**CALENDAR OF ASSIGNMENTS**

**Bus302: Summer 2020 Session 3**

| **Session** | **Date** | **Topic** | **Agenda** | **Reading[[1]](#footnote-1) & Homework Due** |
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| 1 | 7/9 | Course Introduction | **Agenda:**   * Course Overview * Administrative (15 minutes) * PPT slides: “Welcome to Business 302” – (30 min.) * Overview of course * Explore website (10 min.) * Ice Breaker (50 min.) |  |
| 2 | 7/13 | Team Process | **Agenda:**   * Teams Formed/Assigned Seats * Jung Typology (Myers Briggs) * PPT slides: “Types and Teams” * Building Effective Teams: Sister Act Video Clip & Debrief or Remember the Titans Video Clip & Debrief (25 min.) * Team Process Rules (10 min.) * PPT slides: “Building Effective Teams” * Team Exercises 1 & 2 assigned, explained & grading criteria reviewed * COBAE options assigned & explained (20 min.) | **Bring to class:**  **Completed:**   * Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp   **Course Pack or Online BUS302 Website:**   * Building Effective Teams - CP pp. 9-12 * Types and Teams – CP pp. 13-16 * Exercise #1 – Team Trust Building – CP p. 17 * Grading Criteria: Exercise #1 – Team Trust Building – CP p. 18 * Exercise #2 - Rules of Behavior – CP p. 20 * Grading Criteria: Exercise #2 - Rules of Behavior – CP p. 21 * Ice Breakers / Mixers – CP pp. 23-28 * David Nazarian COBAE Options Exercise * Bus. 302 Career Options in Business   + David Nazarian COBAE Options Grading Sheet |
| 3 | 7/14 | Case Process | **Agenda:**   * Case Process   + Coaching Session     - Work Plan   + Presentation Session     - Oral Presentation     - Challenge Team   + Written report   + Team evaluation   + Grading criteria | **Course Pack or Online BUS302 Website:**   * Work Plan – Template; Sample Team Work Plan; Team Work Plans: Evaluation Criteria; Steps in Creating Winning Teams – CP pp. 35-39 * Doing Case Analysis as a Team CP p. 40 * Team Evaluation Form - CP p. 38 * Suggestions for Making Effective Presentations; Presentation Evaluation Form; Role of the Challenge Team; Challenge Team Grading Form – CP 41-44 * Guidelines for Written Communications – CP pp. 116-118 * Team Evaluation Form - CP p. 38 |
| 4 | 7/16 | Academic Honesty  Ethics | **Agenda:**   * Academic Honesty (50 min.) * Core Values * Academic Honesty * Plagiarism * Ethical Theories/Approaches * Ethics case example | **Upload before the class:**   * Signed/Dated Student Core Values Statement – CP p. 46 * Signed/Dated Statement on Academic Honesty and Plagiarism – CP p. 49   **Course Pack or Online BUS302 Website:**   * CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48 * Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63 * Ethical Decision Making - CP pp. 93-102 |
| 5 | 7/20 | David Nazarian COBAE Options  Statistics Review for Case #1 | **Agenda:**   * David Nazarian COBAE options presented * Each team having 7-10 min. to present with 1 min. to set up, etc. | **Download form from Canvas, complete and upload**   * David Nazarian COBAE Options Exercise Grading Sheet   **Complete in Canvas before deadline**   * Team evaluation forms on Canvas. Evaluate each team member’s performance |
| 6 | 7/21 | Coaching Session for Practice Case “July at the Multiplex”  Coach Case 2: “Pet Project Expansion” | **Agenda:**   * Present Team Exercises 1 * Coach “July at the Multiplex” – Practice Case (60 min.) * Review grading criteria * Coach “Pet Project Expansion” – Case #2 (60 min.) * Review Work Plan – “Pet Project Expansion” – Case #2 | **Upload before the class:**   * Team Exercises 2   **Read prior to class:**   * “July at the Multiplex – BUS302 website * Read “Pet Project Expansion”   **Complete prior to class:**   * Assign tasks for case # 2 to team members * Prepare work plan first draft: “Pet Project Expansion” – Case #2 * Work on assigned tasks for case #2 |
| 7 | 7/23 | Practice Case Presentation (instructor) | **Agenda:**   * Faculty Present Practice Case * Challenge Techniques (20 min.) |  |
| 8 | 7/27 | Present Case 2: “Pet Project Expansion” | **Agenda:**  Present: “Pet Project Expansion” - Case 2 | **Upload to turnitin in Canvas before class:**   * PowerPoint slides and work plan (presenting teams) * Written reports and work plan (non-presenting teams)   **Presenting Team:**   * Present case # 2   **Complete before deadline:**   * Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation |
| 9 | 7/28 | Coach Case 3: “Kitchen Essential” | **Agenda:**  Coach Case 3 | **Complete prior to class:**   * Read “Kitchen Essential” * Assign tasks for case # 3 to team members * Prepare work plan first draft: “Kitchen Essential” * Work on assigned tasks for case #3 |
| 10 | 7/30 | Case # 2 feedback | Teams Meet with Instructor |  |
| 11 | 8/3 | Present Case 3: “Kitchen Essential” | **Agenda:**   * Present: “Kitchen Essential” - Case 3 (2 teams) | **Upload to turnitin in Canvas before class:**   * PowerPoint slides and work plan (presenting teams) * Written reports and work plan (non-presenting teams)   **Presenting Team:**   * Present case # 3 (60 min each)   **Complete before deadline:**   * Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation |
| 12 | 8/4 | Coach Case 4: “Do It Yourself Craft Supplies” | **Agenda:**   * Coach Case #4 | **Complete prior to class:**   * Read case # 4 “Do It Yourself Craft Supplies” * Assign tasks for work plan for case # 4 * Prepare work plan for case # 4 * Work on case # 2 tasks |
| 13 | 8/6 | Case # 3 feedback | Teams Meet with Instructor | **Bring to class:**  List of Individual team questions to be resolved regarding “Kitchen Essential” - Case #3 |
| 14 | 8/10 | Present Case 4: “Do It Yourself Craft Supplies” | **Agenda:**   * Present: “Do It Yourself Craft Supplies” - Case 4 (2 teams) | **Upload to turnitin in Canvas before class:**   * PowerPoint slides and work plan (presenting teams) * Written reports and work plan (non-presenting teams)   **Presenting Team:**   * Present case # 4 (60 min each)   **Complete before deadline:**   * Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation |
| 15 | 8/11 | Coach Case 5: “Bob’s Service Station & Diner” | **Agenda:**   * Coach Case #5 “Bob’s Service Station & Diner” | **Read prior to class:**   * Read case # 5 “Bob’s Service Station & Diner” * Assign tasks to members for case # 5 * Prepare work plan first draft for case # 5 * Work on assigned tasks |
| 16 | 8/13 | Ethics | **Agenda:**  Ethics case |  |
| 17 | 8/17 | Present Case 5: “Bob’s Service Station & Diner” | **Agenda:**   * Present: “Bob’s Service Station & Diner” - Case 5 - (2 teams) | **Upload to turnitin in Canvas before class:**   * PowerPoint slides and work plan (presenting teams) * Written reports and work plan (non-presenting teams)   **Presenting Team:**   * Present case # 5 (60 min each)   **Complete before deadline:**   * Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation |
| 18 | 8/18 | In Class Ethics Writing Assignment | **Agenda:**   * In-class Ethics Writing Assignment in Canvas | **Read prior to class:**   * Ethical Decision Making - CP pp. 93-102 |

1. Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online. Instructors may make purchasing the print form of CP mandatory. [↑](#footnote-ref-1)