

**Current Information:****I. A.) DEPARTMENT NAME:** \_\_\_\_\_**B.) COURSE NUMBER, and TITLE:** \_\_\_\_\_**C.) CREDIT HOURS:** \_\_\_\_\_ **D.) PREREQUISITES:** \_\_\_\_\_**E.) CURRENT CLASSIFICATION**1. General Education Code:  B  C  D  H  M  N  P  S  None2. Writing Requirement:  E2  E4  E6  None3. Math Requirement:  M  None**Requests:****II. GENERAL EDUCATION**A.) Requested Classification:  B  C  D  H  M  N  P  SB.) Effective Date:  Fall  Spring  Summer \_\_\_\_\_(year)

Or

 1-time Approval  Fall  Spring  Summer \_\_\_\_\_(year)**III. WRITING REQUIREMENT** **MATH REQUIREMENT** A.) Requested Classification  E2  E4  E6B.) Effective Date:  Fall  Spring  Summer \_\_\_\_\_(year)

Or

 1-time Approval  Fall  Spring  Summer \_\_\_\_\_(year)

## C.) Assessment:

1.) What type of feedback will be provided to the student (in reference to writing skill)?

\_\_\_\_\_ Grade \_\_\_\_\_ Corrections \_\_\_\_\_ Drafts \_\_\_\_\_ Other

2.) Will a published rubric be used?

## IV. ATTACH A DETAILED SYLLABUS

### V. SYLLABUS CHECKLIST

Courses that offer students General Education and/or Writing Requirement credit must provide clear and explicit information for the students about the classification and requirements.

A.) For courses with a **General Education** classification, the syllabus should include:

- Statement of the General Education Purpose of the Course with attention to the General Education Classification requested
- List of assigned General Education Student Learning Outcomes
- List of any other relevant Student Learning Outcomes
- List of required and optional texts
- Weekly course schedule with sufficient detail (e.g. topics, assigned readings, other assignments, due dates)

B.) For courses with **Writing Requirement (WR)** classification, the syllabus should include:

- "The Writing Requirement ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning."
- "Course grades now have two components: To receive writing credit, a student must receive a grade of "C" or higher and a satisfactory completion of the writing component of the course."
- A statement or statements indicating that the instructor will evaluate and provide feedback on the student's written assignments with respect to grammar, punctuation, usage of standard written English, clarity, coherence, and organization
- Assignment word counts, page lengths, submission deadlines and feedback dates

Additionally, the syllabus must clearly show that the course meets the WR to

- Evaluate [2,000/4,000/6,000] written words in assignments during the semester
- Provide all feedback on assignments prior to the last class meeting

**Important note:** The following types of writing assignments **CANNOT** be used to meet the WR: teamwork, exam essay questions, take-home exams, and informal, ungraded writing assignments.

**VI. SUBMISSION AND APPROVALS**

Department Contact:

Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

College Contact:

College Name: \_\_\_\_\_

College Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**General Education Committee Meeting**

May 1, 2015

Meeting was called to order at 8:30am

**Present:** Timothy Brophy, Shannon Cochrane, Elayne Colon, Eva Czarnecka-Verner, Creed Greer, Christopher Hass, David Julian, Tanya Koropecykj-Cox, John Krigbaum, Bernard Mair, Andrew Ogram, Lynn O’Sickey, Heidi Radunovich, Jennifer Rea, Alison Reynolds, Vicki Sarajedini, and Brenda Smith

**Absent:** Elif Akcali, Hrishikesh Kumbhojkar, Mario Poceski, and Lisa Spirya

**Guests:** Rajeeb Das, Brian Ray, and Amanda Phalin

**1. Minutes from the April 3<sup>rd</sup> meeting were approved.**

**2. Course Structure Policy – Bernard Mair**

Mair explained that the policy revision was drafted in response to concerns about some General Education courses being too discipline-specific. Julian expressed concern that the language was potentially discriminatory toward courses where the subject matter was intended for a particular occupation. Others felt that the language did not adequately address the spirit of the concern; that instead the language should require a course to be available to all students. Brophy explained that the language came directly from the SACS Standard 2.7.3 but that the accrediting body would leave interpretation of the standard up to the judgement of the committee. A motion was made for the language to remain as it was proposed, with the addition of another sentence: “Any prerequisites for a General Education course must themselves be courses in the General Education Program.” 12 committee members voted to approve the motion. 2 committee members abstained from voting.

**3. Courses for review:**

Course#	Title	Current GE & WR	Request	Decision
GLY 3882	Hydrology and Human Affairs	---	P	Approve
GEB 3373	International Business	---	S, N	Table
IDS 4930	Climate Change Science	P	P	Approve
IUF 2100	Climate Change Science	---	P	Approve
IDS 4930	People and Data	S	S	Approve
REL 3171	Ethics in America	H	D, E4	Approve (D only)
GMT 4110	Byzantium Literature & Culture	---	H, E6	Recycle

**GLY 3883** *Hydrology and Human Affairs*, Approve.

The committee agreed that this course now meets the 50% threshold of proctored work as required by the Grade Integrity Policy. The course is approved for Physical Science (P) designation.

**GEB 3373 *International Business*, Table.**

The committee agreed that this course meets the requirements for the International (N) designation; however they felt that the course would not achieve all of the Social Science (S) objectives and did not illustrate the means of appropriately assessing General Education Student Learning Outcomes. Because a course cannot be granted the International designation without another General Education designation, the committee felt that the course should not be approved for either designation. Furthermore, many on the committee expressed that this course is an example of material that is too narrowly focused to be appropriate for the General Education Program. The committee tabled the request pending further discussion.

**IDS 4930 *Climate Change Science and Solutions*, Approve.**

The course is approved for one-time Physical Science (P) designation for the Fall 2015 semester.

**IUF 2100 *Climate Change Science and Solutions*, Approve.**

There was concern among some committee members that the provided syllabus did not adequately address how an online version of the course would ensure grade integrity. A motion was made to approve the course as is for Physical Science (P) designation, because the course is not currently offered in a completely online environment, with the understanding that someone from the committee will work with the course director to ensure grade integrity when the course is integrated to a completely online format. 12 committee members voted to approve the motion. 2 committee members abstained from voting.

**IDS 4930 *People and Data*, Approve.**

This course is approved for one-time Social Science (S) designation for the Fall 2015 semester.

**REL 3171 *Ethics in America*, Approve.**

This course is approved for Diversity (D) designation only. The committee agreed that the course assignments did not require enough written words to receive the E4 writing requirement designation.

**GMT 4110 *Literature and Culture of Byzantium*, Recycle.**

The committee needs clarification on how the objectives for the Humanities designation will specifically be achieved in this course, as well as how the Student Learning Outcomes will specifically be assessed in this course. There is also concern about how the communication requirement will be met and assessed if the writing assignments are not required of every student.

**4. Assessment Subcommittee Update – David Julian**

Julian informed the committee that the General Education website now reflects the updated Student Learning Outcomes, as approved by the General Education Committee, with one suggested change, substituting “principles” for “theories” in the institutional definition of Content, to better align the institutional definition with the defined student learning outcome.

Dr. Amanda Phalin

**Office:** Bryan 217

**Phone:** 352-392-6527 (E-mail is the best, fastest way to contact me.)

**E-mail Dr. Phalin:** [amanda.phalin@warrington.ufl.edu](mailto:amanda.phalin@warrington.ufl.edu)

**E-mail TAs:** [yourGEB3373ta@gmail.com](mailto:yourGEB3373ta@gmail.com)

**Class Meeting Time:** Monday and Wednesday, Periods 5–6 (11:45 p.m. – 1:40 p.m.), Heavener 150

**On-Campus Office Hours:** Monday, Tuesday, and Wednesday, 2:00 p.m. –3: 00 p.m., and by appointment, Bryan 217

**UOnline Students Office Hours:** Via phone, by appointment only

**Study Abroad Students Office Hours:** Via phone, by appointment only

---

### TAs

**Head TA:** TBA

**TAs:** TBA

**TA Location:** Academic Success Center, 2<sup>nd</sup> Floor, Heavener Hall

**E-mail TAs:** [yourGEB3373ta@gmail.com](mailto:yourGEB3373ta@gmail.com)

**Office Hours:** TBA

Note that your TAs will be available on Gchat and e-mail for discussion during these times. I encourage you to meet with them and/or contact them via e-mail or chat should you need assistance or have questions that cannot be answered by the syllabus.

The TAs and I are here to help you with material from the lectures, e-textbook, and MyManagementLab. We are **NOT** responsible for helping you understand/review notes from outside sources. It is your choice whether to use Smokin' Notes or other services, but ultimately, these outside vendors are responsible for the presentation and accuracy of the information in their products—not us.

### Responsibilities

1. **\*\*\*Read this entire syllabus fully and carefully\*\*\*** and ensure that you understand all policies within it. If you have questions, please let me know. If questions arise during the semester, please consult the syllabus first before contacting a TA or me—chances are, the answer is in this document. It is 100% your responsibility to familiarize yourself with class policies.
2. Know in which section you are registered.
3. Attend/view class regularly. Not only do classes, **homework, participation, extra credit, and exams** cover materials not in the book, but attending/viewing class regularly will greatly enhance your mastery of the material.
4. Complete all assignments on time. This includes readings, homework assignments, participation assignments, and exams.
5. Ask for help if you need it. If you are struggling with any material, be sure to contact the TAs or me.
6. Take exams when they are scheduled.

### Course Pre-Requisites

MAN 3025, Principles of Management

MAR 3023, Principles of Marketing

Similar courses may be used as substitutes if approved by the College's Undergraduate Programs Office, Heavener 333, phone: 352-273-0165.

**IMPORTANT:** Students will also need to be familiar with concepts contained in the pre-reqs for MAN 3025 and MAR 3023—microeconomics, macroeconomics, algebra, and basic accounting. Finance is not a pre-requisite for this class, but we may use/learn some basics. If at any point during the semester you need to review concepts from previous courses, please see the following links for help:

Basic economic concepts: <http://www.sparknotes.com/economics/>; [www.khanacademy.org](http://www.khanacademy.org)

Basic finance concepts: <http://www.investopedia.com/university/concepts/#axzz1x8OpsdAa>

<http://www.teachmefinance.com/>

[http://media.wiley.com/product\\_data/excerpt/11/04700917/0470091711.pdf](http://media.wiley.com/product_data/excerpt/11/04700917/0470091711.pdf)

Basic accounting concepts: <http://www.accountingcoach.com/online-accounting-course/60Xpg01.html>

<http://www.accounting-basics-for-students.com/basic-accounting-concepts.html>

Algebra: <http://www.sparknotes.com/math/>

Various topics: <https://www.khanacademy.org/>

### **Course Objectives and Assurance of Learning**

After taking this class, you should:

- Understand business environments (culture, politics, law, and economics) in other parts of the world
- Have the tools and skills necessary to analyze the potential of other countries as locations for production, distribution, and marketing
- Know how managing and integrating international operations in many parts of the world differs from a purely domestic focus
- Have the broad perspective required of successful managers working in international business
- Understand the challenges and adaptations required to succeed in business in host countries with differing cultural, political, legal, and economic systems

Assurance of Learning: The BSBA/BABA Learning Goal that applies most directly to this course is Goal 5: “Possess a global perspective on business.” The two learning objectives associated with this goal are:

- a) Describe the key components of the business environment that vary across countries and understand how these differences present challenges and opportunities for the conduct of business.
- b) Possess awareness of cultural differences and how these differences affect business decisions.

### **General Education Information**

GEB 3373 counts for **TBA** hours of the University of Florida's General Education Requirements in the Social and Behavioral Sciences (S) and International (N) areas. Social and behavioral science courses provide instruction in the history, key themes, principles, terminology, and underlying theory or methodologies used in the social and behavioral sciences. Students will learn to identify, describe and explain social institutions, structures or processes. These courses emphasize the effective application of accepted problem-solving techniques. Students will apply formal and informal qualitative or quantitative analysis to examine the processes and means by which individuals make personal and group decisions, as well as the evaluation of opinions, outcomes, or human behavior. Students are expected to assess and analyze ethical perspectives in individual and societal decisions. International courses provide instruction in the values, attitudes, and norms that constitute the contemporary cultures of countries outside the United States. These courses lead students to

understand how geographic location and socioeconomic factors affect these cultures and the lives of citizens in other countries. Through analysis and evaluation of the students' own cultural norms and values in relation to those held by the citizens of other countries, they will develop a cross-cultural understanding of the rest of the contemporary world. A minimum grade of C is required for general education credit.

### **General Education Student Learning Outcomes**

Students will acquire a basic understanding of concepts in international business and learn to apply this knowledge in assignments, exams, and a team-based simulation (see page **TBA** for more information). Students will pursue these goals across the following three categories:

**Content:** Students will demonstrate competence in the terminology, concepts, methodologies, and theories used in international business.

**Communication:** Students will communicate knowledge, ideas, and reasoning clearly and effectively to teammates when completing the international-business simulation.

**Critical Thinking:** Students will analyze information carefully and logically from multiple perspectives, using methods specific to international business and developing reasoned solutions to problems.

### **Assessing General Education Student Learning Outcomes**

Homework assignments and exams will assess students' mastery of **Content** outcomes. The team-based simulation will assess students' mastery of **Communication** outcomes. Homework assignments, exams, and the team-based simulation will assess students' mastery of **Critical Thinking** outcomes.

### **Required Materials**

The required materials for this course—a custom digital textbook, MyManagementLab, and Global DNA business simulation—are included in the course materials fee. **Students should NOT purchase the book, MyManagementLab product, or simulation.** These materials are available through Canvas. Print upgrades for the textbook are available via the UF Bookstore for a nominal charge, approximately \$36.00. We are using a custom digital version of *International Business*, 8<sup>th</sup> Edition, by Ricky W. Griffin and Michael W. Pustay, Pearson Publishing.

### **Accessing Course Website**

This course is being presented via the University of Florida's Canvas course management system. You should create a shortcut (link or favorite) in your browser that will take you directly to the e-Learning Support Services login site: <http://lss.at.ufl.edu>. Click "e-Learning in Canvas" and log in to the website using your GatorLink user name and password. Choose GEB 3373 from the list of available course tabs.

NOTE: Only students officially registered for this course will be allowed website access. Students who add the course will have to wait 24 – 48 hours for the Canvas course management system to be updated. If you are denied access, please try again in a day or two. If you are still denied access, contact the UF Help Desk at 352-392-HELP (392-4357), or go to their Webpage at <http://helpdesk.ufl.edu/>.

### **Viewing Video Lectures**

To view course video lectures, click on the Video Library (Lectures) link on the Home Page in Canvas.

### **Office Hours**

Feel free to come by during office hours—no appointment necessary—or to make an appointment with me for other times if you are not available during office hours. Please note, I do not repeat lectures during office hours; come prepared with specific questions so we can make our time together as productive as possible.



If you cannot meet during regular office hours and need to schedule an appointment, please e-mail me and suggest several times that are convenient for you in your original e-mail. This will allow me to schedule a specific time in my reply.

If you are off-campus, feel free to e-mail me to schedule a phone appointment. I will call you so you will not incur any long-distance fees if they apply.

### **Course Communications**

**I DO NOT use messaging in Canvas, MyManagementLab, or GlobalDNA**, and no one will read or respond to messages there. If you need to reach me, e-mail me at [amanda.phalin@warrington.ufl.edu](mailto:amanda.phalin@warrington.ufl.edu). You can reach the TAs at [yourGEB3373ta@gmail.com](mailto:yourGEB3373ta@gmail.com).

Announcements concerning the class will typically be made during lectures and via Canvas announcements. Make sure you set Canvas Notification Preferences to “Notify me right away”/“ASAP.” You may do this by going to Settings→Notifications in the course Canvas page. **\*\*\*Students are responsible for checking Canvas daily for announcements—students are 100% responsible for the consequences of having missed messages.\*\*\***

If you send an e-mail to me or the TAs, you should receive a reply within 24 hours, excluding weekends and holidays. (In other words, if you send an e-mail on Friday, you may not receive a reply until Monday.) If you do not receive a reply within the specified time, please re-send the e-mail with “RE-SEND:…” and the rest of your original subject line in the subject line.

**We do not respond to questions posted on the discussion board.** You are free to create discussions among yourselves, but do not expect replies from TAs or me. If you have a question, first examine the syllabus for an answer, then e-mail the TAs or me if needed.

### **Communications Etiquette**

Since we are in the School of Business, I require my students to conduct themselves in a professional manner when communicating with the TAs or me. E-mails should be written as letters, not as texts. Messages should be concise, clear, professional, and without slang, abbreviations, and language that might be misinterpreted as rude. **Failure to write your e-mail as a proper business letter may result in it not being responded to.** Your interactions with the TAs and me should be conducted with politeness and professionalism at all times. Rude, abrasive language will not be tolerated at any time, in any medium. If you are frustrated by something, I strongly suggest waiting a few hours before angrily typing out an e-mail to the TAs or me. **Any rude or inappropriate communications with the TAs or me may result in your e-mail not being responded to—and it may also result in your final grade being lowered at my discretion.** Any inappropriate communications with the TAs or me in any other medium (on the phone, in person) may also result in your final grade being lowered at my discretion.

A rule of thumb for e-mail communications: Often, people do not realize that e-mails can sound rude, unprofessional, and abrasive because tone is very difficult to convey electronically. Before sending an e-mail message to the TAs or me, ask yourself: “Would I say the things I am writing to Dr. Phalin’s face?” As practice and preparation for the business world, ask yourself, “Would I write these things to a potential employer?” If

the answer to either question is “no,” I would encourage you to rewrite your e-mail in more professional and polite language before you send it.

As stated previously, it is your responsibility to understand the policies for this class; I expect you to examine the syllabus carefully for answers to your question(s) **BEFORE** you contact the TAs or me. In such a large class, this facilitates faster and more efficient communications overall. Therefore, **if you e-mail the TAs or me with a question whose answer can be found in the syllabus, you will receive a reply of, “Please see the syllabus.”**

### **Technology Help**

If you experience problems with Canvas, the TAs and I **CANNOT HELP YOU**. This is not because we don’t want to help you, but because we do not have the capability to do so. Contact the UF Help Desk at 352-392-HELP (392-4357) or go to their Webpage at <http://helpdesk.ufl.edu/>.

If you experience problems with MyManagementLab, the TAs and I **CANNOT HELP YOU**. This is not because we don’t want to help you, but because we do not have the capability to do so. Contact 855-875-1797, which is a custom helpline specifically for UF students.

If you experience problems with GlobalDNA, the TAs and I **CANNOT HELP YOU**. This is not because we don’t want to help you, but because we do not have the capability to do so. Contact **TBA**.

### **Attendance**

If you are attending the live class, please be courteous to your classmates and me:

- Arrive a few minutes before class begins so you are ready to start class promptly at 11:45 a.m.
- There will generally be a 10-minute break; arrive on time back to class after the break.
- Turn off all cell phones and do not text, tweet, check Facebook, etc.
- Do not talk to each other during class.
- **DO** ask questions.

This helps maintain a professional environment. I encourage everyone registered for the class to watch the class in person if possible. You can safely start attending after the third lecture and be reasonably assured of finding a seat in the room. Requirements for class attendance and other course work are consistent with university policies, which can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

### **Participation (See syllabus calendar for due dates)**

Three required activities allow you to earn points toward class participation:

*Syllabus Quiz*: 30 true/false questions test your knowledge about the class policies contained in the syllabus.

*Survey 1*: 25 multiple-choice questions gauge your current knowledge of and opinions about topics in international business. There are no right or wrong answers—as long as you answer all questions, you will earn full credit.

*Survey 2*: 25 multiple-choice questions gauge how your knowledge of and opinions about topics in international business may have changed during the semester. There are no right or wrong answers—as long as you answer all questions, you will earn full credit.

## Homework Assignments

You will complete one homework assignment for each chapter via MyManagementLab. Each assignment will consist of 20 questions (each question worth one point) from that chapter's material. Due dates for all assignments are in the class calendar. **NOTE: The last set of assignments is due the last day of class since it is against university policy to require students to complete assignments during reading and finals weeks.** The assignments are open-book, open-note, and untimed. You have the option of completing the specified assignments all at once, or working on them throughout the specified time period during the term. **I drop your three lowest homework scores before calculating the final grade.** That being said, I recommend that you complete all homework assignments. You never know when an emergency will arise and you will need that dropped score.

Please note: I strongly advise against leaving the homework until the last minute. If the system goes down 5 minutes before the due date/time, that is your responsibility. If you have a scheduling conflict that occurs at the last minute, that is your responsibility. The assignments are open and available for you to work on for weeks. Take advantage of that time and use it wisely. **There are no makeups allowed for homework assignments, no exceptions.** If you experience a technical problem while/after completing homework, the TAs and I **CANNOT HELP YOU.** This is not because we don't want to help you, but because we do not have the capability to do so. Contact the UF Help Desk and/or Pearson technical assistance (please see above).

### **\*\*Important note:\*\***

It is your responsibility to check MyManagementLab Results and ensure that your homework grades have been entered. These grades will not show up in the Canvas gradebook; it is your responsibility to keep track of your own grades in MyManagementLab. You can do this in Canvas by going to Modules→MyManagementLab Course Work→Results.

## Exams

There are two exams; neither is cumulative. Both tests are multiple-choice, closed-book, and closed notes. Each contains 50 questions worth 4 points each. The dates and times of the exams are:

**Exam 1: TBA**

**Exam 2: TBA**

**\*\*If material is in the assigned chapter, in the videos, or in the lectures, it is fair game, so it may be on the test. Just because I don't mention something from the chapter in class does not mean it may not appear on the exam.\*\*** We also discuss current events in class, as well as feature guest lecturers, and those topics are covered on exams as well.

Each exam will be curved to ensure a class average of 75 percent. If the class average falls below 75 percent, I will add the required number of points to each test to bring up the average grade. I will not subtract points if the class average exceeds 75 percent.

I generally post exams and answer keys on Canvas 3–4 days after the exam. **It is your responsibility to check Canvas and ensure that your exam grades have been entered.** You can check exam grades in Canvas in the Grades button on the navigation bar.





Examples of calculators *ALLOWED*:



If you don't have a simple, four-function calculator, be sure to purchase one well in advance of the exams. No cell phones are allowed during exams. You are allowed a piece of scratch paper and a pen or pencil in addition to a four-function calculator.

### **On-Campus Students (Live and Online Sections)**

\*\*\*Failure to follow these policies may result in a lowered exam grade.\*\*\*

- Due to the large size of the class, the exam is taken in multiple rooms at the same time. Follow instructions posted on Canvas carefully because you will be assigned to a specific room.

- Failure to go to the correct room will result in a 10-point penalty on that night's exam.
- If you arrive late, you will not be given extra time to finish the exam.
- Tests are closed book, closed notes.
- **ONLY non-programmable, simple, four-function calculators are allowed. No other calculators are allowed, including financial and scientific calculators.** The use of cell phones, PDAs, or any other programmable device during an exam is not allowed, and violating this policy will result in a lowered exam grade and a possible referral to Student Conduct for cheating. (See above.)
- Read the front page of the test fully and carefully for exam instructions.
- Fill in your Scantron with your name (Last, First), UF ID, and test form. If you don't fill in the test form, we cannot grade it, and this will result in a 10-point penalty on that night's exam.
- Sign your Scantron. Failure to sign will result in a 10-point penalty on that night's exam.
- Bring your UF ID or valid driver's license to the exam. Failure to bring a valid ID will result in a 10-point penalty on that night's exam.
- Students who cheat or appear to cheat will be referred to Student Conduct.

### UFOnline Students

UFOnline exams will be proctored online by ProctorU. You will take your exam electronically using the course website in Canvas, but you will register with ProctorU early in the semester and then sign up for a time for a certified proctor to observe you on your computer while you take your exam. You need a webcam, speakers, microphone, and reliable Internet connection to be able to take your exams. A **WIRED INTERNET CONNECTION IS REQUIRED**. You may also need a mirror or other reflective surface.

[Sign up for an account with ProctorU](#) during the first week of the semester. If you already have a ProctorU account, you can use the same account. [Register with ProctorU](#) for your exam appointment times early in the semester. You must sign up at least **72 hours** before an exam. Failure to do so will result in additional fees and reduce the likelihood that the time you want will be available. You should receive a confirmation e-mail from ProctorU. If you experience any trouble with online registration, **I CANNOT HELP YOU** because I do not have access to their registration system. Call **855-772-8678**.

**BEFORE EACH EXAM**, go to the [ProctorU Test Page](#) to ensure your computer is ready for online proctoring. After you get the six checks that your system is ready:



Take the extra step to connect to a live person:



This process takes just a few minutes, is completely free, and is available 24/7.

If you are unable to take an exam because of a technical glitch on your end, that is your responsibility. However, if you do experience technical difficulties during an exam, ProctorU will document those difficulties and let me know about them.

It is your responsibility to read the [Proctored Exams Student Guide](#) fully and carefully.

Please note:

- The use of ProctorU at international locations is currently not supported by WCBA.
- Students should review their answers carefully before submitting any exam. If you accidentally hit the wrong answer, it is your responsibility and cannot be attributed to the e-Learning system or ProctorU.

### **Study Abroad Students**

I do not schedule these exams; the college's International Programs Office does. The dates and times of study abroad exams are **DIFFERENT** than for on-campus exams. Students should check their respective program websites or pre-departure guides for dates/times/locations:

UF in Dublin: **TBA**

UF in London: <https://site.warrington.ufl.edu/london/>

UF in Madrid: <https://site.warrington.ufl.edu/madrid/>

UF in Paris: <https://site.warrington.ufl.edu/paris/>

UF in Rome: <https://site.warrington.ufl.edu/rome/>

### **Makeup Exam**

If you miss Exams 1 or 2, you may not take those exams at other times, no exceptions. However, I do schedule one **cumulative** makeup exam (covering material from Exams 1 and 2) near the end of the semester, **DATE TBA**. (Study abroad students, please check with your respective programs for the time of the makeup exam.)

**You must have my permission BEFORE missing Exams 1 or 2 to be able to take the makeup exam**, with two exceptions noted below. There is no appeals process for the makeup exam.

You may request advance permission to take the makeup exam if:

- You have another class with an exam at the same date/time that cannot be moved. According to university rules, assembly exams take precedence over class exams, regardless of the course number. If another assembly class has a lower number than 3373, this course takes precedence, and the other exam must be moved.
- You observe a major religious holiday. (Note: None of our exam dates conflict with any major holidays on the Christian, Jewish, or Muslim calendars.)
- You participate in a UF-sponsored event. You are required to provide a note from sponsoring faculty to confirm your participation.

It is **100% your responsibility to check your schedule BY THE END OF DROP/ADD, Monday, January 12, 5:00 p.m., for conflicts and discuss them with me by that time**. In other words, if you explain to me **AFTER** drop/add or **AFTER** missing Exams 1 or 2 that you were at a UF event or other exam, then you will not be allowed to take the makeup.

Advance notice may not be required if:

- You have a doctor's note stating that you were physically unable to take the exam. (For the note to say that you saw a doctor on the day of the exam is not enough. The doctor should specify that you were physically unable to attend.)
- You have an equally valid and documented emergency (e.g., death in the immediate family) to be discussed on a case-by-case basis.

**NOTE: You MUST contact me within 12 hours of unexpectedly missing an exam to be able to take the makeup.**

The makeup exam is **NOT** allowed if:

- You have vacation/family plans.
- You have non-academic activities that interfere with the exam.
- You just don't feel up to taking the exam that day.
- You have 1-2 other exams on the same day, but not at the same time, as a GEB 3373 exam.

### **UF Exam Policies**

Please visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx> for information.

### **Question Appeals**

I include an appeals process for the exams and homework assignments as a courtesy to you. Such a process is a privilege, not a right. As a result, my decisions on appeals are final. In addition, I expect all appeals to be professional, polite, clear, well-argued, and in accordance with the guidelines listed below.

You must initiate the appeal of an answer to an exam question within 24 hours (including weekends and holidays) of the date the key is posted to the class website. You must initiate the appeal of an answer to a homework question within 24 hours (including weekends and holidays) of the date the homework closes. All appeals must be sent to: [yourGEB3373ta@gmail.com](mailto:yourGEB3373ta@gmail.com). Do **NOT** send appeals directly to me. **Failure to follow the instructions below may result in your appeal not being considered or even read.**

1. If you believe there has been a Scantron grading error on an exam, or that points were taken off due to improper recording of data on the exam form or Scantron, send an e-mail with the subject line "Scantron Scoring Appeal." In the body of the e-mail, include:
  - Full student name as it appears on the class roll
  - Student e-mail address
  - Your Section #
  - Your UFID
  - Exam form code (A, B, C, etc.)
  - Exam location
  - A clear but brief description of what it is that you are challenging**\*\*NOTE: Rescoring Scantrons by hand takes a significant amount of time and effort. The Scantron machine is never wrong. Therefore, if you submit a Scantron scoring appeal, and I regrade your exam by hand, and I DO NOT find a mistake, I will deduct 10 points from your exam grade.\*\***
2. If you believe there is an error in an exam question, the subject line of your e-mail should read "Exam Question Appeal." In the body of the e-mail, include:
  - Full student name as it appears on the class roll
  - Student e-mail address
  - Your Section #
  - Your UFID
  - Exam form code (A, B, C, etc.)
  - Exam location



–A clear but brief explanation of why the question and/or answer is wrong. In your appeal, **you MUST site a specific page #, PowerPoint slide #, and/or video timestamp to support your claim.** Wikipedia and other non-verified sources (about.com, infoplease, Yahoo! Answers, etc.) are not valid sources for exam appeals. The TAs will gather these appeals and give them to me after the 24-hour period, and I will consider them. I will post an announcement on Canvas regarding my decision about the appeals.

3. If you believe there is an error in a homework question, the subject line of your e-mail should read “Homework Question Appeal.” In the body of the e-mail, include:
  - Full student name as it appears on the class roll
  - Student e-mail address
  - Your Section #
  - Your UFID
  - A clear but brief explanation of why the question and/or answer is wrong. In your appeal, **you MUST site a specific page #, PowerPoint slide #, and/or video timestamp to support your claim.** Wikipedia and other non-verified sources (about.com, infoplease, Yahoo! Answers, etc.) are not valid sources for exam appeals. The TAs will gather these appeals and give them to me after the 24-hour period, and I will consider them. I will post an announcement on Canvas regarding my decision about the appeals.

### **GlobalDNA Business Simulation**

In lieu of a final exam, throughout the semester, students will work on and complete a team-based online international-business simulation titled GlobalDNA (Publisher: Capsim). You will be randomly divided into teams of five, and each team will manage a company that creates, manufactures, and globally distributes medical-testing devices. These five-member teams will be grouped into “industries” or “pods” of six and will compete within those industries. So, since we have 500 students enrolled in the course, there will be 100 teams of five people each. Those 100 teams will be further divided into 17 “industries,” with 16 industries containing six teams each and one industry containing four.

In each phase, or “round,” of the game, your team will investigate extensive data provided in the simulation that details consumer preferences and market characteristics in three regions: the Americas, Asia, and Europe. Based on your interpretation of these data, your team will work together to determine what type of devices you should introduce in each region, where the devices should be produced, how many you should produce for each region, pricing for each region, marketing strategies and budgets for each region, and financing decisions.

You will play the game in three stages (Deadlines for each stage can be found in the class calendar below.):

- Individual Stage: Introduction and Tutorial
- Group Stage 1: Four Practice Rounds
- Group Stage 2: Six Graded Rounds

### **Individual Stage: Introduction and Tutorial**

You are required to complete various introductory assignments individually—not as a team—culminating in a tutorial you will finish for completion points. (In other words, even if you perform poorly on the tutorial, you will receive full credit as long as you finish it in its entirety.) Although you earn individual points for the work in this stage, you should feel free to consult your team members and/or other classmates as you complete this stage.

Upon logging into the game, a set of “Getting Started” videos automatically pops up, which you are required to watch. Then, you will be directed to the home page of your team’s medical-testing device company. Next, you will be required to read the “Manager’s Guide,” a 62-page PDF that guides you through the entire game process and resources from beginning to end. Finally, you will complete the “Executive Development Program,” which is the tutorial you will finish for completion points. Videos and pop-up boxes with directions and explanations accompany every step of the tutorial.

### Group Stage 1: Four Practice Rounds

Teams should begin communicating and meeting with each other as soon as possible. You may choose any method of communication and meeting that works for your group. As soon as possible, work together to assign each team member one of five positions: CEO, VP of R&D, VP of Marketing, VP of Production, and VP of Finance. Each team member will be responsible for entering decisions in their particular area, but those decisions will need to be coordinated. Teams will choose on their own how to coordinate decisions.

Teams have at **TBA** days to complete each practice round and graded round. Teams will make business decisions in R&D (products to be developed, with what specifications in which markets), Marketing (prices and advertising expenditures for different markets), Production (forecast demand, in-house production vs. outsourcing in different markets), and Finance (issue stock, take out loans, etc.). At the end of each round, I will close the game and process the results.

After the results are processed, you will be able to read “The Globe,” a 15-page “Industry Paper” that gives you detailed information from all four departments about how your company performed compared with its five other competitors. You will know which competitors have new products coming out in future rounds, your competitors’ marketing and production strategies, and their financial positions.

TAs will **TBA** either make short videos or write e-mails to debrief teams on your performance each round and give you advice to improve in the next round. With that advice, and with your own analysis of “The Globe,” teams will continue to Practice Round 2, and the process repeats for four rounds.

In the practice stage, each team gets full credit as long as they complete the round; there are no “winners.”

### Group Stage 2: Six Graded Rounds

This stage will operate exactly like the practice stage, except that teams will be graded based on a combination of their company’s total profits and market share. Even teams that “lose,” i.e., come in sixth place in their industry, will earn a certain grade as long as specified minimum requirements are met. **Grading scheme TBA.**

### Peer Evaluation

The simulation will also include a mechanism for peer evaluation of your team members **TBA**, which will total 20 points, or 10% of your total simulation grade. See the grading scale below for more information.

### Grading

Homework	200 points (approx. 22.7%)
Participation	(approx. 9%)
-Syllabus Quiz	30 points
-Survey 1	25 points
-Survey 2	25 points

Exam 1	200 points (22.7%)
Exam 2	200 points (22.7%)
GlobalDNA	(22.7%)
-Individual Stage	20 points
-Group Stage 1	40 points (12 points per round)
-Group Stage 2	120 points (20 points per round)
<u>-Peer Evaluation</u>	<u>20 points</u>
Total	880 points

The following scale will be used to determine your final grade (percentages are on the left; corresponding point totals are on the right):

A	$\geq 93$	A	$\geq 818.4$
A-	$< 93 \geq 90$	A-	$< 818.4 \geq 792$
B+	$< 90 \geq 87$	B+	$< 792 \geq 765.6$
B	$< 87 \geq 83$	B	$< 765.6 \geq 730.4$
B-	$< 83 \geq 80$	B-	$< 730.4 \geq 704$
C+	$< 80 \geq 77$	C+	$< 704 \geq 677.6$
C	$< 77 \geq 73$	C	$< 677.6 \geq 642.4$
C-	$< 73 \geq 70$	C-	$< 642.4 \geq 616$
D+	$< 70 \geq 67$	D+	$< 616 \geq 589.6$
D	$< 67 \geq 63$	D	$< 589.6 \geq 554.4$
D-	$< 63 \geq 60$	D-	$< 554.4 \geq 528$
E	$< 60$	E	$< 528$

The scale listed above is firm. Students should assume that 89.99 is followed by an infinite number of nines, and the rest of the cut-offs follow accordingly. No matter how close you may be to the next higher grade, I will not change your grade. Although I will gladly review your grade to make sure you are evaluated fairly, **I will not respond to e-mails asking for additional extra credit or grade changes.**

### **Extra Credit**

You have the opportunity to earn 30 points of extra credit by completing Video Exercises in MyManagementLab. There is a video exercise for each chapter except 16-17. You may complete all of them if you wish—and I encourage you to do so—but I take only your first 30 points. In other words, each question you answer correctly is worth one point, and once you get 30 correct questions, you have maxed out your allowable extra credit. **All extra credit assignments are due on the last day of class.** There are no appeals, makeups, or extensions allowed for extra credit, no exceptions. It is your responsibility to check MyManagementLab Results and ensure that your Video Exercise grades have been entered. You can do this in Canvas by going to Modules → MyManagementLab Course Work → Results.

### **Academic Honesty**

You are expected to abide by the university's rules for academic honesty. These are available for your review at <http://www.dso.ufl.edu/judicial/academic.php>. Cheating, having access to a cell phone during exams, and any other action that violates these rules will be prosecuted to the fullest extent. It should be noted that **creating an excuse to take a makeup exam that cannot be verified constitutes cheating under university guidelines.**

### **Accommodations**

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student, who must then provide this documentation to me when requesting accommodation. **I must receive requests for accommodations by the end of drop/add, Friday, August 28, 5 p.m.** For more information, please visit <http://www.dso.ufl.edu/drc/current.php>.

### **UF Grading Policies**

For information on the university's grading policies, please visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### **UF Faculty Evaluations**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

### **Grievance Process**

Should you have issues with your experience in this course that cannot be resolved with the instructor, department, or program, please visit <http://www.distance.ufl.edu/student-complaints>.

### **Counseling and Emergency Assistance**

UF's Counseling and Wellness Center can be reached at <http://www.counseling.ufl.edu/cwc/Default.aspx> or 392-1575. For emergencies, contact UF's Police Department at 392-1111 or 9-1-1.

### **Class Schedule**

**\*\*\*NOTE: I may update the syllabus during the semester with changes or additions. I will send out an announcement via Canvas when I do. Make sure to keep up-to-date with additions and changes.\*\*\***

**\*\*\* During class or in Canvas announcements, I may also assign online readings and/or videos from recent news if they are relevant to the topics we are discussing. These may appear on exams.\*\*\***

<b>DATE</b>	<b>IN-CLASS WORK</b>	<b>HOMEWORK/ASSIGNMENTS</b>
Mon., Aug. 24	-Introduction -Review of Syllabus, MyManagementLab, Canvas, Global DNA Simulation	-Read Chapter 1 <b>-All homework assignments open, 9:00 a.m.</b> <b>-All extra credits open, 9:00 a.m.</b> <b>-Global DNA open, 9:00 a.m.</b>
Wed., Aug. 26	-Chapter 1: An Overview of International Business	
Mon., Aug. 31	-Chapter 1: An Overview of International Business	-Read Chapter 2
Wed., Sept. 2	-Chapter 2: Global Marketplaces & Business Centers	
Fri., Sept. 4		<b>-Syllabus Quiz due, 11:59 p.m.</b> <b>-Survey 1 due, 11:59 p.m.</b>
Mon., Sept. 7	<b>LABOR DAY—UNIVERSITY CLOSED</b>	
Wed., Sept. 9	-Chapter 2: Global Marketplaces & Business Centers	
Mon., Sept. 14	-Chapter 2: Global Marketplaces & Business Centers	-Read Chapter 3

Wed., Sept. 16	-Chapter 3: Legal, Technological, Accounting, & Political Environments	
Mon., Sept. 21	-Chapter 3: Legal, Technological, Accounting, & Political Environments -Chapter 3 Intellectual Property Rights Case Study	-Read Chapter 4
Wed., Sept. 23	-Chapter 4: The Role of Culture	
Mon., Sept. 28	-Chapter 4: The Role of Culture	-Read Chapter 5
Wed., Sept. 30	-Chapter 5: Ethics & Social Responsibility in International Business	
Mon., Oct. 5	-Chapter 5: Ethics & Social Responsibility in International Business	-Read Chapter 6
Wed., Oct. 7	-Chapter 6: International Trade and Investment	
Mon., Oct. 12	<b>-Exam 1 TBA</b>	<b>-Chapter 1-5 homework assignments due, 11:59 p.m.</b> <b>-Global DNA Executive Development Program due, 11:59 p.m.</b>
Wed., Oct. 14	-Chapter 6: International Trade and Investment	-Read Chapter 7
Mon., Oct. 19	-Chapter 7: The International Monetary System & the Balance of Payments	<b>-Global DNA Practice Round 1 due, 11:59 p.m.</b>
Wed., Oct. 21	-Chapter 7: The International Monetary System & the Balance of Payments	-Read Chapter 8
Mon., Oct. 26	-Chapter 8: Foreign Exchange & International Financial Markets	<b>-Global DNA Practice Round 2 due, 11:59 p.m.</b>
Wed., Oct. 28	-Chapter 8: Foreign Exchange & International Financial Markets	
Mon., Nov. 2	-Chapter 8: Foreign Exchange & International Financial Markets	-Read Chapter 9 <b>-Global DNA Practice Round 3 due, 11:59 p.m.</b>
Wed., Nov. 4	-Chapter 9: Formulation of National Trade Policies	
Mon., Nov. 9	-Chapter 9: Formulation of National Trade Policies	<b>-Global DNA Practice Round 4 due, 11:59 p.m.</b>
Wed., Nov. 11	<b>VETERANS' DAY—UNIVERSITY CLOSED</b>	
Mon., Nov. 16	<b>-Exam 2 TBA</b> -Chapter 10: International Cooperation Among Nations	<b>-Chapter 6-9 homework assignments due, 11:59 p.m.</b> -Read Chapter 10
Wed., Nov. 18	-Chapter 10: International Cooperation Among Nations	-Read Chapter 12 <b>-Global DNA Round 1 due, 11:59 p.m.</b>
Mon., Nov. 23	-Chapter 12: Strategies for Analyzing & Entering Foreign Markets	<b>-Global DNA Round 2 due, 11:59 p.m.</b>
Wed., Nov. 25	<b>THANKSGIVING—UNIVERSITY CLOSED</b>	
Wed., Dec. 2	-Chapter 12: Strategies for Analyzing & Entering Foreign Markets	-Read Chapter 13 <b>-Global DNA Round 3 due, 11:59 p.m.</b>
Mon., Dec. 7	-Chapter 13: International Strategic Alliances	-Read specified pages in Chapters 16-17 <b>-Global DNA Round 4 due, 11:59 p.m.</b> <b>-Survey 2 due, 11:59 p.m.</b>
Wed., Dec. 9	-Chapter 16: Product Policy (pp. 454-457) -Chapter 16: Promotion Issues & Decisions (pp. 461-465)	<b>-Global DNA Round 5 due, 11:59 p.m.</b> <b>-Chapters 10, 12-13, 16-17 homework assignments due, 11:59 p.m.</b>

	-Chapter 16: Distribution Issues & Decisions (pp. 466-469) -Chapter 17: International Services Operations (pp. 489-491)	<b>-All extra credits due, 11:59 p.m.</b>
	<b>-Makeup Exam: TBA</b>	
Tues., Dec. 15		<b>-Global DNA Round 6 due, 11:59 p.m.</b>