

BUSN 1101/1100: Freshman Honors Seminar

Section H01, Fall 2203

Tuesday: 2:30-3:45 PM

Friday 153

Instructor: David Sinclair, Assistant Director of Professional Development and Honors Programs

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Office Hours: MW 9am-10am

The expectations and policies set forth in this syllabus for BUSN 1101 & BUSN 1100 are intended to create a productive learning environment for all students. Before continuing in this course, please carefully read this document in its entirety. If you feel that you are unable to comply with these expectations and policies, you risk losing the opportunity to participate further in this course and BHP.

Textbook: *None.*

Objectives: The objectives of this course are to:

- Introduce you to college life, UNC Charlotte, and the Belk College of Business
- Create an awareness of the various career opportunities in business
- This course is cross-listed with the honors section of BUSN 1101 to offer as a supplement to those honors students who are already coming in with college credit for BUSN 1101.

Prospect for Success: Every new freshman at UNC Charlotte must complete a “Prospect for Success” (PFS) course during their first semester. There are three student learning outcomes (SLOs) for each new student.

- Cultural Awareness – Students will demonstrate an understanding of themselves, and of others, as individuals whose worldview and capacities are shaped by culture and experience and a willingness to take the worldview and capacities of others into consideration.
- Commitment to Success – Students will identify specific and realistic goals for their collegiate experience, develop or exhibit strategies for achieving these goals, and recognize the need to make change in light of experience.
- Inquiry – Students understand or experience inquiry as an open-ended process that explores evidence and/or approaches to generate ideas/conclusions.

Information on these outcomes will be presented in this class. Assignments will also be given that reflect learning and demonstrating these outcomes at a first-year student level.

Guidelines for Success in BUSN 1101:

1. To get the most benefit from your college education, students should attend every class. You assume full responsibility for material covered and assignments given during a missed class.
 - a. Attendance and participation is worth 40% of your final grade. Aspects of attendance and participation include: (1) preparation for class (completed modules and assignments that lead to in-class activities), (2) being on time to class, (3) attentiveness in class, (4) responding in a professional manner to questions and comments from the professor and guest speakers, and (5) remaining in class from the beginning until the end of the session.
 - b. Attendance is expected at all classes, except when excused for documented medical reasons or other situations acceptable to the instructor in advance of class. If you cannot attend class, be sure to email the instructor as soon as possible (preferably 24 hours in advance) to let them know.
2. You are responsible for getting notes and finding out details regarding assignments discussed on days you are absent.
3. All PFS papers must be typed. Please use Times New Roman, 12 point font. Always proofread and edit your assignments before submitting them for a final grade. These papers will be graded on content, format, organization, mechanics, grammar and spelling.
4. All assignments are due prior to the beginning of class unless otherwise noted. Late assignments will be accepted but with the following consequences:
 - a. After the start of class, -10 points
 - b. An additional -10 points per day (at 2:30pm mark)
5. If you miss an assignment, you will receive a “zero” unless you have a documented, excused absence. In the case of an excused absence, you are allowed to complete the work.
6. Let me know anytime during the semester if you are having difficulty with the course, have any questions about the assignments and requirements, or need additional help.

Additional Course and University Policies:

Academic Integrity: All students are expected to know and abide by the UNC Charlotte “Code of Student Academic Integrity” as described online as well as the principles upheld in the Business Honors Program Student Handbook. Students found in violation may be subject to failure of the assignment, exam, and/or course. The use of external tools such as Chatbots or CourseHero are forbidden in this class and will result in automatic failure for the assignment. ***In addition to***

plagiarism checks, all submitted materials will be placed through an AI detector to ensure authenticity of the academic work.

Diversity Statement: The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Disability Services: Students in this course seeking accommodations due to disabilities, must first contact the Office of Disability Services, and follow the instructions of that office for obtaining accommodations.

Electronics Policy: In order to create an active and engaging learning environment, all electronic devices used for other purposes than classroom instruction are prohibited during class, except during emergencies. Students who choose to violate the electronics policy may be asked to leave class and lose participation and/or attendance points for the day.

Needs Statement: Any student facing a crisis is urged to contact the Dean of Students for support and resources on campus. UNCC maintains a food bank where students can get free food if they need it. For more information, visit the Jamil Niner Student Pantry.

Professional Behavior: Throughout your Belk College of Business experience, you will come in contact with many important stakeholders of UNC Charlotte and BCOB. Our expectation is that you will conduct yourself at all times as aspiring professionals who interact respectfully with their peers, faculty, alumni, and corporate leaders. Students are expected to listen to and engage respectfully with instructors, guest speakers, and their peers without having side conversations. Failure to apply professional behavior will result in points being deducted from the participation grade, as well as potentially being asked to leave the class.

Technical Requirements: Be sure to read any weekly announcements and check Canvas for important information and updates about the course. Canvas is the central hub for posting assignments and email distribution. Students are also expected to read their UNCC email on a continuing basis and doing so is a requirement of this course. In addition, business students are expected to remain professional in all communication with the university. If you have any technical questions and/or problems, contact UNC Charlotte Information and Technology Services.

Sexual harassment in web-based or web-assisted courses: All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the policy on [Responsible Use of University Computing and Electronic Communication Resources](#). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Syllabus Modification: The standards, requirements, and dates in this syllabus may be modified at any time by the course instructor. The instructor will provide notification of changes by announcement in class, or email.

COVID-19 related absences:

- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick:** If you test positive or are evaluated by a healthcare provider for [symptoms of COVID-19](#), indicate so on your [Niner Health Check](#) to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student Health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your [Niner Health Check](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact [Student Assistance and Support Services](#).

To return to class after being absent due to a period of **self-quarantine**, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 **diagnosis**, students should submit an [online request form](#) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

Grading Scale:

A 90-100 B 80-89.99 C 70-79.99 D 60-69.99 F 59.99 and below

*There will be NO rounding up of final grades.

*There will be NO "what if" questions about assignments or grades

Assignments, Exercises, and Attendance & Participation

Additional information will be provided for assignments and exercises.

Assignment	Points
PFS Paper #1	10%
PFS Paper #2	10%
PFS Paper #3	10%
Informational Interview Reflection	10%
Attendance, Participation, & Assignments	20%
Passport	10%
Exams	30%
TOTAL	100%

BUSN1100 days are in yellow. You are more than welcomed to join us on other days!

Week	Date	Class Topic	Major Assignments Due
1	T: 8/22	Welcome & Course Overview/ Getting Involved	Selfie @ Belk Student Org Fair (link)
1	R: 8/24	Academic Integrity / U.S. Business Environment	Lifeline presentations
2	T: 8/29	Time Management (extra assignment coming...)	BHP Integrity Contract
2	R: 8/31	Management/ HR	Lifeline presentation comments
3	T: 9/5	Getting Involved / BHP Requirements	<i>Resumes to BHP E-Board?</i>
3	R: 9/7	Entrepreneurship	
4	T: 9/12	Business Communication / Interviewing	Passport #1
4	R: 9/14	**Speaker: PathwayU Presentation**	PathwayU Self Assessment DUE
5	T: 9/19	Mental Health & Wellness	PFS - Commitment to Success Due New Student Questionnaire
5	R: 9/21	Exam #1	
6	T: 9/26	Market Games!	Passport #2

6	R: 9/28	Accounting	
7	T: 10/3	Inquiry: How to ask good questions	
7	R: 10/5	IT/ Business Analytics **Speaker: Peer Connections**	
8	T: 10/10	Advising: Ms. Amanda	Bring Laptops to Class!
8	R: 10/12	IT/ Analytics	Passport #3
9	T: 10/17	**Guest Speaker: Networking & Internships!**	
9	R: 10/19	Exam #2	
10	T: 10/24	Fall Break: (No Class)	
10	R: 10/26	**Guest Speaker: Finance** / Mid-semester Check In	Passport #4
11	T: 10/31	Library! Meet in Atkins 125	Meet in Atkins 125
11	R: 11/02	Ethics/CSR/Current Events	<i>BUSN1100 Encouraged To Attend!!!</i>
12	T: 11/7	Stress Management	
12	R: 11/9	**Guest Speaker: Marketing**	Passport #5
13	T: 11/14	Resumes	PFS - Inquiry Due Resume-Submit to Hire-A-Niner
13	R: 11/16	Operations/ Current Events	
14	T: 11/21	Cultural Awareness	Passport #6
14	R: 11/23	Thanksgiving Holiday (No Class)	
15	T: 11/28	[Personal Finance and/or Study Abroad]	Resume approved in Hire-A-Niner PFS - Cultural Awareness Due
15	R: 11/30	**Guest Speaker: International Business**	
16	T: 12/5	Mock Interview Preparation	Informational Interview Due
17	?: TBD	Exam #3	