CONNECT.

C. Publisher’s Online Learning Center (www.mhhe.com/ub10e)

McGraw Hill provides an Online Learn Center (OLC) on the text’s Website which is designed to be a study resource for students. It is a great way to practice your test-taking skills. The OLC contains sample test questions, review work allowing you to gauge what material you have mastered, and other material you many need to review again. A student can not only develop and practice his/her business knowledge and skills, but can also review and test his/her understanding of key concepts and terminology from the textbook using his/her own computer. Students are strongly encouraged to make use of this resource. The complete version of the STUDENT ASSESSMENT AND LEARNING GUIDE is also available in the OLC.

D. CONNECT – Introduction to Business

For this first time, this semester we are incorporating McGraw Hill’s CONNECT Business into our classes. CONNECT Business is a Web based assignment and assessment platform that gives students the means to better connect with their coursework and with the important concepts that they will need to know for success now and in the future. Although there are a number of features available to students using CONNECT for UNDERSTANDING BUSINESS, this semester we will only be using the LearnSmart (STUDY) feature of CONNECT which is an adaptive learning system to help students learn faster, study more efficiently, and retain more knowledge for greater success.
LearnSmart includes intelligent flashcards/learning items that offer feedback and direct you back to the text based on your performance. It pinpoints concepts you do not understand and maps out a personalized study plan for success. Based on your self-diagnoses of your proficiency, LearnSmart will intelligently provide you with a series of adaptive questions to provide you with a personalized one-on-one tutor experience.

When you purchase the textbook for this class, you will be provided with an Access Code for the CONNECT Learning System. In class, I will provide you with the specific Web address for this class which will allow you to register and access this class on the Website for CONNECT. In order to obtain the access code with the textbook for this class, you must purchase the designated text as set forth above – ISBN 0077695097.

XI. CLASS PROCEDURES

A. Attendance and Class Participation

Strict attendance will be taken in this course throughout the semester and will be worth a total of twenty points toward your final grade.

The points given for attendance will be determined by the total number of absences as follows:

- 0 absences                  - 20 Points
- 1 day absence               - 19 Points
- 2 day absences (1 night)   - 18 Points
- 3 day absences              - 17 Points
- 4 day absences (2 nights)  - 16 Points
- 5 day absences              - 14 Points
- 6 day absences (3 nights)  - 13 Points
- 7 day absences              - 11 Points
- 8 day absences (4 nights)  -  9 Points
- 9 day absences              -  7 Points
- 10 day absences (5 nights) -  4 Points
- 11 day absences             -  2 Points
- 12 day absences (6 nights) -  0 Points*

*Automatic Failure

Full credit for attendance will be given only if the student is in class the entire period. Coming to class excessively late or leaving early will result in either partial credit for attendance or no credit at all. If you know you are going to be absent or have an excuse for an absence of which you wish me to be aware, you can let me know before or after class. However, there are no excused absences; and all absences, no matter what the reason, will result in a loss of points as set forth above.

Class participation will be judged by your preparedness for class and your ability to discuss problems and questions in class (not necessarily by the number of correct answers), as well as by points earned on selected homework assignments which will be submitted to you in class. It too will be worth a total of twenty points toward your final grade. The points will be assigned by me at the conclusion of the semester.
Furthermore, at the end of the semester, if any student is in a borderline situation (i.e. between an A and a B, between a B and a C, etc.) attendance and class participation will be the factors to which I will look to determine whether he/she will receive the higher or the lower grade.

A student is responsible for material covered in class regardless of whether he/she is present. In the event that a student is absent, it is his/her responsibility to determine what he/she missed and to obtain notes from other students. Any handouts or assignments that are distributed can be obtained from your instructor. A student who has missed the first class meeting(s) because he/she registered late must catch up on any missed assignments immediately. No special privileges are available for registering late.

B. Class Periods

Day class periods will run for eighty minutes, and night class periods/day class periods that meet only one day a week will run for two hours and forty-five minutes with a short break. THERE WILL BE NO SMOKING, EATING, OR DRINKING IN THE CLASSROOM! All telephones, pagers, beepers, etc. must be turned off during class sessions and out of sight.

When you come to class, please be prepared to remain in attendance for the entire period. Casually walking in and out of the classroom while class is in session will not be permitted.

Parents will not be allowed to bring their children with them to class. It shall be your responsibility to arrange for adequate child care. If an emergency arises which you feel necessitates bringing a child to class, you must first have it approved by me. Otherwise, you may be asked to leave the class.

C. General

If you feel you are having difficulty in the course at any time, make an appointment with me as soon as the difficulty arises. Do not wait until the last few weeks of the semester or just prior to an examination. MY DOOR WILL ALWAYS BE OPEN. Students are always welcome to make an appointment with me in order to discuss course work or career and educational problems. Feel free to arrange an appointment with me at a mutually convenient time.

XII. ACADEMIC DISHONESTY

Any student who participates in cheating in ANY WAY including, but not limited to:

(1) Using lecture/study notes or summaries in any form during examinations,
(2) Copying examination answers,
(3) Failing to cover answers on an examination,
(4) Giving and/or receiving examination questions and/or answers,
(5) Removing an examination from the classroom, and/or
(6) Giving or receiving assistance on an assignment that goes beyond that allowed by your instructor

WILL RECEIVE A FAILING GRADE IN THIS COURSE. ALL ASSIGNMENTS AND EXAMINATIONS FOR THIS CLASS ARE TO BE DONE INDEPENDENTLY UNLESS STATED OTHERWISE BY YOUR INSTRUCTOR.
XIII. STUDENT FEEDBACK

Students’ opinions regarding this course, including course content and method of presentation, are important to me. If you have any suggestions for changes that might be made or additions that would improve this course, please do not hesitate to contact me and advise me of your suggestions.
OFFICE HOURS FOR FALL - 2012*

GARY L. CIAMPA
(Faculty Offices)

NORTHWEST CAMPUS:

Monday & Wednesday – 12:00-1:00 p.m.
Saturday – 11:30 a.m.-12:00 p.m. (AFTER ONLINE CLASS SESSIONS)

DOWNRIVER CAMPUS (OFFICE 5):

Tuesday – 1:00-2:00 p.m.
Thursday – 2:00-3:00 p.m.
Tuesday – 6:00-6:30 p.m. (PRIOR TO ONLINE CLASS SESSIONS)

DOWNTOWN CAMPUS:

Thursday – 6:00-6:30 p.m. (PRIOR TO ONLINE CLASS SESSIONS)

*It is strongly advised that you contact me in advance for an appointment.