

BUSINESS AND SOCIETY - BUS 61

Course Syllabus

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Office: Business Division Building, Office O

Textbook

Business, Government, and Society, 11th Edition

Course Description

This course will examine business and its impact on society and society's influence on business. There will be a critical and comparative examination of business ethics, the global environments of business, and the societal challenges and benefits of business activity. In these changing times, each citizen needs to be able to critically analyze the significance of business within society and the workplace.

Course Objectives

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

1. Examine and intelligently discuss the business environment in relation to our society.
2. Analyze and assess ethics and social responsibility in business and society.
3. Discuss and evaluate issues of discrimination in the workplace.
4. Discuss and evaluate the global marketplace and the influence of government in the market environment.
5. Identify societal problems and challenges that emerge as a result of business activity.
6. Evaluate the impact of technology on business and society.

Course Contents

During this course we will try to cover all of the chapters in the textbook. A tentative reading schedule will be distributed in class.

Grading

Your grade will be based upon:

| | | |
|--|----------------|-------------------|
| 1) 10 chapters of case study questions, | 20 points each | |
| | 10@20 points= | 200 points |
| 2) 1 research paper and presentation | | 100 points |
| 3) 15 quizzes, | 20 points each | |
| | 15@20 points= | 300 points |
| 4) 2 midterm exams worth 125 points each | 2@125= | 250 points |
| 3) 1 final exam worth 200 points | | 200 points |
| 4) class participation | | 100 points |
| 6) attendance | | <u>100 points</u> |
| Total: | | 1250 points |

Homework

The case study assignments, research paper, and team project will be discussed later. Students are expected to provide their assignments and papers in typewritten essay form, using 12 point font, times new roman, and the papers must have a 1-inch margin left and right, top and bottom. All assignments must be turned in during class time. I will not accept assignments via email due to printing costs and virus issues. If your assignment is not turned in during your class time it will be late. Late assignments will be penalized 10% for each day they are late. There are no exceptions to this rule.

Use a computer or word processor and make a back up COPY OF EVERYTHING YOU DO for your records. It is always a good idea to make a backup copy of all assignments you complete in the event of loss. In the event of loss, you will need to show proof that you have completed the work if any question or error arises. If for any unknown reason your paper is lost, you will need to submit a copy at the instructor's request.

Exams

The three exams will cover lecture material, textbook readings, class discussions, and homework assignments. The tests may cover things in the textbook that we did not discuss in class. The tests will be a combination of multiple choice, short answer, and essay questions. The final will be cumulative, with a bit more emphasis on topics covered in class since the second test. Students will be expected to bring their own scantron form and a #2 pencil to each test. For the essay portions of each test students will be expected to bring a blue book and a pen.

Participation

Students are expected to be ready to discuss the readings (including the case studies) in class. I will call on students to answer various questions. I will also pose general discussion questions to the class. Class participation is encouraged and everyone should have the opportunity to share their opinion. Class participation is important to the learning process of everyone, which is why attendance and participation constitute 20% of your grade.

Additionally, students should recognize the rights of students to express their opinions freely. Finally, class participation should not be a forum to discuss personal problems.

Extra Credit

Students are encouraged to bring in news articles that touch upon topics we have discussed in class. A student will receive 5 points extra credit (up to a maximum of 50 points per student) for every article they bring that complements the current lesson or past class discussions/readings. In order to receive credit, students must give a 2-3 minute explanation of the article, and explain how it relates to the class. Students should let me review the article first before presenting it in class, and students should briefly indicate how the article relates to the class. I will determine whether the article is relevant to the class and is deserving of extra credit.

Attendance

I will take roll at the beginning of every class as part of your participation grade. Students who miss more than 2 weeks of class may be dropped from the class. If you decide not to take the class please be sure to drop the class yourself. It is not my responsibility to do that for you. If you are late (meaning you are not in your seat when I take attendance) or if you leave early, I will count your attendance as one-half credit. Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Student Responsibility

Each student is responsible for completing all assignments and attending class. Dropping this class is the responsibility of the student. There will be no Internet, text messaging, or e-mail use during class. If a student is found to be doing so, they will receive one warning. If the behavior continues, the student will not be allowed to return to class and will receive a no credit. All cellular phones and pagers must be turned off or put in vibrate mode. If your cell phone rings during class time, I will discount your attendance for that day by one-half credit. If you know you need to leave early, please sit near an exit so as not to disturb the class. Please also be on time to the class. Please read the sections entitled "Students" and "Student Conduct Code" in the West Valley College Catalog.

Syllabus Disclaimer Statement

I may make changes to the syllabus during the semester. It is the student's responsibility to stay informed of these changes. Students may contact me during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss class.

Information Technology

You will need to have access to the Internet in order to complete some of the assignments for this class. Additionally all assignments should be typewritten. If you do not have access to a computer please be aware that there are computer labs on campus available in the Tech Center for students. Assistance at the Tech Center is limited to hardware troubleshooting. Please understand the personnel can answer one or two questions about the software program you are learning but are unable to provide step-by-step help. If you need such help, please go to Tutorial Services at 741-2038.

Safety

In the event of evacuation of the classroom, please be prepared to take your valuables and go to Parking Lot 3 by the Bus Stop. Once there, the instructor will take roll.

Disability

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Disability & Educational Support Program located in the Learning Services building (408-741-5085) to coordinate reasonable accommodations for students with verifiable documentation.

No Legal Advice

Although I am an attorney, please do not ask me for help, advice, or guidance with a personal legal problem.

Unlawful Discrimination/Sexual Harassment

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408-741-2060). If the Associate Vice Chancellor of Human Resources is not available, contact the President of West Valley College, Dr. Philip Hartley, at 408-741-2097.

Academic Dishonesty

Please review the WVC Policy on Academic Dishonesty in the WVC Catalog. You are responsible for following this Policy. This policy on academic dishonesty covers in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. For a detailed explanation of what plagiarism is, please check out the following web site:

http://owl.english.purdue.edu/handouts/research/r_plagiar.html