# College of BusinessCourse Number, Title, Section, Semester, and Year

**Instructor:** (Provide first and last name)

**Virtual Office Hours:** (Specify day/times)

**Office Hours Zoom Link**: (provide Zoom or other link for office hours)

**Phone:** (Optional, you may consider MS Teams)

**Email:** (Provide CSULB email address)

**Class Days/Times**: (List dates and times when class meets synchronously)

**Class Zoom Link**: (Provide Zoom or other link for synchronous class sessions)

# Course Description

*(Insert course description from the catalog and/or departmental description here.)*

## Prerequisites:

# Course Goals/Student Learning Objectives

*(Insert goals and objectives here. Objectives and leaning outcomes must correspond to those listed in the Standard Course Outline (SCO). Objectives must be measurable, specific, and time related.)*

## Student Learning Outcomes (SLO)

Upon successful completion of this course, students will be able to:

* SLO1 *(insert learning objective 1)*
* SLO2 *(insert learning objective 2, etc.)*
* SLO3 *(insert learning objective 3)*
* SLO4 *(insert learning objective 4, etc.)*

# Required Texts/Readings

## Textbook

*(Insert the complete textbook citation here. Include ISBN and where students can buy the text.)*

## Other Readings

*(Insert the list of any additional readings here.)*

# Mode of Delivery and Technical Requirements

(*Provide information on how the course will be delivered, including whether components will be synchronous, asynchronous or a combination of the two. Include information on technology requirements for the course, such as the minimum computer hardware and software requirements and what computing facilities are open to support students. Also provide information on alternative procedures in the event of technical challenges. Use sample statement below or customize, as applicable.)*

This course is conducted entirely through Alternative Modes of Instruction, using both synchronous online and asynchronous learning. Students will access the course material and activities on [BeachBoard](https://bbcsulb.desire2learn.com/d2l/home) and are required to participate in synchronous class meetings via [Zoom](https://csulb.zoom.us/meeting). All students must have access to a computer or other device with Internet functionality and webcam to access BeachBoard and Zoom, participate in class activities, and complete assignments. Students must also have access to Internet speed sufficient to interact in synchronous meetings.

Students who experience unexpected technical issues for a class session or assignment will be provided with the opportunity to make up missed work. Students who experience technical issues during a synchronous meeting or with an assignment should notify the instructor via email as soon as possible.

To access this course on BeachBoard and [Zoom](https://csulb.zoom.us/meeting), students will need access to the Internet and a supported web browser (Safari, Google Chrome or Firefox). Log in to [BeachBoard](https://bbcsulb.desire2learn.com/) with your CSULB Campus ID and BeachID password. Once logged in, you will see the course listed in the My Courses widget; click on the title to access the course. To access Zoom, first [install the latest version](https://zoom.us/download) of the Zoom app on your device. Use the link provided and/or sign in using your CSULB Campus ID and BeachID password via Single Sign On to create or join a Zoom session. If students need technical assistance during the course or would like to report a technical issue with BeachBoard or Zoom, they should contact the [Technology Help Desk](https://www.csulb.edu/academic-technology-services/academic-technology-resources-for-students).

The university is expected to provide an in-person computer lab in the University Student Union during 2020-21 and the opportunity to borrow laptops and/or wi-fi hotspots, if needed. For laptops, call 562-985-5587, Mo-Fri, 8 am – 5 pm. [A map of campus wi-fi coverage](https://map.concept3d.com/?id=1314#!ce/41594?sbc/?ct/43985).

# Course Schedule (Sample with Sample Dates)

| Week | Due Date | Topics, Readings, Assignments |
| --- | --- | --- |
| 1 | August 29th | Read course syllabus and assignment rubrics |
| 2 | September 2nd | Read Jones and Smith, Preface- Chapter 1 |
| 3 | September 16th | Read Jones and Smith, Chapters 3-5 |
| 4 | September 23rd | Read Jones and Smith, Chapters 6-7 |
| 5 | September 30th | Assignment One |
| 6 | October 7th | Read Article by Dave McCoy |
| 7 | October 14th | Read Article by Sarah Carey |
| 8 | October 21st | Read Jones and Smith, Chapter 8 |
| 9 | October 28th | Read Jones and Smith Chapters 9-11 |
| 10 | November 4th | Assignment Two |
| 11 | November 11th | Read Chapter 13 |
| 12 | November 18th | Read Article by Peter Bowles |
| 13 | November 25th | Read Jones and Smith, Chapter 14-15 |
| 14 | December 9th | Thanksgiving Break |
| 15 | December 16th | Group Presentation |
| 16 |  | Assignment Three |
|  |  | Final Exam |

# Course Policies and Requirements

## Grading Policy

*(Specify grading policies including how grades are determined, what grades are possible, whether extra credit is available, what the penalty is for late or missed work, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicators on how participations will be assessed should be included.)*

## Evaluation Method (example)

| Assignment | Points | Weight |
| --- | --- | --- |
| First Exam | 25 | 25% |
| Second Exam | 25 | 25% |
| Final Exam | 25 | 25% |
| Group Presentation | 15 | 15% |
| Journals | 5 | 5% |
| Attendance and Participation | 5 | 5% |

## Course Grading Scale (example)

| Percent Range | Letter Grade |
| --- | --- |
| 90-100% | A |
| 89-80% | B |
| 79-70% | C |
| 69-60% | D |
| Below 60% | F |

## Communication Policy

*(Insert your policy on how you will communicate with your students and how you want your students to communicate with you – by email, text, or Beachboard for example. Please include the time frame students can expect a response. Use sample statement below or customize as applicable.)*

We will use BeachBoard to make announcements, communicate information, post assignments and corresponding due dates, and discuss course-related topics. Please note: It is the student’s responsibility to check BeachBoard a minimum of once per week, as it will contain important information about upcoming class assignments, activities, and other elements of the course. Students should also be sure to check their CSULB email accounts a minimum of once per week to receive important communications about the course from the instructor or other enrolled students.

## Virtual Office Hours

*(Here please provide information on how office hours will be held and alternative ways to talk to the instructor if students cannot make it for the regular office hours. At least one hour of regularly scheduled office hour is required per policy* [*PS 14-15*](https://www.csulb.edu/academic-senate/policy-statement-14-15-faculty-office-hours)*)*

## Late Work/Make-Up Policy

*(Provide your policy on late work as well as making up work, particularly in the event of an excused absence or a technical issue. We expect this academic year to be fluid and challenging for many students as they manage health, work, and other issues. You may wish to consider conveying—in the syllabus, via BeachBoard or verbally in class—your expectations for students to be proactive about reaching out to you if they are falling behind or anticipate absences or missed work.)*

## Plagiarism/Academic Integrity Policy

There is zero tolerance for cheating, plagiarism, or any other violation of academic integrity in this course. Work submitted is assumed to be original unless your source material is documented appropriately using proper citations. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism. Any individual or group caught cheating on homework or any exam/quiz will be subjected to the full extent of academic actions allowed under University regulations. It is your responsibility to review the University policy on [Cheating and Plagiarism](http://web.csulb.edu/colleges/cba/cheating) that governs your participation in courses at CSULB.

## University Withdrawal Policy

Class withdrawals during the final three weeks of instruction are not permitted except for a very serious and compelling reason such as accident or serious injury that is clearly beyond the student's control and the assignment of an Incomplete grade is not practical (see Grades - [CSULB Grading Homepage](http://www.csulb.edu/depts/enrollment/student_academic_records/grading.html)). Application for withdrawal from CSULB or from a class must be officially filed by the student [online](https://www.csulb.edu/student-records/dropping-and-withdrawing) whether the student has ever attended the class or not; otherwise, the student will receive a grade of "WU" (unauthorized withdrawal) in the course. View the CSULB guidelines on [Dropping and Withdrawal](https://www.csulb.edu/student-records/dropping-and-withdrawing#:~:text=Policy,after%20separation%20from%20the%20university.) for more detailed information.

## Attendance and Participation Policy

Students are expected to attend classes regularly. For more information on attendance and absences, please refer to the CSULB Attendance Policy - [CSULB Attendance Policy Homepage](http://www.csulb.edu/academic-senate/policy-statement-17-17-attendance-policy-supersedes-01-01).

(*Instructors may insert additional classroom rules here, such as the following sample statement:)*

Attendance (joining the online class) and Participation (being alert and available if called on by the instructor- in contrast to being just online but unresponsive) are essential to your success in this class. In distance education courses you are required to attend and participate just as if you were in a face-to-face course.

# Technical Assistance

If you need technical assistance at any time during the course or need to report a problem with BeachBoard or Zoom, please contact the [Technology Help Desk](https://csulb.teamdynamix.com/TDClient/1993/Portal/home/) , [helpdesk@csulb.edu](mailto:helpdesk@csulb.edu), or phone (562) 985-4959.

# Accommodations

Online courses are required to meet ADA accessibility guidelines. The Bob Murphy Access Center (BMAC) provides certification for students with disabilities and helps arrange relevant accommodations: [Bob Murphy Access Center](https://web.csulb.edu/divisions/students/dss/). Any student requesting academic accommodations based on a disability is strongly encouraged to register with BMAC each semester. A letter of verification for approved accommodations can be obtained from BMAC. Please be sure to provide your instructor with BMAC verification of accommodations as early in the semester as possible.  The phone number for BMAC is (562) 985 5401. The email address is:  [bmac@csulb.edu](mailto:bmac@csulb.edu).

# Additional Information

## Share the following information in your syllabus or BeachBoard shell:

* [Student Center](https://www.csulb.edu/enrollment-services/mycsulb-student-center)
* [The Learning Center (Academic Coaching)](http://www.csulb.edu/academic-advising/the-learning-center)
* [University Writing Center](https://www.csulb.edu/university-writing-center)
* [Bob Murphy Access Center (BMAC), formerly known as Disabled Student Services (OSD)](http://web.csulb.edu/divisions/students/dss/)
* [University Library](https://www.csulb.edu/university-library)
* [Academic Advising Services](https://www.csulb.edu/academic-advising)
* [Office of the Dean of Students](http://web.csulb.edu/divisions/students/studentdean/)
* [Counseling and Psychological Services (CAPS)](http://web.csulb.edu/divisions/students/caps/)
* [Student Health Services](http://web.csulb.edu/divisions/students/shs/)

## Student Support Services

(*This is an optional section of the syllabus, and the sample text below may be adapted as needed*.)

The Division of Student Affairs has prepared a helpful guide, [COVID-19 Resources for Students](https://web.csulb.edu/divisions/students/documents/2020_COVID19_StudentResourceBook_ADA.pdf). A full list of student support services is also available on the [Programs and Services](http://web.csulb.edu/divisions/students/programs.html) website. All units and programs are offering services, primarily in a virtual format; visit individual websites for up-to-date contact information.

For questions related to your program of study, schedule planning and tutoring, please contact the [COB Center for Student Success](https://www.csulb.edu/college-of-business/center-for-student-success-css).

Any student who is facing academic or personal challenges due to difficulty in affording groceries/food and/or lacking a safe and stable living environment is urged to contact the [CSULB Student Emergency Intervention & Wellness Program](http://web.csulb.edu/divisions/students/seiwp/index.html). Additional resources are available via [Basic Needs Program](http://web.csulb.edu/divisions/students/basic_needs_program/). The students can also email [supportingstudents@csulb.edu](mailto:supportingstudents@csulb.edu), call (562)985-2038, or if comfortable, reach out to the instructor as they may be able to identify additional resources. For mental health assistance, please check out [CSULB Counseling and Psychological Services (CAPS).](http://web.csulb.edu/divisions/students/caps/)

## Syllabus Changes

(*This is an optional section of the syllabus, and the sample text below may be adapted as needed.*)

The instructor reserves the right to alter this syllabus and/or the structure of the course, including components of the BeachBoard platform, assignments and deadlines, if situations that arise that necessitate doing so.