

# **Business Administration 1010**

## **Contemporary Issues in Business I**

### **Fall Semester of 2000**

#### **Instructor Information:**

Name: **Dr. Gary L. Waters**  
Office: Suite 105, Lowder Business Building  
Office Hours: Monday-Friday: 8:00 A.M.-11:00 A.M.  
E-Mail Address: gwaters@business.auburn.edu  
Phone Number: 844-5841

Name: **Dr. J. Ford Laumer**  
Office: 245 Lowder Business Building  
Office Hours: Monday, Wednesday, and Friday: 2:15 P.M.-3:30 P.M.  
Tuesday and Thursday: 8:30 A.M.-10:30 A.M.  
E-Mail Address: flaumer@business.auburn.edu  
Phone Number: 844-2466

Name: **Dr. Jimmy Lawrence**  
Office: Suite 105, Lowder Business Building  
Office Hours: Monday and Wednesday: 10:00 A.M.-11:30 A.M.  
1:30 P.M.-2:30 P.M.  
Tuesday and Thursday: 3:30 P.M.-4:30 P.M.  
Friday: 10:00 A.M.-11:30 A.M.  
E-Mail Address: lawrence@businesss.auburn.edu  
Phone Number: 844-2218

**Note: In relation to the office hours shown above for Dr. Waters, Dr. Laumer, and Dr. Lawrence, these hours are tentative and subject to change. In addition, all three professors are available to meet with students on an appointment basis.**

#### **Teaching Assistants:**

Name: Tiffanie Page  
E-Mail Address: pagetif@auburn.edu

Name: Brent England  
E-Mail Address: englabj@auburn.edu

### **Course Objectives:**

The objectives of BUSI 1010 are shown below.

To expose business students to Auburn University and the academic support services that are available to them

To expose business students to the Auburn University College of Business and the academic support services that are available to them

To expose business students to the extracurricular activities that are available to them throughout the Auburn University community

To expose business students to professional development issues, such as goal setting, time management, diversity, ethics, teamwork and leadership, communication skills, and professional etiquette.

To expose business students to discussions related to their personal and professional goals and objectives

### **Textbook/Required Course Materials:**

***Business Week***, Business Periodical

Students will be able to sign up for a subscription at the first class meeting on August 28, 2000. In doing so, they will be able to qualify for an educational discount.

Myers/Briggs Indicator--\$10.00 fee will be charged to each student's bursar's account. The form related to this fee will be distributed on September 18, 2000.

Scan-Sheets and Pencil—In relation to the unannounced quizzes, each student should bring scan sheets (a total of three for the semester) and a #2 lead pencil to each class meeting.

### **Course Grades:**

BUSI 1010 is a pass-fail course. In order to successfully complete the course, students are required to complete **each** of the following course requirements:

- Attend the First Class Meeting on August 28, 2000
- Attend the Last Class Meeting on December 4, 2000
- Attend at least 10 of the Remaining 12 Class Meetings
- Successfully Complete 2 of the 3 Course Assignments
- Successfully Complete 2 of the 3 Unannounced Quizzes

In relation to the five requirements shown above, a student can make-up for a deficiency related to an **e-mail assignment** or **a quiz** by attending all 14 class meetings.

In relation to the five requirements shown above, students who fail to complete any given portion of the listed items, can still earn academic credit for BUSI 1010 by writing a 10-page research paper for each deficiency. For example, if a student fails to attend the class meeting on August 28<sup>th</sup> and only attends 8 of the remaining 12 class meetings, he/she can earn credit for the course by preparing three 10-page research papers. Any student who needs to exercise this option needs to visit with Dr. Waters to secure approval of the appropriate research topics.

In relation to the Course Assignments and Unannounced Quizzes,, “successful completion” means that a given student has earned a grade of 60% or more on a given assignment and/or quiz.

### **Course Assignments:**

There will be three Course Assignments during the academic term. Additional information related to these assignments is shown below.

Assignment #1—Completion of the Myers/Briggs Indicator. This assignment will be distributed on September 18<sup>th</sup> and will be collected on September 25<sup>th</sup>.

Assignment #2—This assignment will be made through an e-mail message that will be distributed to each student on Monday, October 9<sup>th</sup>. The assignment will be completed and returned via e-mail. The due date for this assignment is 5:00 P.M. on Friday, October 13<sup>th</sup>.

Assignment #3—This assignment will be made through an e-mail message that will be distributed to each student on Monday, October 30<sup>th</sup>. The assignment will be completed and returned via e-mail. The due date for this assignment is 5:00 P.M. on Friday, November 3<sup>rd</sup>.

### **Unannounced Quizzes:**

There will be three unannounced quizzes during the academic term. Each quiz will consist of five multiple-choice questions. In relation to the quizzes, each student should bring scan sheets and a #2 lead pencil to each class meeting. The quizzes will be related to reading assignments in *Business Week*.

### **Course Policies:**

In order to successfully complete BUSI 1010, students are strongly encouraged to closely follow the course policies shown below.

1. Each class meeting will start at 5:00 P.M. on Monday evening. Students should make every effort to arrive prior to 5:00 P.M. If there is a problem with students arriving late for class, appropriate action will be taken.
2. Each class meeting will be concluded by 6:15 P.M. Students should stay until class is dismissed. In the event a student departs from class prior to its conclusion, said student will be considered absent for that given class meeting.
3. Each e-mail assignment should be returned on a timely basis. No “late” assignments will be accepted. If a student attempts to turn in a “late” assignment, the score on said assignment will be **ZERO (0)**.
4. Attendance forms will be collected at each class meeting. **The attendance forms will be verified (on a random basis) at the conclusion of each class meeting.**
5. In relation to BUSI 1010, there will be no INCOMPLETES assigned for this course. If a student needs to complete any additional work to complete the course, said work will be due at 6:30 P.M. on December 4, 2000.
6. Students are expected to follow the Auburn University Student Academic Honesty Code that is included in the current edition of the *Tiger Cub Student Handbook*.

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### **Fall Semester of 2000**

<u>Date</u>	<u>Planned Activity</u>
August 28, 2000	Introduction to Auburn University and the College of Business President William Muse Dean Wayne Alderman Dr. Rick Tabor—Accountancy Mr. Emmett Johnson—Aviation Management & Logistics Dr. Jim Long—Economics Dr. John Jahera—Finance Dr. Sharon Oswald—Management Dr. Rajan Natarajan—Marketing
September 11, 2000	Extracurricular Activities College of Business President—Kristi Holloway will discuss involvement in the Executive Society, Student Government Association and University Program Council Glomerata Business Manager—Amanda Little Intramurals—Susan Nunnelly Habitat for Humanity Panel Discussion
September 18, 2000	Auburn University Educational Resources Student Success Center—Nancy McDaniel The English Center—Isabelle Thompson DUC/The Computer Center—Ellyn Hix Auburn University Medical Clinic—Dr. Fred Kam Students with Disabilities Office—Kelly Haynes Distribute the Myers/Briggs Indicator
September 25, 2000	Goal Setting and Time Management Breakout Sessions Collect the Myers/Briggs Indicator—Assignment #1
October 2, 2000	Myers/Briggs: Interpretation of Results Breakout Sessions Ms. Anne Smyth, Auburn University Dr. Stan Harris, Auburn University

October 9, 2000	Academic Planning Session Break-Out Sessions Assignment #2 Distributed via E-Mail
October 16, 2000	Employer Desired Skills Panel Discussion Ms. Patrice Toney, SouthTrust Bank Mr. Ron Cofield, PricewaterhouseCoopers Ms. Helen Johnson, Columbus Bank & Trust
October 23, 2000	Diversity Ms. Cynthia Tucker The Atlanta Journal-Constitution
October 30, 2000	Ethics Dr. Achilles Armenankis Assignment #3 Distributed via E-Mail
November 6, 2000	Teamwork and Leadership Mr. Tommy Tuberville
November 13, 2000	Communication Skills Breakout Sessions
November 20, 2000	Professional Etiquette Ms. Jackie Thornton, Consultant
November 27, 2000	Personal Management A Panel Discussion Mr. Ron Stallworth, Colonial Bank Dr. Jane Moore, Auburn University Dr. Joe Kicklighter, Auburn University
December 4, 2000	Keys to Success at Auburn and Beyond Mr. Robert E. Lowder President and Chief Executive Officer Chairman of the Board Colonial Banc Group