



BUS 101 Connect for Success: Mentoring Course Syllabus - Fall 2017

Location	CRN#	Day	Time	Instructor	Contact Information
LAC 101A	2194	Monday	1:10pm – 2:00pm		
Campus Center 205	2190	Tuesday	12:05pm – 12:55pm		
LAC 225	2195	Wednesday	1:10pm – 2:00pm		
Campus Center 205	2189	Thursday	12:05pm – 12:55pm		
LAC 101B	2191	Friday	12:10pm – 1:00pm		

BUS 101 Instructor Offices are located in the Cogley Building, 2180 Third St, Suite 124, LaVerne, CA
This building is located on the southwest corner of "E" Street & Third Street in the CBPM Advising Offices

Course Goals:

The BUS 101 Connect for Success: Mentoring course is designed to help promote a smooth transition from high school to college for freshmen and transfer business students in CBPM by supporting student academic success through mentoring, skills development, and training. Incoming freshmen and transfer business students registered for BUS 101 will be paired up with a mentor during the course and participate in group activities and projects together during the semester.

Learning Outcomes:

I. Connect with Tools for Academic Success

- Gain an in-depth knowledge of
 - business majors and academic programs offered by CBPM
 - general education requirements and university values
 - the registration process and the university deadlines and policies
- Learn how to
 - accurately read and effectively utilize the Degree Evaluation feature on MyLaVerne and track progress toward graduation
 - develop an educational plan for successfully achieving your goals and select courses each semester to progress toward fulfilling your goals
 - be prepared for meetings with professors and academic advisors

II. Connect with Student Resources

- Become familiar with and learn how to utilize university resources to assist you in achieving your academic, personal, and career goals.
Examples: Academic Success Center, Career Services, Student Accounts Office, Office of Financial Aid, Office of the Registrar, Office of Academic Advising, Health Center, Office of Student Life, Wilson Library, computer labs, professors, academic advisor, peer mentor, etc.

III. Connect with Your Professors

- Students will identify and understand their learning style.
- Learn to adapt his/her learning styles to professors’ teaching styles to promote their academic success.

IV. Connect with CBPM, University, and Co-Curricular Activities

- Attend college events or activities with your mentor a minimum of once a month during the semester.

V. Connect to College Life

- Mentees will connect to college life by attending BUS 101, connecting with their mentor, attending college activities, learning about all student resources, and gaining skills and knowledge for their academic success.

VI. Connect with Your Mentor/Mentee

- Incoming freshmen and transfer CBPM students will be paired up with a mentor.

Assignments:

1. Responsible to learn material presented in the lectures, presentations, activities, and training provided during class sessions.
2. Participation: actively participate in class discussion, activities, and assignments
3. Reflective Journals / Homework: refer to the Class Schedule on this syllabus and to the Blackboard course.

Assessment Process:

Reflective Journal / Homework	25%
Participation / In Class Activities	45%
Group Presentations	30%

Class Policy regarding Absences:

If a student is absent for more than 3 classes during the semester without prior permission from the instructor, the student will automatically earn “no credit” for this course.

Grading:

This course may be taken for credit/no credit only.

70-100%.....credit

69% or less.....no credit

Class Policies:

- **Attendance** - The University of La Verne Faculty requires regular and prompt attendance in all courses. If a student is absent for more than 3 classes during the semester without prior permission from the instructor, the student will automatically earn an NCR (**no credit**) grade for this course.

- **Bring your BUS 101 Binder** each week to class.
- **Cell phones, iPads, and other electronic devices** - must be turned off and put away unless students have been instructed otherwise by the instructor.
- **Late Work** will not be accepted for full credit.
- **Academic Honesty** - Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:
 - All tests, term papers, oral and written assignments, recitations, and all other academic efforts are to be the work of the student presenting the material.
 - Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a “quotation” format.
 - Deliberately supplying material to a student

****** The BUS 101 instructors reserve the right to change or modify the course requirements and schedule as circumstances warrant ******

Class Schedule – Fall 2017 Semester (*subject to modification without notice*)

<p>Week 1</p>	<p>08/28 - 09/01</p>	<p>Introductions / Review Course Syllabus / Ice Breaker Activity / Form Groups</p> <p><u>Week # 1 Homework (HW)</u> 10 points</p> <p>We would like to know you as an individual person. Please submit a page or two about yourself with information such as your family, background, experiences, strengths, challenges, support system, etc. Please complete, print, and turn in this homework assignment in the next class on Week 3. <u>Due Date: Week 3 9/11 - 9/15</u> <i>This information will be kept confidential between instructor & student only.</i></p>
<p>Week 2</p>	<p>09/04-09/08</p>	<p>“Scavenger Hunt” with Mentors and Groups (<i>No Monday Class</i>) <i>Meet in class for instructions</i></p>
<p>Week 3</p>	<p>09/11-09/15</p>	<p>Introduction to Blackboard & MyLaVerne / Speed Mentoring</p> <p><u>Week 3, Journal #1 (HW)</u> 10 points</p> <p>Login to your Blackboard account. Click on “Connect for Success Mentoring BUS 101 Course.” Click on Journal Assignments. Click on “WK 3, Journal #1.” Here you will see the below <u>Instructions for Students</u> and the <u>Question(s)</u> that you are required to submit a writing response to your BUS 101 instructor through Blackboard by <u>Due Date: 09-17-17</u></p> <p><u>Instructions for Students:</u> Write a reflective journal entry in response to the following question(s). Respond with a minimum of 10 sentences using proper grammar, spelling, and punctuation. <i>All journal entries are confidential and will be viewed by the instructors only.</i></p> <p><u>Question(s):</u> How was your first 2 weeks as a University of La Verne LEO? Discuss things such as...How were your classes? Did you meet new friends? Were you able to feel at home in your new environment, etc?</p>
<p>Week 4</p>	<p>09/18-09/22</p>	<p>Financial Literacy / Student Loans / Scholarships / FAFSA / Discussion <i>Guest Speaker: Executive Dir of Budget & Student Financial Services</i></p>
<p>Week 5</p>	<p>09/25-09/29</p>	<p>Review Degree Evaluation Report, Search for Classes & How to Register to prepare to meet with your advisors <i>Presenters: Undergraduate Academic Advisors</i></p>
<p>Week 6</p>	<p>10/02 - 10/06</p>	<p>Office of Student Life Presentation and Tour / CBPM Clubs <i>Presenters: Campus Club Members & CBPM Clubs & Organization Members</i> <i>Meet in class and we’ll walk over to the Office of Student Life</i></p> <p><u>Week 6, Journal #2 (HW)</u> 10 points</p> <p>Click on the Blackboard BUS 101 Journal Assignments tab. Click on “WK 6, Journal #2.” Submit your reflective journal response through Blackboard by <u>Due Date: 10-08-17</u></p>

		<p>Instructions for Students: Please interview one member of a student organization on campus such as a club, sorority, fraternity, leadership organizations, Enactus, ULVSA, etc. Write a reflective journal entry in response to the following question(s).</p> <p>Question(s): After interviewing one member of a student organization on campus such as a club, sorority, fraternity, leadership organizations, Enactus, ULVSA, etc., identify steps you need to take to become an active member of this organization. Click here to visit the Office of Student Life webpage: http://sites.laverne.edu/student-life/clubs/</p>
Week 7	10/09 - 10/13	<p>Group Presentation and Tour: Academic Success Center (ASC) <i>Meet in class and we'll walk over to the ASC as a class</i></p> <p>Week 7, Journal #3 (HW) 10 points Click on the Blackboard BUS 101 Journal Assignments tab. Click on "WK 7, Journal #3." Submit your reflective journal response through Blackboard by Due Date: 10-15-17</p> <p>Instructions for Students: Write a reflective journal entry in response to the following question(s). Respond with a minimum of 10 sentences using proper grammar, spelling, and punctuation.</p> <p>Question(s):</p> <ul style="list-style-type: none"> List at least <u>3 things</u> that you plan to accomplish academically and 3 things that you dream to achieve socially. Identify <u>3 steps</u> that will help you to accomplish these goals. <p>Analyze your successes and challenges in each of the courses you are enrolled in. Identify steps you will take with the help of the Academic Success Center to meet your challenges.</p>
Week 8	10/16 - 10/20	<p>Group Presentation: Counseling and Psychological Services (CAPS)</p> <p>Week 8, Journal #4 (HW) 10 points Click on the Blackboard BUS 101 Journal Assignments tab. Click on "WK 8, Journal #4." Submit your reflective journal response through Blackboard by Due Date: 10-22-17</p> <p>Instructions for Students: Write a reflective journal entry in response to the following question(s). Respond with a minimum of 10 sentences using proper grammar, spelling, and punctuation.</p> <p>Question(s): Identify 3 things that have increased your stress level. How do you manage your stress? What 3 techniques did you take away from the Counseling & Psychological Services presentation that can help you reduce stress?</p>
Week 9	10/23 - 10/27	<p>Group Presentation: Student Health Services & Services for Students with Disabilities (Student Health Center)</p>
Week 10	10/30 - 11/03	<p>CBPM Programs – Theory to Practice Overview of Experiential Learning Programs in business majors such Integrated Business Class, Consulting, VITA, etc.</p>
Week 11	11/06 - 11/10	<p>Mentor Presentations & Group/Mentor Presentations</p>

Week 12	11/13 - 11/17	<p>Study Abroad / Short-Term Travel Courses / Study Abroad Scholarships <i>Presenters: Students Who Have Studied Abroad & Advisor</i></p> <p>Week 12, Journal #5 (HW) Click on the Blackboard BUS 101 Journal Assignments tab. Click on “WK 12, Journal # 5.” Submit your reflective journal response through Blackboard by Due Date: 11-19-17</p> <p>Instructions for Students: Write a reflective journal entry in response to the following question. Please respond with a minimum of 10 sentences using proper grammar, spelling, and punctuation.</p> <p>Question: Research a country that you would like to study abroad in for a semester. Give 3 interesting facts about the country and why you would like to study in this country.</p>
Week 13	11/20 - 11/24	NO BUS 101 CLASSES THIS WEEK - THANKSGIVING HOLIDAY
Week 14	11/27 - 12/01	<p>Group Presentation: Career Planning Strategies <i>Guest Speaker: Career Development & Placement Specialist</i></p>
Week 15	12/04 - 12/08	<p>Jeopardy Game</p> <p>Week 15, Journal # 6 (HW) 10 points Click on the Blackboard BUS 101 Journal Assignments tab. Click on “WK 15, Journal # 6.” Submit your reflective journal response through Blackboard by Due Date: 12-10-17</p> <p>Instructions for Students: Write a reflective journal entry in response to the following question(s). Respond with a minimum of 10 sentences using proper grammar, spelling, and punctuation.</p> <p>Question(s): Write 3 important things that you learned from this class. Give 3 suggestions to improve the class. Would you recommend this class to new freshman?</p>
Week 16	12/11 - 12/15	<p>NO BUS 101 CLASS THIS WEEK – STUDY FOR FINALS WEEK! <i>Good luck on your finals!</i></p>