



JONES COLLEGE OF BUSINESS

Course Syllabus

COURSE: BUS 1000-02 – Introduction to Jones College
TIME/LOCATION: T 4:20-5:15 pm/ BAS S130A
SEMESTER: Fall 2017
INSTRUCTOR: Amber Bollinger
OFFICE: Business/Aerospace Building N245
PHONE: 615.898.2327
E-MAIL: amber.bollinger@mtsu.edu
OFFICE HOURS: Appointment Only Monday-Friday 8:30 am – 3:30 pm

COURSE DESCRIPTION: BUS 1000 is designed to familiarize students with the Jones College of Business. The course emphasizes professional development, major exploration, and career planning.

COURSE OBJECTIVES: Become acquainted with major requirements and expectations within the Jones College, identify career options consistent with interests, skills and personality, and engage with members of the Jones College.

REQUIRED TEXTBOOK AND MATERIALS:

- Gardner, John and Barefoot, Betsy O. (2014). *Step by Step to College and Career Success, Sixth Edition*. Boston, MA: Bedford/St. Martin's.

COURSE REQUIREMENTS:

- **ATTENDANCE:** Regular class attendance is required. Students absent for more than two (2) classes will receive a failing grade (*Grade of F*). Reserve your absence(s) for unavoidable emergencies (e.g., flat tire, sickness). Roll is taken at the beginning of each class meeting. Arriving late and/or leaving early will count against attendance.
- **PREPARATION ASSIGNMENTS/QUIZZES:** These assignments are designed to help you prepare for the class sessions. Throughout the semester you will be expected to complete all readings and other assignments to prepare you for an upcoming session. Most of the preparation assignments will be completed outside of class.
- **SELF-ASSESSMENT:** Complete MBTI/SII online assessment, meet with a Career and Development Center Counselor to review report.
- **CAREER PROJECT:** Compose an essay including details about your MBTI/SII results, career counselor appointment and research on possible careers. Additional details will be provided.

- **PROFESSIONAL INTERVIEW:** Complete an interview with a professional in an area of employment in which you are interested. Additional details will be provided.
- **FINAL PAPER:** The final paper will consist of a written reflective paper regarding your experience during the BUS 1000 course. This will become part of your MT Engage ePortfolio. Additional details about your final paper will be provided.

MISSION OF THE JONES COLLEGE OF BUSINESS:

- **Foster student success** in a large business school with a small school feeling created by caring, professional faculty, and staff interacting with students as individuals, in small classes, through proactive student organizations, and in a broad range of other settings, with students' needs constantly of prime consideration;
- **Capitalize on its extensive alumni network**—80 percent of Jones College graduates live and work in Middle Tennessee—to provide career opportunities to its students;
- **Cultivate a global understanding** and perspective among students that enables them to succeed in the international business community;
- **Build the base of knowledge** about business-related theory and practice through basic/discovery scholarship, integration/application scholarship, and teaching/learning scholarship;
- **Participate in impactful service** activities that better the university, the broader profession, and the greater community; and
- **Produce graduates** from its bachelor's, master's, doctoral, and executive/continuing education programs who are well prepared for challenges and advancements in their chosen careers.

GUIDING PRINCIPLES

- **Accessibility.** Jones College will offer a broad range of programs and delivery alternatives to meet the needs of our various student constituencies.
- **Diversity.** Jones College will actively encourage an open and safe environment, appreciating the values, skills and abilities of everyone involved, recognizing and incorporating the multiplicity of backgrounds, voices and perspectives in thought and action.
- **Ethical Conduct.** Jones College personnel will pursue their professional responsibilities with diligence, integrity and authenticity, continually improve their professional knowledge and skills, and demonstrate concern for the interests and well-being of those affected by our actions.

MT ENGAGE COURSE REQUIREMENTS: This is an MT Engage course. MT Engage fosters an academic culture in which students actively engage in learning and use integrative thinking and reflection across their educational experiences. As a student in an MT Engage course you will participate in a beyond-the-classroom activity and submit at least one course assignment to an ePortfolio. You will also answer some questions about your MT Engage experience on the course evaluation form.

You will receive an email with information on how to participate in the full MT Engage program. Students in the MT Engage program can apply for scholarships after their sophomore year and senior cash awards by submitting ePortfolios that showcase their integration of knowledge, skills, and abilities. For more information, go to www.mtsu.edu/MTEngage.

EVALUATION:

Grading Scale		
A = 900 or more points	B+ = 870 to 899 points	B = 830 to 869 points
B- = 800 to 829 points	C+ = 770 to 799 points	C = 730 to 769 points
C- = 700 to 729 points	D+ = 670 to 699 points	D = 630 to 669 points
D- = 600 to 629 points	F = Less than 600 points	

Calculating Your Final Course Grade	
ACTIVITY	Total Points
Master Syllabus Assignment	100
Reading/Quizzes (50 points each)	150
Reflective Writing Assignments (25 points each)*	100
Career Essay	100
Interview A Professional in Your Desired Area	100
Meet with Career Development Center	100
Meet with Advisor for Priority Registration	50
Aspirational Resume	100
Elevator Speech	100
Final Paper	100
TOTAL POINTS FOR COURSE	1000

DATES AND TOPICS (Tentative Schedule):

WEEK	DATES	TOPIC/CHAPTER	READING/ASSIGNMENT DUE
1	08.29.17	JCB Introduction/ Goal Setting	
2	09.05.17	Goal Setting Continued/Time Management	<i>Chapters 1, 2 and 3/Quiz 1 D2L</i>
3	09.12.17	Preparing for Class/Getting the Most out of Classes – VARK	<i>Chapters 4 and 5/Complete Self-Assessments</i>
4	09.19.17	Test Taking Strategies/Communication	Master Syllabus Due
5	09.26.17	Resources/Tutoring/Ethics – <i>Reflective Writing Assignment 1</i>	<i>Chapters 6 and 7/Quiz 2 D2L</i>
6	10.03.17	Career Development Center/Resumes	Career Counselor Appointment Completed
7	10.10.17	JCB Major Exploration	
8	10.17.17	Fall Break	NO CLASS
9	10.24.17	JCB Major Exploration	Resume Due D2L
10	10.31.17	JCB Major Exploration/Interviews – <i>Reflective Writing Assignment 2</i>	
11	11.07.17	Advising/Registration/Elevator Speeches	Chapter 9/Career Assignment Due D2L
12	11.14.17	JCB Courses/ Admission Policy/Expectations – <i>Reflective Writing Assignment 3</i>	Advising Appointment Complete
13	11.21.17	Cultivate Leadership/Networking/JCB Organizations – <i>Reflective Writing Assignment 4</i>	Professional Interview Due D2L
14	11.28.17	Present Elevator Speeches	Chapter 10/Quiz 3 D2L
15	12.05.17	Wrap Up/Key Takeaways/Final Paper/Survey	
	12.12.17	Thursday, December 12, 3:30-5:30 pm	FINAL PAPER SUBMITTED VIA D2L

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the Disability & Access Center (DAC) website www.mtsu.edu/dac and/or contact the DAC for assistance at 615.898.2783 or dacemail@mtsu.edu. ADA accommodation requests (temporary or permanent) are determined only by the DAC. Students are responsible for contacting the DAC to obtain ADA accommodations and for providing the instructor with the accommodation letter from the DAC.

LOTTERY INFORMATION:

Do you have a lottery scholarship? To retain Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 and 48 attempted hours and a cumulative TELS GPA of 3.0 thereafter. You may qualify with a 2.75 cumulative GPA after 72 attempted hours (and subsequent semesters), if you are enrolled full-time and maintain a semester GPA of at least 3.0. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility. Dropping or stopping attendance in a class may also impact eligibility; if you withdraw from or stop attending this class and it results in an enrollment status of less than full time, you may lose eligibility for your lottery scholarship. Lottery recipients are eligible to receive the scholarship for a maximum of five years from the date of initial enrollment, or until reaching 120 TELS attempted hours or earning a bachelor degree. For additional Lottery rules, please refer to your Lottery Statement of Understanding form (<http://www.mtsu.edu/financial-aid/forms/LOTFOD.pdf>) or contact your MT One Stop Enrollment Counselor (<http://www.mtsu.edu/one-stop/counselor.php>).

ACADEMIC CONDUCT:

Middle Tennessee State University takes a strong stance against academic misconduct. Academic misconduct includes, but is not limited to, plagiarism, cheating, and fabrication. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In these instances, the faculty member has the authority to assign an appropriate grade for the exercise or examination, or to assign an F in the course, as is proportional to the nature and extent of academic misconduct.