



SAINT LOUIS UNIVERSITY, MADRID CAMPUS  
Faculty of Business Administration & Economics

## 1 Course Information

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Course Title:	Business Foundations
Course Number:	BIZ-1000 – M01
Semester:	Spring 2018
Prerequisite:	Must be in the first semester of BSBA program
Credit Hours:	1
Meeting Day:	Thursday
Meeting Time:	17:30 – 18:45
Room:	SIH-A

## 2 Instructor Information

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Name:	David Howden
E-mail:	<a href="mailto:david.howden@slu.edu">david.howden@slu.edu</a> (please use the prefix “BIZ1000” to start the subject line in all e-mails pertaining to this class. For example: “BIZ1000 – I will be absent on Thursday”)
Office Location:	PAH, attic
Office Hours:	Monday and Wednesday, 14:00 – 16:00
Contacting me:	First, ask questions in class (it helps and others will likely have the same questions). Second, come see me during my office hours as listed above. Third, if neither of these options is possible, please send me an e-mail and alternative arrangements can be decided on.

## 3 Textbook and Other Instructional Material

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No textbook is required though there may be weekly assigned readings. These will be uploaded to Blackboard as per the schedule below.

## 4 Course Description

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This is an *introductory* one credit hour business course with a scope that is broad, yet focuses on each of the following areas: Business & Stakeholders; Ethics, Diversity and Team Dynamics; Value Creation; BIZ by the Numbers & Personal Finance. In addition, transition issues faced by college freshmen will be addressed throughout the course.

## 5 Course Objectives

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By successfully completing BIZ1000 you should be able to:

- Identify the fundamental concepts of business
- Identify how stakeholders relate to business and why they are important
- Recognize and evaluate characteristics of effective leaders
- Study how the global economy affects all business
- Understand how ethics and an appreciation for diversity affect every aspect of business and your personal life
- Understand how business creates values for stockholders, customers, employees, and the community
- Understand the role of numbers in managing business and in managing your personal finances.
- Be exposed to group work, experiential learning through cases
- Build a set of “survival skills” such as preparation for studying business, teamwork, oral and written communication, and personal decision making
- Prepare for what lies ahead in the business curriculum and co-curricular involvement including internships, service leadership, study abroad, and student business organizations
- Know what it means to study business at a Jesuit university, and specifically Saint Louis University
- Begin to connect with the faculty and staff of the John Cook School of Business
- Better understand the range and scope of business and the impact that business has on your life and others
- Understand how the courses required of business students are connected
- Develop basic Excel skills through the lab linked to the course.

## 6 Course Requirements

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**Grading:** Letter grades are based on a 100 percent grading scale. The percentage you earn determines your course letter grade (i.e., your “final grade” in this course).

**Grading Scale:** A mark of  $x$  on an examination or assignment will result in a(n):

$90.0 \leq x < 95.0 = A-$	$95.0 \leq x \leq 100 = A$	
$80.0 \leq x < 83.0 = B-$	$83.0 \leq x < 87.0 = B$	$87.0 \leq x < 90.0 = B+$
$70.0 \leq x < 73.0 = C-$	$73.0 \leq x < 77.0 = C$	$77.0 \leq x < 80.0 = C+$
	$60.0 \leq x < 70.0 = D$	
	$x \leq 59.9 = F$	

Grade Breakdown:	Attendance and participation:	10%
	Excel tests:	20%
	Graduation plan:	15%
	Presentations (2 at 7.5% each):	15%
	Final examination:	15%
	<u>Case presentation:</u>	<u>25%</u>
	<b>Total:</b>	<b>100%</b>

**Attendance:** Consistent attendance is strongly encouraged for a thorough understanding of the concepts at hand. Active participation in classroom discussions is an instrumental component of this process. Concepts that are unclear to you personally are likely concerns shared among your peers as well. A strong correlation between classroom attendance and participation and course comprehension exists, and will reflect not only in this component of the grading scheme, but also in your examination marks as well. Students will be responsible for all announcements, information, problems or course changes that are made during lecture times. Students who wish to refrain from classroom participation may see me, and alternatives may be arranged.

Please show up to class regularly and promptly. Lateness is not only disruptive, it is inexcusable (unless you have a valid excuse). I make a strong effort to give timely performance in class and expect the same of you.

**Late Policy:** Midterm and final examinations must be written on their respective dates. No alternative examinations will be scheduled except in the case of excused medical absences. Cases of excused medical absences must be petitioned for through the Chair of the department. Make-up midterms are subject to approval by the professor, the Chair and the Department of Business and Economics. All changes to the final examination must be approved by the Academic Dean.

**Warning:** If you want to receive a good grade it is vital that you attend class and stay current with the material. If you miss a class for any reason it is up to you to obtain notes through someone else.

**Important Dates:** Jan. 21: Last day to drop a class without a grade of W or to add a class.  
 Last day to choose audit (AU) or pass/no pass (P/NP) options.  
 Mar. 9: Last day to drop a class and receive a grade of W.  
 Apr. 4: Registration for fall 2018 semester opens.

## **7 Academic Accommodations and Learning Resources**

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In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

1. Course-level support (e.g., faculty member, departmental resources, etc.) by asking your

- course instructor.
2. University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Academic Dean's Office (San Ignacio Hall) or by going to [http://spain.slu.edu/academics/learning\\_resources.html](http://spain.slu.edu/academics/learning_resources.html).
  3. Students with a documented disability who wish to request academic accommodations **must** contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also **must** notify the course instructor that they wish to access accommodations in the course. Please contact Disability Services at [disabilityservices-madrid@slu.edu](mailto:disabilityservices-madrid@slu.edu) or +915 54 58 58, ext. 230 for an appointment. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services. For more information about academic accommodations, see "Student Resources" on the SLU-Madrid webpage.

*Note:* Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

## 8 Academic Integrity

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*Academic integrity is honest, truthful and responsible conduct in all academic endeavors.* The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care and community service via which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy can be accessed on the Provost's Office website at: [http://www.slu.edu/Documents/provost/academic\\_affairs/University-wide%20Academic%20Integrity%20Policy%20FINAL%20%206-26-15.pdf](http://www.slu.edu/Documents/provost/academic_affairs/University-wide%20Academic%20Integrity%20Policy%20FINAL%20%206-26-15.pdf).

Additionally, SLU-Madrid has posted its academic integrity policy online: <http://www.slu.edu/madrid/academics>.

As a member of the University community, you are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions and appeals.

## 9 Student Outcome Assessment

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Saint Louis University-Madrid Campus is committed to excellent and innovative educational practices. In order to maintain quality academic offerings and to conform to relevant accreditation requirements, we regularly assess our teaching, services, and programs for evidence of student learning outcomes achievement. For this purpose we keep on file anonymized representative examples of student work from all courses and programs such as: assignments, papers, exams, portfolios, and results from student surveys, focus groups, and reflective exercises. *Thus, copies of your work for this course, including any exams, assignments and/or submitted papers may be kept on file for institutional research, assessment and accreditation purposes.* If you prefer that Saint Louis University-Madrid Campus does not keep your work on file, you will need to communicate

your decision in writing to your professor.

## 10 Title IX

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Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX deputy coordinator, Marta Maruri, whose office is located on the ground floor of Padre Rubio Hall, Avenida del Valle, 28 ([mmaruri@slu.edu](mailto:mmaruri@slu.edu); 915-54-5858 ext. 213) and share the basic fact of your experience with her. The Title IX deputy coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the SLU-Madrid's Counseling Services on the third floor of San Ignacio Hall ([counselingcenter-madrid@slu.edu](mailto:counselingcenter-madrid@slu.edu); 915-54-5858 ext. 230) or Sinews Multiplettherapy Institute, the off-campus provider of counseling services for SLU-Madrid ([www.sinews.es](http://www.sinews.es); 91-700-1979) To view SLU-Madrid's sexual misconduct policy and for resources, please visit the following web address: [www.slu.edu/Documents/Madrid/campus-life/SLUMadridSexualMisconductPolicy.pdf](http://www.slu.edu/Documents/Madrid/campus-life/SLUMadridSexualMisconductPolicy.pdf)

## 11 Reading Schedule

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Please complete all the following readings prior to each class. We may progress slower or faster than the following outline, hence, all dates are subject to change. Examination dates are finalized. Supplementary readings may be assigned prior to each class to aid in the following class' discussion.

### Week 1:

January 11 Thursday Introduction

### Week 2:

January 18 Thursday Presentation 1

### Week 3:

January 25 Thursday Excel skills to help you excel

### Week 4:

February 1 Thursday Excel skills to help you excel

### Week 5:

February 8 Thursday Presentation 2

### Week 6:

February 15 Thursday Navigating the business program

**Week 7:**

**February 22 Thursday No class**

**Week 8:**

February 26 Monday Alumni Roundtable  
**Graduation plan due**

**Week 9:**

March 8 Thursday Types of business organization

**Week 10:**

March 12 Monday Senior roundtable  
Case presentations assigned  
March 15 Thursday Areas of business

**Week 11:**

**March 19 Monday Case presentations**  
March 22 Thursday Organizational structures and culture

Week 12:

**April 5 Thursday Final examination (in class)**

**\*\* End of semester \*\***