**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.)
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| 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
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| 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
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| 4 | 7/16 | Academic HonestyEthics | **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
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| 5 | 7/20 | David Nazarian COBAE OptionsStatistics 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
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| 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
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| 7 | 7/23 | Practice Case Presentation (instructor) | **Agenda:*** Faculty Present Practice Case
* Challenge Techniques (20 min.)
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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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)