
Sem: AU22	Class D/T: T/Th 11:10am (5002) <u>or</u> 2:20pm (5003)	Room: 11:10am, 215 Schoenbaum 2:20pm, 265 Gerlach
Instructor:	Dale Anne Davidson, MBA	E-mail: Davidson.399@osu.edu
Office Hours:	T/Th, By Appointment (In-person or Zoom)	Location: 544 Fisher Hall

PREFERRED MEANS OF COMMUNICATION:

- My preferred method of communication for questions and appointments is via email, **davidson.399@osu.edu**
- My class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your [notification preferences](https://go.osu.edu/canvas-notifications) (go.osu.edu/canvas-notifications) to be sure you receive these messages.

COURSE DESCRIPTION:

This course covers the basics of business-to-business professional selling and provides core sales management building blocks. It emphasizes the importance of building relationships and adding substantial value to business customers. It combines theory and actual practice to learn the selling and buying process, salesforce structure, recruitment, selection, training, compensation, ethical concerns, and sales tools.

COURSE LEARNING OUTCOMES:

- Gain first-hand experience in developing professional sales skills, identify and add value for the client, and develop customer needs using SPIN Selling question methodology and sales simulation.
- Develop collaborative skills and expertise as part of a team in a selling environment.
- Develop critical analysis and problem-solving abilities with respect to managing professional B2B sales and sales management.

PREREQUISITES:

BUSML 4201, 4202, and BusMHR 2292, or equiv. Not open to students with credit for 4220 and 4221.

REQUIRED COURSE MATERIALS:

1. The following three (3) resources are mandatory for completion of this course.
 - a. Title: **Contemporary Selling: Building Relationships, Creating Value 6th edition**, Mark W. Johnston, Greg W. Marshall, Print ISBN: 9780367435172 or, eText ISBN: 9781000428711, copyright year 2021 (via CarmenBooks and automatically included as part of tuition) *
 - b. Title: **SPIN Selling**; ISBN #978-0070511132; Author: **Neil Rackham**; Year: 1988 McGraw-Hill, no edition number, available in hard copy-only at the bookstore or online purchase. (via CarmenBooks and automatically included as part of tuition) *
 - c. **STUKENT SALES SIMULATION** – Mimic Professional Selling Simulation – will be used throughout the semester. Graded simulation work counts toward individual performance grade category. Simulation cost is \$59.99USD and paid by student upon registration. **REGISTER AT THIS LINK: <https://home.stukent.com/join/B89-7A9> REGISTER WITH YOUR OSU EMAIL ADDRESS.**
2. **Contemporary Selling: Building Relationships, Creating Value* and *SPIN Selling* are both provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving them up to 80% per title. The fee for this material is included as part of tuition and is listed as *CarmenBooks fee* on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately on or before the first day of class. There is no need to wait for financial aid or scholarship money to purchase your textbook. Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more

information on the program or information on how to opt out, [please visit the CarmenBooks website](#). Access these eBooks through the CarmenBooks reader link in the course navigation.

COURSE TIMELINE BEGINS ON PAGE 6

EVALUATION CRITERIA:

Graded Components	% of Total	Type
TEAM ACTIVITIES	40%	C 🚫
• Role Play #1 – (10%)		
• Role Play #2 – (10%)		
• SPIN Workshop – (10%)		
• FAB/Objection Workshop – (10%)		
Guest lecture reflection (best 4 of 5)	10%	N ⬆
Quizzes – 2 quizzes	20%	N ⬆
• Quiz 1 (15%)		
• Quiz 2 (5%)		
Individual Performance	30%	
• Class activities (10%)	C 🚫	
• Sales simulation (20%)	N ⬆	

Requirements for each form of graded component. Failing to follow these will represent academic misconduct. See below.

Independent Work [N ⬆]: Strictly non-collaborative, original individual work. You may discuss this assignment with your instructor only. Discussions with other individuals, either in person or electronically, are strictly prohibited.

***Collaboration Required [C 🚫]:** An explicit expectation for collaboration among students either in class or outside of class (i.e., teamwork).

Collaboration Optional [O 🗨️]: Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one's original and individual creation.

(Refer to remaining pages for details/due dates)

ACADEMIC CONDUCT: If a student is suspected of, or reported to have committed, academic misconduct in this course, I am obligated by University Rules to report my suspicions to COAM. If you have questions about the above policy or what constitutes academic misconduct in this course, please contact me. See OSU Prohibited Conduct – [Section 3335-23-04\(A\)](#)

ACADEMIC INTEGRITY FOR IN-PERSON COURSES: academic integrity for this course is in line with University academic integrity policy, Refer to: <https://resourcecenter.odee.osu.edu/academic-integrity-online-courses>

University Policies, Services and Resources
(go.osu.edu/UPolicies)



Fisher Undergraduate Handbook and QuickLinks
(www.bsalinks.com)



Fisher Navigator Resource Portal
(www.nav-1.com)



University Healthy and Safety Guidelines can be found at <https://safeandhealthy.osu.edu/>

COURSE FORMAT: Experiential course which uses a combination of in-person discussions, Class activity and workshops, corporate guest lecturers, role-plays and sales simulation to develop sales and sales management skills.

MODE OF DELIVERY: This class is an in-person course and meets for 80 minutes, twice per week. Attendance is required for each class at assigned course section times. **Class policy – students are to be in attendance for the entire class to receive full activity credit. CLASSES ARE NOT RECORDED EXCEPT FOR GUEST LECTURES.**

PACE OF COURSE ACTIVITIES: This course is divided into weekly Carmen pages that are available in CarmenCanvas. Students are expected to keep pace with weekly deadlines, including assigned readings, small teamwork, assignments, and quiz submissions. Students are expected to attend each class session to not affect their team grade.

CREDIT HOURS AND WORK EXPECTATIONS: This is a 3-credit hour course. According to [Ohio State Policy](#), students should expect 3 hours per week of time spent on direct instruction (e.g., instructor content, CarmenCanvas activities, etc.) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

INDIVIDUAL PERFORMANCE POLICY: Student attendance is based on attending class during scheduled section course times. The quality of individual added value to class discussions and Class activity will affect overall grade evaluation. The following is a summary of student expected participation:

- **Participate and engage** in an in-class environment which meets twice per week at scheduled class times. This includes both individual contributions and Class activity.
- **Class activities**, when assigned, are to be completed as part of individual performance and submitted at the end of class. This is an in-class assignment and can only be completed by attending class. Makeup assignments are not available. A missed activity is graded as zero (0). The lowest activity grade will be dropped at the end of the semester.
- **Student is to be present** for all scheduled team role plays and/or presentations. No approved excuses will be granted if a student is absent for a scheduled role play or presentation, except for verified quarantine status. Instructor must be notified by 8am of assignment day.
- **Mandatory attendance** required for all team performance dates.
- **Tardy or leaving class early.**
 - Students that are 10-minutes or greater tardy or leave 10-minutes or earlier will not receive credit for the day's activity.
- **Attendance will be tracked via a sign-in sheet at the start of each class.**
- **Dis-enrolled:** Any student who fails to attend an in-person class or complete an assignment for this course, without giving prior notification to the instructor, will be automatically dis-enrolled after the third instructional day of the term, the first Friday of the term, or the second class meeting of the course, whichever occurs first.

TEAM FORMATION: Teams are automatically generated via CarmenCanvas and will be distributed to students during the third day of class.

GRADED COMPONENT DETAILS:

TEAM ACTIVITIES: 40% OF THE FINAL GRADE

- **ROLE PLAY #1 – 10%;** team collaboration and independent work required. Activities include utilizing the assigned role play scenario and product to demonstrate the following skills: create and demonstrate the approach, demonstrate use of SPIN question methodology, objection responses, gain commitment, and build added value to the client needs and individual preparedness. Additional sales skills could be required that are learned to date of the role-play.
- **ROLE PLAY #2 – 10%;** team collaboration and independent work required. Activities include utilizing the assigned role play scenario and product to demonstrate the following skills: create and demonstrate the approach, demonstrate use of SPIN question methodology, make a product demonstration, build added value, confirm the client needs, handle objections. Additional sales skills could be required that are learned to date.
- **SPIN WORKSHOP – 10%;** team collaboration and independent work required to write SPIN questions and responses for all role plays.
- **FAB/OBJECTION WORKSHOP – 10%;** team collaboration and independent work required to write FABs and objections/responses for role-plays.
- **GUEST LECTURE REFLECTION: 10% OF THE FINAL GRADE**

Independent work. Brief, written reflections for five guest lecturers. Reflection assignment due within 24 hours of guest lecture. Five guest lectures are scheduled and four reflection assignments out of five are required. The lowest of five grades will be dropped.

QUIZZES: 20% OF FINAL GRADE

Independent work. Reading assignments, class discussions, and guest lecture knowledge will be evaluated with two quizzes to be held during the semester. Quizzes are administered via CarmenCanvas. Both quizzes are administered during class time. Quiz 1 is 15% of final grade and quiz 2 is 5% of final grade.

INDIVIDUAL PERFORMANCE: 30% OF THE FINAL GRADE

- **IN-CLASS ACTIVITIES – 10%;** team collaboration and independent work required to participate in class discussions and activities. Teams – required to present findings for each activity and individuals will submit their own work via CarmenCanvas at end of class. In addition, points are earned by submitting headshots and syllabus acceptance signature by due date.
- **SALES SIMULATION – 20%;** strictly non-collaborative, original, individual work. All simulations are completed outside of class.
- **ATTENDANCE –** There is no attendance grade category; however, superior attendance, along with timely assignment submissions, no missed submissions, and overall class engagement will be taken into consideration to determine if a final grade warrants rounding up.

OSU STANDARD GRADE SCHEME TO BE USED:

Letter	A	A-	B+	B	B-	C+	C	C-	D+	D	E
(Points)	(4.0)	(3.7)	(3.3)	(3.0)	(2.7)	(2.3)	(2.0)	(1.7)	(1.3)	(1.0)	(0.0)
Range	100% - 93%	93% - 90%	90% - 87%	87% - 83%	83% - 80%	80% - 77%	77% - 73%	73% - 70%	70% - 67%	67% - 60%	60% - 0%

Note 1: Above percentages are a percentage of overall points earned

Note 2: I am required to adhere to Fisher’s grading guidelines listed below:

Business Core Classes (2XXX-3XXX classes)	2.5 – 3.0
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Rationale: All BSBA students, regardless of their specialization, take these courses, and represent a student’s early experience with college coursework and Fisher academic standards. Accordingly, instructors typically observe a wider range of effort and aptitude. Note: Students pursuing a specific specialization must perform at a “C-” level or above to continue with that specialization.

Non-Core Specialization Required Classes, except Capstones (4XXX)	2.8 – 3.3
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Rationale: These are classes taken by all BSBA students within a particular specialization. It is assumed that some self-selection for interest and aptitude has taken place and therefore the grades are expected to be slightly higher.

Business Electives and Capstone Classes (4XXX)	3.1 – 3.6
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Rationale: Elective and capstone classes typically have higher average GPAs, often resulting from smaller class sizes, highly immersive assignments and project work, and student interest.

ADDITIONAL POLICIES

To maintain the highest professional standards expected in an experiential, professional sales course, the following policies have been designed for this course:

- **Testing and performance policy:** there are **no make-ups for quizzes or performances (e.g., role play, presentation)**. Missed quizzes or performances will be recorded as “0”. Quizzes or performances can only be made-up in extreme cases (e.g., death of family member, personal hospitalization, athletic travel, etc.) with proper documentation. Contact the instructor immediately if an issue arises that prohibits participation in a team assignment or quiz. Each decision for potentially allowing a make-up is made by the instructor on a case-per-case basis. Additionally, you **MUST** contact the instructor via email, Davidson.399@osu.edu, as soon as a potential problem or conflict with a quiz or performance date is known. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams. If you are experiencing an extreme situation or emergency, please attempt to notify the instructor via email, Davidson.399@osu.edu, ASAP.
- **Assignment submissions:** Any assignment submitted late will automatically receive a **point deduction of 50% per day for late submission**.
 - **Reference materials:** reading assignment for each class needs to be available to be used during in-class, activities.
 - **Syllabus:** the most current syllabus is **always** available via Carmen. **ALL** reading assignments, homework, and team assignment due dates are listed in the syllabus. **ALL** assignment due dates will be posted on Carmen class calendar. **ALL** assignment due dates will be stated during class. Keep in mind that *it is each student’s responsibility to know and to understand the information in the syllabus and on Carmen.*
 - **It is the expectation that each student checks the CarmenCanvas home page at the beginning of each week for assignment reminders and class announcements.**

- **Punctuality:** is expected. Tardiness and early departure will affect activity grade.
- **Technology Policy:** For IT help contact the Ohio State IT Service Desk ocio.osu.edu/help servicedesk@osu.edu

1. Required Technology Skills

- [Navigating Carmen](#): for questions about specific functionality, see the [Carmen/Canvas Student Guide](#).
- [CarmenZoom virtual meetings](#)
- [Recording a slide presentation with audio narration](#)
- [Recording, editing, and uploading video](#)

2. Required Equipment

- Computer: current Mac (OS X) or PC (Windows 7+) or tablet with high-speed internet connection is **required to be used for each class for class activities**.
- Webcam: built-in or external webcam, fully installed and tested before the start of class
- Microphone: built-in laptop or tablet mic or external microphone, fully installed and tested before the start of class
- Mobile device (smartphone or tablet) or landline to use for [BuckeyePass](#) multi-factor authentication. It is recommended that you [register multiple devices](#) in case something happens to your primary device.

3. Required Software

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program.
- **Zoom Desktop client 5.7.4 or higher, or current version of Zoom mobile app** (iOS or Android) **REQUIRED** for full participation and attendance in class.
- Upgrade or update to latest Zoom version: https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version#h_2ec83f8e-8af3-48ef-94b4-2c8e964ffd4d

If none of these options meet the needs of your situation, contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

- **Deliberate failure to follow University rules and guidelines, including wearing a mask after polite reminders, can result in a failing grade.**

Course-specific Copyright Policy: Material provided by the instructor may not be re-posted anywhere without the explicit permission of instructor. See University Copyright Policy.

COURSE TIMELINE & ACTIVITIES

NOTE 1: The syllabus is a summary of topics covered throughout the semester. Assignments and due dates are listed in the following places: Carmen Assignments, Carmen Calendar, Carmen Student To-Do List, and will be listed on each week's course home page. All reading assignments are to be completed **BEFORE** the beginning of class. Keep in mind guest lecture dates could change which would slightly change class activity dates.

NOTE 2: Sales simulation rounds must be completed in order before moving on to the next round. Be sure to check due dates in CarmenCanvas assignments. Keep track in the student "to-do" list, and CarmenCanvas calendar and current syllabus to avoid late deductions.

Week	Date	Discussion Topics & Readings
1	TU, 8-23-22	<ol style="list-style-type: none"> Class introduction includes discussion of course objectives, syllabus, in-class activities, team role-plays, sales simulation, and classroom etiquette. Each student to present a 30-second "elevator pitch" to introduce their self to the class <ol style="list-style-type: none"> Refer to welcome email and Carmen course home page for further instructions
1	TH, 8-25-22	<ol style="list-style-type: none"> CH 2, Understanding Sellers & Buyers, Contemporary Selling, <i>read in advance of class</i> Class activity "Introduction" sales sim opens 8-25-22, due 9-1-22 Round 1 sales sim, "Customer & City Selection" opens 8-25-22, due 9-6-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 2 can begin
2	TU, 8-30-22	<ol style="list-style-type: none"> CH 3, Value Creation in Buyer Seller Relationships, Contemporary Selling, read in advance of class Class activity Student team assignments distributed
2	TH, 9-1-22	<ol style="list-style-type: none"> SPIN Selling concepts presented. (In advance of class, read chapters 1-4) Class activity
3	TU, 9-6-22	<ol style="list-style-type: none"> GUEST LECTURE #1 – TTI <ol style="list-style-type: none"> Ian Korolenko, Director of Sales – Midwest Division, Fisher Alum Jacob Ledbetter, RLC Operations Manager, Fisher Alum <ol style="list-style-type: none"> Refer to Carmen for guest lecture assignment Round 2 sales sim, "Sales Training" opens 9-6-22, due 9-15-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 3 can begin
3	TH, 9-8-22	<ol style="list-style-type: none"> GUEST LECTURE #2 – Hershey <ol style="list-style-type: none"> Austin Hembree D'Anna, Regional Sales Leader, Columbus Katie Wright, Associate Regional Sales Lead, NC, Fisher Alum Refer to Carmen for guest lecture assignment Round 3 sales sim, "Weekly Planning" opens 9-8-22, due 9-20-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 4 can begin
4	TU, 9-13-22	<ol style="list-style-type: none"> IN-CLASS WORKSHOP for SPIN SELLING (bring laptop to class) <ol style="list-style-type: none"> Present sales scenario for role-plays 1 & 2 SPIN question(s) assignment is posted on Carmen Utilize SPIN questions and outline form on Carmen to complete assignment Consolidate all work into ONE team submission and submit via Carmen DUE by end of day, today: (work to be completed during class workshop)
4	TH, 9-15-22	<ol style="list-style-type: none"> CH 6, Prospecting & Sales Call Planning, Contemporary Selling, read in advance of class Class activity
5	TU, 9-20-22	<ol style="list-style-type: none"> CH 7, Communicating the Sales Message, Contemporary Selling, <i>read in advance of class</i> Class activity
5	TH, 9-22-22	<ol style="list-style-type: none"> CH 8, Negotiating for Win-Win Solutions, Contemporary Selling, read in advance of class Class activity

Week	Date	Discussion Topics & Readings
6	TU, 9-27-22	<ol style="list-style-type: none"> Role-play #1 – Teams 1-5 Round 4 sales sim, “Creating a Pitch” opens 9-27-22, due 10-4-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 5 can begin Round 5 sales sim, “Peer Evaluation” opens 9-28-22, due 10-6-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 6 can begin
6	TH, 9-29-22	ROLE-PLAY #1 – TEAMS 6-9
7	TU, 10-4-22	<ol style="list-style-type: none"> CH 9, Closing the Sale and Follow-up, Contemporary Selling, <i>read in advance of class</i> Class activity
7	TH, 10-6-22	<ol style="list-style-type: none"> GUEST LECTURE #3, Ryder Systems, Inc. <ol style="list-style-type: none"> Brian Abbott, Director of Business Development, Ryder Systems Inc., Fisher Alum Jeff Abeson, VP of Sales, Ryder Supply Chain Solutions Refer to Carmen for guest lecture assignment
8	TU, 10-11-22	<ol style="list-style-type: none"> In-class workshop – FABs & Objections <ol style="list-style-type: none"> Laptops are needed during class Due EOD (end of day, 11:59pm)
8	TH, 10-13-22	FALL BREAK
9	TU, 10-18-22	<ol style="list-style-type: none"> Quiz #1, via Carmen, in class. Will be proctored. <ol style="list-style-type: none"> Quiz includes the following: Contemporary Selling, chapters 2, 3, 6, 7, 8 & 9 and SPIN Selling, chapters 1-4 Multiple choice, T/F Round 6 sales sim, “Creating a Pitch” opens 10-18-22, due 10-21-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 7 can begin Round 7 sales sim, “Peer Evaluation” opens 10-19-22, due 10-25-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 8 can begin
9	TH, 10-20-22	<ol style="list-style-type: none"> Round 8 sales sim, “Discovery Call” opens 10-20-22, due 10-25-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 9 can begin
10	TU, 10-25-22	<ol style="list-style-type: none"> Round 9 sales sim, “Discovery Call” opens 10-25-22, due 10-28-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 10 can begin
10	TH, 10-27-22	<ol style="list-style-type: none"> Round 10 sales sim, “Closing the Deal” opens 10-27-22, due 11-4-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 11 can begin Round 11 sales sim, “Peer Evaluation” opens 10-28-22, due 11-7-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 12 can begin
11	TU, 11-1-22	<ol style="list-style-type: none"> Round 12 sales sim, “Closing the Deal” opens 11-1-22, due 11-4-22 <ol style="list-style-type: none"> Complete outside of class, needs to be completed before round 13 can begin Round 13 sales sim, “Peer Feedback” opens 11-2-22, due 11-7-22 <ol style="list-style-type: none"> Complete outside of class – this is the final round All simulation rounds are due to be completed no later than 11:59pm, Friday, 11-11-22 or late submission deduction applies to grade
11	TH, 11-3-22	GUEST SPEAKER #4, FEDERATED <ol style="list-style-type: none"> Colt Pettit, District Hiring & Sales Manager Jack Barone, Marketing Representative, Fisher Alum
12	TU, 11-8-22	<ol style="list-style-type: none"> CH 13, Compensating and Evaluating Salespeople, Contemporary Selling, <i>read in advance of class</i> Class activity
12	TH, 11-10-22	<ol style="list-style-type: none"> CH 12, Recruiting, Selecting, and Training Salespeople Class activity
13	TU, 11-15-22	GUEST LECTURE #5 – Bank of America Practice Solutions <ol style="list-style-type: none"> Rich Lawrence, Vice President; Strategy Execution Lead II Jay Bear, SVP Relationship Account Director Jamine Kozar, SVP Relationship Account Director

Week	Date	Discussion Topics & Readings
13	TH, 11-17-22	<ol style="list-style-type: none"> 1. CH 11, Salesperson Performance, Behavior, and Role Perception 2. Review: <ol style="list-style-type: none"> a. Role-play 2 instructions
14	TU, 11-22-22	STUDY DAY FOR ROLE PLAY 2 AND QUIZ 2 – CLASS DOES NOT MEET
14	TH, 11-24-22	NO CLASS – THANKSGIVING BREAK
15	TU, 11-29-22	Role-play 2 – teams 6-9
15	TH, 12-1-22	Role-play 2 – teams 1-5
16	TU, 12-6-22	<p>Quiz 2 – in class – proctored</p> <ol style="list-style-type: none"> 1. Quiz administered on CarmenCanvas 2. Laptop needed 3. Quiz includes the following: Contemporary Selling, chapters 11-13, and SPIN Selling review, chapters 1-4

SAFETY AND HEALTH REQUIREMENTS:

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space. Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

HEADSHOT PHOTOS: Please submit a headshot photo, via Carmen, ***no later than the second class.***

SYLLABUS NOTE: *Syllabus may be revised to accommodate changes in class enrollment or guest speaker schedules. Most current syllabus is always posted on Carmen, and it is the student's responsibility to access the current syllabus.*

UPLOAD A SIGNED, COPY OF THIS PAGE ONLY, TO THE CARMEN ASSIGNMENT BY DUE DATE.

SIGNATURE: I hereby affirm that I have read the syllabus for this course and understand the policies outlined in the syllabus. I pledge to abide by the *Code of Student Conduct*. I agree that I will not engage in academic dishonesty and will report any academic dishonesty that I witness.

Name (Print)

Signature

Date

**READ, SIGN, AND UPLOAD THIS PAGE
TO CANVAS THE FIRST WEEK OF CLASS.**

Failure to sign the syllabus will lead to a drop from the course and/or a failing grade.