



THE OHIO STATE UNIVERSITY

FISHER COLLEGE OF BUSINESS

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Office hours: Tuesday's from 7:00 – 8:00 AM @ Buckeye Donuts
Thursday's from 1:00 – 2:00 PM @ Fisher Hall office 352 (3rd floor)

RECITATION LEADER CONTACT INFORMATION

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GENERAL COURSE INFORMATION

BUS-MHR 2292 utilizes Canvas to post important information such as the syllabus, grades, announcements, articles, etc.: <https://carmen.osu.edu/#>

COURSE DESCRIPTION

BUS-MHR 2292 is the introductory business course required of all undergraduate students in The Fisher College of Business. The course format is a weekly lecture and recitation section. This course introduces students to the role of business in the lives of individuals, consumers, employees, and citizens with an emphasis on foundational business principles, ethics, corporate social responsibility, leadership, teamwork, and communication skills, both written and verbal.

TEACHING PHILOSOPHY

My philosophy of instruction rests on establishing high expectations while fostering an environment that is conducive to peer-to-peer learning. It is my desire to encourage students to formulate questions rather than answers and to learn to critically think for themselves. Therefore, my goal as teacher is not to tell students what to think, but to instead provide them with the tools to be critical thinkers. My primary pedagogical role is to help students learn how to search for and construct a complete answer as we work through the question-and-answer process. My goal is to stimulate an active learning environment where there is an appreciation for the art of questioning and a comfort with the idea that being wrong is part of the learning process.

I am open to feedback about the course and will regularly ask for it. Just as I give students open and honest feedback, I will expect the same from them as this is the only way to continuously improve. After all, “a great teacher is someone who can learn from their students, who can learn with them, and learns for them.”

COURSE OBJECTIVES

The objectives of this course are to create a classroom experience and provide readings and assignments that allow each student:

1. To understand and appreciate various types of businesses, their purposes, and how they serve their stakeholders.
2. To develop self-awareness around your personal strengths, weaknesses and leadership skills.
3. To develop skills and strategies needed to attain career goals and develop correspondence appropriate to the job search.
4. To understand the emerging businesses focused on social entrepreneurship.
5. To recognize and understand the intangible value of ethics and integrity to leadership, including the identification of your ethical perspective and the value of decision-making frameworks.
6. To demonstrate oral communication skills through multiple presentation formats at both the individual and group level, including using digital technology to achieve communication objectives.
7. To understand and practice the principles of written business communication while planning, editing, revising, and proofreading work that is consistent with professional standards.
8. To write various business correspondence for targeted audiences including by using appropriate writing formats and graphic aids to effectively and efficiently communicate.

REQUIRED MATERIALS

The vast majority of reading material will be provided electronically through the course website. Two items must be purchased for this class:

1. A course packet through the Harvard Business School available through this link: [click here](#) (cost \$12.75)
2. The Ethical Lens Inventory (ELI) is an assessment that you must purchase through www.ethicsgame.com. Each recitation will have a unique class code, which will be provided by your recitation leader – this does not need to be purchased until mid-October. (Cost: \$15.00)

CLASSROOM ENVIRONMENT

This course will be a mix of lectures, classroom discussions, student presentations and team/individual exercises. Classroom dialogue is a critical component to the learning experience and your participation will be a significant portion of your grade. Students are expected to have read the course material prior to coming to class and be prepared to discuss the readings. It is expected that your interactions will be well informed, constructive and respectful.

Laptops, cell phones or any other electronic devices will not be permitted during class time unless otherwise stated. Please silence your phones during class. Classes will begin on time and it is expected for all students to be in their seats when class begins. If you cannot be on time, be early.

GRADE APPEAL POLICY

Grades on assessments, presentations and assignments are intended to reflect the overall quality of performance of the student(s). If you think your grade on an assessment or assignment does not reflect the quality of your performance you must:

- **Step 1:** Submit a clear written explanation of your reasoning within one week after the return of your assignment or assessment to your recitation leader. The written document need not be long, but must clearly identify the problem or issue of concern. Any grade appeal must be conducted in writing. Your recitation leader will carefully review the appeal and respond back to you. There will be no grading appeals after the one-week deadline has passed.
- **Step 2:** If you are still not satisfied after you have heard back from your recitation leader, submit the same appeal to Professor Shepfer, including your recitation leader's response. I reserve the right to re-grade the entire assignment and that grade will be final.

STUDENTS WITH DISABILITIES

Any student who feels s/he may need an accommodation based on the impact of a disability should contact their recitation leader privately to discuss specific needs. Prior to that, the student should contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to ensure the disability is documented.

STANDARDS OF INTEGRITY & CONDUCT

Each student in this course is expected to be familiar with and abide by the principles and standards set forth in The Ohio State University's code of student conduct and code of academic conduct. You can view these documents or download pdf versions here:

http://studentaffairs.osu.edu/resource_csc.asp and <http://oaa.osu.edu/coam/faq.html#academicmisconductstatement>

It is also expected that each student will behave in a manner that is consistent with the Fisher Honor Statement, which reads as follows:

As a member of the Fisher College of Business Community, I am personally committed to the highest standards of behavior. Honesty and integrity are the foundations from which I will measure my actions. I will hold myself accountable to adhere to those standards. As a future leader in the community and business environment, I pledge to live by these principles and celebrate those who share these ideals.

While most students have high standards and behave honorably, like every academic institution we sometimes encounter cases of academic misconduct. It is the obligation of students and faculty to report suspected cases of academic and student misconduct. Students can report suspected violations of academic integrity or student misconduct to faculty or to a program's leadership. All reported cases of academic misconduct are actively pursued and confidentiality is maintained. If a professor or Graduate Teaching Assistant suspects that a student has committed academic misconduct in this course, he or she is obligated by University Rules to report suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct, the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

COURSE REQUIREMENTS

Assignment/Activity / Assessment	Number of Points
1. Class contribution as evaluated by your peers	20
2. Class contribution/attendance as evaluated by your instructor	50
3. Quizzes (30 points each)	90
4. Leadership assessment survey completion	20
5. Leadership skills workshop completion	20
6. Global awareness survey completion	20
7. QUIC modules completion	10
8. Resume completion	10
9. LinkedIn profile completion	10
10. Individual oral presentation	40
11. Midterm learning assessment	100
12. Ethical lens inventory completion	20
13. Group presentation & handout	100
14. Individual written assignment	60
15. In class group exercise/presentation	30
16. Final learning assessment	100
TOTAL	700

1. Class contribution as evaluated by your peers (20 points)

This class contains a great deal of group work and team projects, both inside and outside of class. Constructive performance feedback will be emphasized throughout the course. At the end of the semester, each team member will have the opportunity to evaluate one another's performance (see the peer-to-peer evaluation form at the end of the syllabus for more details).

2. Class contribution/attendance as evaluated by your instructor (50 points)

It is expected that you attend the lecture and the recitation every week. Classroom discussions will serve as a critical component to the learning experience and to your professional development. Speaking in front of a classroom of peers or a boardroom of business executives can be difficult and uncomfortable, however, with practice, nervous tendencies will lessen. Each class session will include opportunities to discuss the reading material or current events. There will also be impromptu speaking opportunities. It is expected that your interactions will be well informed, constructive and respectful. Some key items that will be considered by your instructor include:

- Frequency: You regularly attend and contribute to class discussion. You are always on time to class.
- Quality: You contribute quality comments and advance the discussion forward. This is much more important than quantity of comments.
- Respect: You take seriously what your peers say and when you disagree, you do so respectfully
- Listening: You listen attentively to other students and to the instructor

3. Quizzes (3 quizzes, 30 points each)

There will be three quizzes during the semester to assess your comprehension of the assigned reading materials and lecture content. Quizzes will take place at the beginning of recitation and arriving late to class will result in a zero. No quiz will be dropped.

4. Leadership assessment survey completion (20 points)

The Leadership Assessment Survey must be completed by *ALL* students by 5:00 PM on **Thursday, August 31**. Details will be posted to Canvas and sent out via email.

5. Leadership skills workshop completion (20 points)

This is an in-person workshop that takes place outside of normal class scheduled time. The workshop is 60 minutes and designed to build your leadership skills. There are 13 different opportunities to attend between September 19 – October 26 and ALL students must sign up for their session by **Tuesday, September 12**. Attendance will be taken at each workshop and you need to attend one session to earn the 20 points. Space is limited, so sign up early at this link:

<http://www.signupgenius.com/go/508084dada828a3f49-mhr2292>. Bring your BuckID to the session as this is how attendance will be tracked.

6. Global awareness survey (20 points)

This is a survey designed to assess your global business acumen. It will not be graded (only scored for completion). The assessment must be completed by *ALL* students by 5:00 PM on **Thursday, September 21**.

7. QUIC modules completion (10 points)

You will be required to complete the QUIC modules as assigned by the Office of Career Management. Additional details will be provided in class and on Canvas.

8. Resume completion (10 points)

You will be required to turn in a hard copy of your resume. Additional details will be provided on Canvas.

9. LinkedIn profile completion (10 points)

You will be required to complete a LinkedIn profile. Additional details will be provided on Canvas.

10. Individual oral presentation (40 points)

Students will have the opportunity to choose a company that they might want to work for someday. You will be responsible for developing a ~2 minute presentation pertaining to that organization. Additional details will be provided on Canvas.

11. Midterm learning assessment (100 points)

All material covered in the class and the readings are “fair game” for the midterm. The midterm will contain multiple-choice questions and could include essays.

12. Ethical lens inventory (ELI) completion (20 points)

You will need to access and complete the Ethics Lens Inventory and bring the 2-page summary to recitation. Please do not complete the ELI before instructed to do so as there is a link that must be enabled. The cost of taking this assessment is \$15.00.

ALL students are required to have the ELI completed by **Thursday, October 19, at 5:00 pm.**

13. Group presentation & handout (100 points)

Your group will select, research and orally present an example of ethical leadership and decision making or the failure of such. Each team member will be required to present. A more detailed scoring rubric with expectations of content will be provided on Canvas.

14. Individual Written Assignment (60 points)

Students will be required to write a two page paper (not including attachments) that analyzes an organization’s Corporate Social Responsibility Report. Additional details will be provided on Canvas.

15. In-class group presentation/exercise (30 points)

This exercise will provide all students one final opportunity to work on their presentation skills through a persuasive pitch. Details will not be provided until the day of the class.

16. Final learning assessment (100 points)

All material covered in the class and the readings are “fair game” for this comprehensive assessment. 2292 has a common final on **Tuesday, December 12, at 8:00 PM.**

LATE ASSIGNMENTS

Assignments are due at the beginning of class unless otherwise indicated. Any assignment that is turned in late (including one minute late) will be reduced in half. Any assignment that is not turned in within 24 hours after the due date, will not be accepted and will count as zero.

GRADING SCALE

Final grades are calculated based on point values. There is a total of 700 points. The BSBA program recommends a mean GPA of 2.9 – 3.2 for this and all other business core classes. The actual grade assigned will be based on what you earn and there will be no rounding up. All sections of 2292 follow the same grading policy and we work hard to maintain consistency across all sections.

Grading Scale			
Points	Grade	Points	Grade
651 - 700	A	539 - 559	C+
630 - 650	A-	511 - 538	C
609 - 629	B+	490 - 510	C-
581 - 608	B	469 - 489	D+
560 - 580	B-	441 - 468	D
		Below 441	E

EXTRA CREDIT

You will have the opportunity to earn 5 points extra credit on Veteran's Day, **Friday, November 10**, by participating in Fisher Impact Day. Fisher Impact Day is a College-wide effort to give back to the local community. You are strongly encouraged to participate. Additional details will be provided on Canvas. Note that there is no makeup opportunity (if you cannot participate, you cannot earn 5 points of extra credit).

IMPORTANT SURVEY DATES

See below three important survey due dates, which apply to *ALL* 2292 students regardless of their recitation time. Details to access the survey can be found in Canvas.

- **Thursday, August 31, at 5:00 PM:** Leadership Assessment Survey
- **Thursday, September 21, at 5:00 PM:** Global Awareness Survey
- **Thursday, October 19, at 5:00 PM:** Ethical Lens Inventory

LECTURE & RECITATION SCHEDULE

- Face to face lectures are held on Friday's in Schoenbaum 105 at 8:00 am and 11:30 am. Half of the class is enrolled in the virtual lecture and they will receive a link to the lecture video on Friday afternoon via Canvas. It should be watched prior to your recitation the following week. Check your schedule to ensure which lecture you are in, so that you attend the correct one. Attendance to both lecture and recitation is mandatory.
- Readings should be completed *prior* to class.
- Changes to the schedule will be communicated through Canvas and in class.

Week #1

LECTURE: Friday, August 25	COURSE INTRODUCTION, A LOOK AT THE FUTURE OF BUSINESS, LEARNING THROUGH INQUIRY, JUDGING CREDIBILITY OF INFORMATION ONLINE, CONDUCTING RESEARCH <i>Required Survey:</i> <ul style="list-style-type: none"> • DUE: The Leadership Assessment Survey must be completed by <i>ALL</i> students by 5:00 PM on Thursday, August 31 (details posted to Canvas and sent out via email) 	Ty Shepfer
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Week #2

RECITATION: Friday, September 1	INTRODUCTIONS, SYLLABUS OVERVIEW, QUESTIONNAIRE, INTRO TO FIRST PRESENTATION & EFFECTIVE COMMUNICATION <i>Required Readings:</i> <ul style="list-style-type: none"> • None required 	Recitation Leader
LECTURE: Friday, September 1	THE FOUNDATIONS OF BUSINESS, ECONOMIC SYSTEMS & CAPITALISM <i>Required Readings:</i> <ul style="list-style-type: none"> • Fundamentals of Business textbook: Chapters 1 & 2 (posted to Canvas) 	Ty Shepfer

Week #3

RECITATION: Friday, September 8	THE FOUNDATIONS OF BUSINESS, ECONOMIC SYSTEMS & CAPITALISM <i>Required Readings:</i> <ul style="list-style-type: none"> • None required 	Recitation Leader
LECTURE: Friday, September 8	LEADERSHIP & INCREASING SELF AWARENESS <i>Required Readings:</i> <ul style="list-style-type: none"> • None required 	Guest Speaker: Dr. Tim Judge

Week #4

RECITATION: Friday, September 15	LEADERSHIP & INCREASING SELF AWARENESS <i>Required Readings:</i> <ul style="list-style-type: none"> • None required 	Dr. Tim Judge and others
LECTURE: Friday, September 15	TEAMWORK, TEAM DYNAMICS, DIVERSITY & INCLUSIVENESS <i>Required Readings:</i> <ul style="list-style-type: none"> • Google Spent 2 Years Studying 180 Teams. The Most Successful Shared These 5 Traits by Michael Schneider. July, 2017. Click here. 	Ty Shepfer

	<ul style="list-style-type: none"> Workplace Diversity and Inclusion Gets Innovative. Yesterday's Workforce Won't Lead You Into Tomorrow by Novid Parsi. January, 2017. Click here. 	
Week #5		
RECITATION: Friday, September 22	INDIVIDUAL PRESENTATIONS & QUIZ #1	Recitation Leader
	<ul style="list-style-type: none"> DUE: Individual Presentations (Team #1, #2, #3, #4) DUE: Quiz #1 (taken at the beginning of recitation) 	
LECTURE: Friday, September 22	BUSINESS IN A GLOBAL ENVIRONMENT	Ty Shepfer
	<p>Required Readings:</p> <ul style="list-style-type: none"> Fundamentals of Business textbook: Chapter 4 <p>Required Survey:</p> <ul style="list-style-type: none"> DUE: Global Awareness Survey must be completed by ALL students by 5:00 PM on Thursday, September 21. 	
Week #6		
RECITATION: Friday, September 29	INDIVIDUAL PRESENTATIONS & TEAM ACTIVITY	Recitation Leader
	<ul style="list-style-type: none"> DUE: Individual Presentations (Team #5, #6, #7, #8) 	
LECTURE: Friday, September 29	ENTREPRENEURSHIP, LEGAL FORMS OF BUSINESSES, GROWING A BUSINESS & CORPORATE GOVERNANCE	Ty Shepfer
	<p>Required Readings:</p> <ul style="list-style-type: none"> Fundamentals of Business textbook: Chapters 5 & 6 (posted to Canvas) 	
Week #7		
RECITATION: Friday, October 6	NAVIGATING THE JOB SEARCH, PREPARING FOR INTERVIEWS & THE ART OF THE RESUME	Representative from Career Mgt.
	<ul style="list-style-type: none"> DUE: Resumes (must bring two hard copies to class to receive points) 	
LECTURE: Friday, October 6	THE JOB SEARCH	Ty Shepfer
	<p>Required Readings:</p> <ul style="list-style-type: none"> What I learned from going on 50+ interviews (including Google, Microsoft & Twitter) by Austin Belcak. May, 2017. Click here. A student reflection on the job search (posted to Canvas) Green Alchemy Consulting Group and New Recruits by Ty Shepfer. August, 2017. (posted to Canvas) 	
Week #8		
RECITATION: Friday, October 13	OFF: AUTUMN BREAK	
LECTURE: Friday, October 13	OFF: AUTUMN BREAK	

Week #9

RECITATION: Friday, October 20	MID TERM LEARNING ASSESSMENT	Recitation Leader
	<ul style="list-style-type: none"> • DUE: LinkedIn profile (must be submitted on Canvas prior to your recitation) • DUE: QUIC modules (modules must be completed prior to your recitation: no submission required – completion will be electronically logged after you are finished) • Group project introduction 	
LECTURE: Friday, October 20	MORALITY, JUSTICE & ETHICS	Ty Shepfer
	<p>Required Readings:</p> <ul style="list-style-type: none"> • Ethics: A Basic Framework by Lynn Sharp Paine. May, 2007. (course packet through Harvard) <p>Required Survey:</p> <ul style="list-style-type: none"> • DUE: Ethical Lens Inventory must be completed by 5:00 PM Thursday, October 19, for <i>ALL</i> students (read your results prior to coming to lecture) 	

Week #10

RECITATION: Friday, October 27	OUR ETHICAL LENS, THE 9/11 CASE STUDY & THE MAX FISHER CASE	Recitation Leader
	<p>Required Readings:</p> <ul style="list-style-type: none"> • The Max Fisher Case (posted to Canvas) • DUE: Quiz #2 (taken at the beginning of recitation) 	
LECTURE: Friday, October 27	BUSINESS ETHICS	Ty Shepfer
	<p>Required Readings:</p> <ul style="list-style-type: none"> • Ethical Breakdowns by Max Bazerman and Ann Tenbrunsel. April, 2011. (course packet through Harvard) 	

Week #11

RECITATION: Friday, November 3	HYDRO QUEBEC CASE STUDY, GROUP PROJECT WORKSHOP & INTRODUCTION TO WRITTEN ASSIGNMENT	Recitation Leader
	<p>Required Readings:</p> <ul style="list-style-type: none"> • None required 	
LECTURE: Friday, November 3	THE PAY GAP, TAXES, & WEALTH AROUND THE WORLD	Ty Shepfer
	<p>Required Movie:</p> <ul style="list-style-type: none"> • Inequality for All (see link to view the movie in Canvas) 	

Week #12

RECITATION: Friday, November 10	OFF: VETERAN'S DAY	Recitation Leader
	You are encouraged to participate in Fisher Impact Day and will earn five points extra credit for doing so	
LECTURE: Friday, November 10	OFF: VETERAN'S DAY	
	You are encouraged to participate in Fisher Impact Day and will earn five points extra credit for doing so	

Week #13

RECITATION: Friday, November 17	GROUP PRESENTATIONS & QUIZ	Recitation Leader
	<ul style="list-style-type: none"> • DUE: Group Presentations/Handouts: Team #3, #4, #5, #6, #7, #8 • DUE: Quiz #3 (taken at the beginning of recitation) 	
LECTURE: Friday, November 17	CORPORATE SOCIAL RESPONSIBILITY, NON PROFITS, CHARITABLE GIVING, & CHANGING PERCEPTIONS	Ty Shepfer
	<p>Required Video:</p> <ul style="list-style-type: none"> • The Way That We Think About Charity Is Dead Wrong. A Ted Talk by Dan Pallotta. Click here. <p>Required Reading:</p> <ul style="list-style-type: none"> • Starbucks Global Responsibility Report (posted to Canvas) 	

Week #14

RECITATION: Friday, November 24	OFF: Thanksgiving Break	
LECTURE: Friday, November 24	OFF: Thanksgiving Break	

Week #15

RECITATION: Friday, December 1	GROUP PRESENTATIONS & GROUP PRESENTATIONS (THE ART OF PERSUASION), COURSE WRAP UP	Recitation Leader
	<ul style="list-style-type: none"> • DUE: Group Presentations/Handouts: Team #1, #2 • DUE: In-class group presentation/exercise – bring your lap top • DUE: Written assignment • DUE: peer-to-peer evaluation forms 	
LECTURE: Friday, December 1	POSITIVE PSYCHOLOGY, HOW TO PLAY TO YOUR STRENGTHS & COURSE WRAP UP	Ty Shepfer
	<p>Required Reading:</p> <ul style="list-style-type: none"> • How to Play to Your Strengths by Laura Morgan Roberts (course packet through Harvard) 	

- We will have a common final exam time on Tuesday, December 12th at 8:00 pm. Your recitation leader will provide you with location details.

PEER-TO-PEER STUDENT EVALUATION FORM

Name: _____

Group #: _____

Day/Time of Recitation: _____

Description: This document is confidential and will only be shared with your recitation leader. It will count towards 20 points of your final grade. Late submissions (within the 24-hour time frame) will result in a 10-point deduction off your personal score. Any submissions after that will result in your receiving a zero.

Instructions: Write down the name of each person in your group, **including yourself (failure to do so will result in a 5-point deduction)**. Rate each person by entering a recommended score out of 20. The two dimensions are listed to assist you with your overall evaluation. The only score that will be considered for your actual grade is the one out of 20 points. The overall average from each person in your group, including yourself, will determine your peer-to-peer score.

Name:	I:	II:	Total (out of 20 points):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- I. **Task Orientation.** The extent to which the person coordinates individual efforts with group members' efforts in order to attain the goals of the group.
0-6 = Unsatisfactory. Usually exhibits uncooperative behavior and was not a team player.
7-9 = Competent. Organizes assignments to enable group to achieve an average grade.
10 = Excellent. Comes to meetings with prepared notes and schedules; coordinates group discussions and was a leader within the team.
- II. **Attendance/Preparation.** The extent to which the person shows up for scheduled meetings unless otherwise excused and is not prepared.
0-6 = Unsatisfactory. Frequently misses meetings; rarely arrives on time or stays for entire meeting, is not consistently prepared
7-9 = Competent. Attends the majority of meetings; meetings missed are excused absences; occasionally arrives late or leaves early, is consistently prepared
10 = Excellent. Shows up for all scheduled meetings on time and stays for the duration of the meeting, is prepared and goes above and beyond