

# Foundations of Business and Professional Development Principles

**Business Administration (BA) 1500 - 3 credits | Fall 2022**

*Robert J. Trulaske Sr., College of Business, University of Missouri*

**Lecture:** Date and Time: Monday @ 5pm (Sect 1) and 6pm (Sect 2), 201 Cornell Hall

**Discussion Lab:** Varies by student, see myZou for lab section location & time

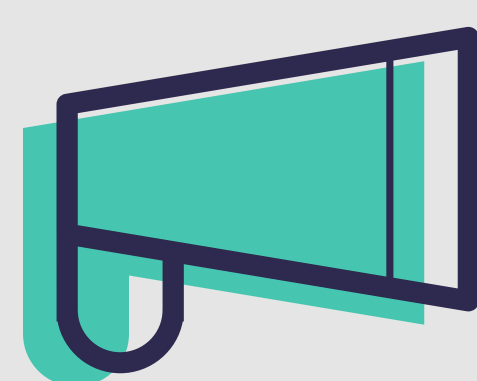


**Instructor:** Tim Hill  
**Office:** 304 Cornell Hall  
**Email:** [ba1500@missouri.edu](mailto:ba1500@missouri.edu); [HillTim@missouri.edu](mailto:HillTim@missouri.edu)



## COURSE DESCRIPTION

BA 1500 students engage their strengths as they navigate the Trulaske College of Business, discover career opportunities in the business field, and begin to understand and develop the professional competencies necessary for personal and career advancement. Graded on A-F basis.



## CONTACT Information



Tim Hill

Course material,  
lecture notes

[ba1500@missouri.edu](mailto:ba1500@missouri.edu)  
[hilltim@missouri.edu](mailto:hilltim@missouri.edu)



Lab Instructor

Grade inquiry, absences,  
homework, lab content

Provided in first lab; available  
in Canvas



MU Tech Support

IT Question, Canvas issues,  
submission trouble, etc...

(573) 882-5000;  
[techsupport@missouri.edu](mailto:techsupport@missouri.edu)



eText

ebook in Canvas

1-800-331-5094;  
[https://www.mheducation.com/  
support.html](https://www.mheducation.com/support.html)

## TEXTBOOK (ONLINE)

**BUS\_AD 1500 - Foundations of Business and Professional Development Principles**  
*MizzouStore - Required*



This course is part of the AutoAccess program designed to reduce the cost of course materials for students. You will be able to access the digital content for this course through Canvas on the **first day of class** automatically.

Through this program, the lowest cost content has been sourced. If you choose to opt out of the digital content, you have a **week from the start of class** to opt out to receive a refund. Check your student email for the specific date. You will receive a welcome email from The Mizzou Store, so please watch your inbox. Also, the AutoAccess welcome email will provide charge amounts, the opt-out process and any additional information needed for this AutoAccess course.

If you have any questions please contact The Mizzou Store via phone at 573-882-7611 or email at [autoaccess@missouri.edu](mailto:autoaccess@missouri.edu).



# LEARNING OBJECTIVES

Explore traditional opportunities available in business with a special focus on management, marketing, finance, and accountancy.



Define and understand the Trulaske Professional Competencies associated with personal understanding and professional development.

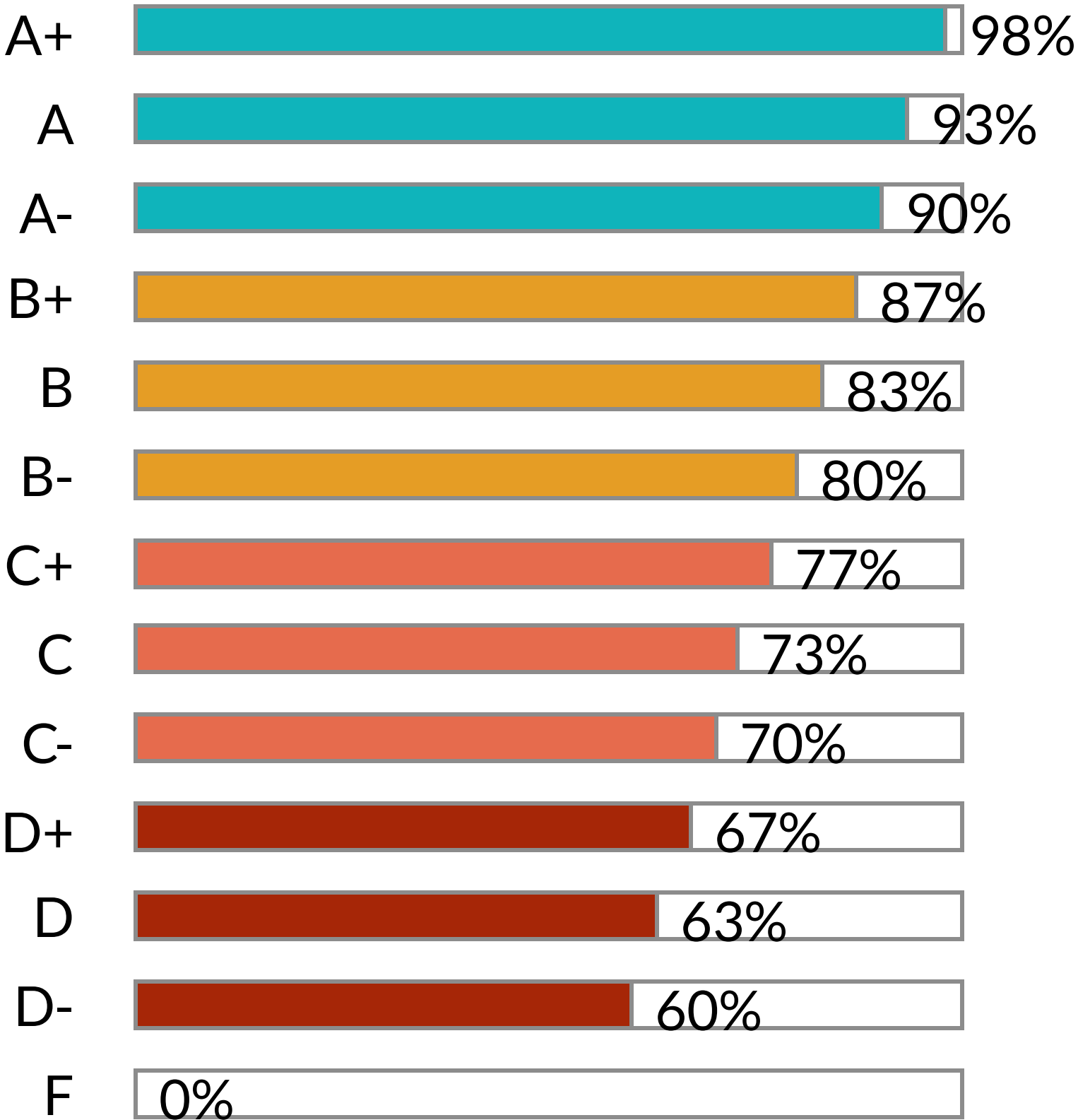
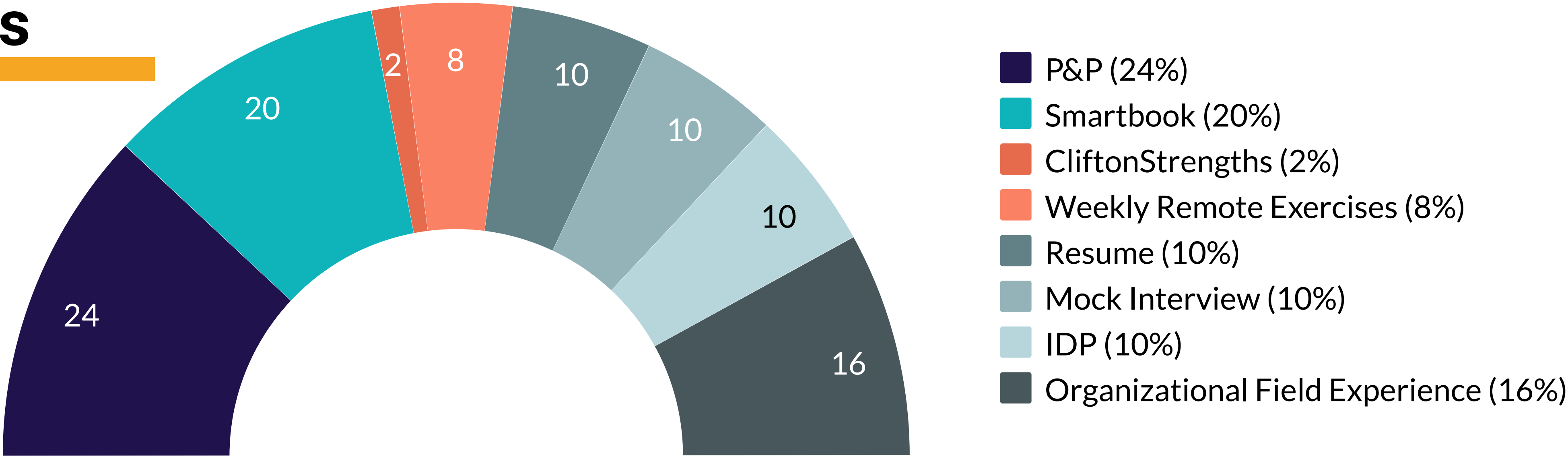


Define and understand the Trulaske Professional Competencies associated with understanding and working with others.



Apply integrated understanding of Trulaske Professional Competencies in a real organizational setting via Organizational Field Experience.

## Assignments & Grades



Participation & Professionalism	24%	120 pts
• Lecture P&P (lowest 4 dropped)	• 4%	• 20 pts
• Lab P&P (lowest 4 dropped)	• 20%	• 100 pts
Smartbook (lowest 2 dropped)	20%	100 pts
CliftonStrengths Assessment	2%	10 pts
Weekly Remote Exercises	8%	40 pts
Professional Resume (PDF)	10%	50 pts
Mock Interview	10%	50 pts
Individual Development Plan (.doc, .docx)	10%	50 pts
Organizational Field Experience	16%	80 pts
• Initial Outreach	• 2%	• 10 pts
• OFE Planning Paper	• 4%	• 20 pts
• OFE Final Presentation	• 12%	• 50 pts
	100%	500 pts



# COURSE POLICIES & EXPECTATIONS



Homework must be submitted through Canvas by the deadline specified. Unless otherwise stated in the assignment, all homework is to be completed individually and must be submitted as a Word (.doc or .docx) document. **As an MU student, you have free access to Microsoft Office 365 and should be in the habit of using this as a business student.** [Get Office 365 for free!](#)

You are responsible for submitting the correct assignment by the provided deadline and ensuring it is received in Canvas.

If you submit the wrong document (i.e., incorrect assignment, rubric, template, blank document, etc...) or no document is received, you will receive a 0 on the assignment. If you think you submitted an assignment but it does not show on Canvas by the deadline, you will receive a 0 on the assignment.

Canvas indicates when an assignment is received and allows you to preview submissions – Always do this!

In an emergency (*death in the family, medical emergency, or submission issue out of your control*), homework may also be submitted via e-mail (ba1500@missouri.edu) before the deadline.

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Late homework will not be accepted for full credit. Students have up to 24 hours after the DUE date to submit late work but will have their final assignment grade reduced by up to 50%. Late submissions will receive an automatic 10% deduction upon being late, with an additional 10% reduction for every hour it is late up to 50%, so long as it is received within 24 hours. So if homework is due by 5pm on Friday, you will have until Saturday before 5pm to turn in your work late.

If you have circumstances (*death in the family, medical emergency*) that affect your ability to complete the homework please contact your Lab Instructor at **least 1 day in advance** of the due date.

*Technology is not always perfect. If you experience issues submitting through Canvas, it is your responsibility to email the assignment to your lab instructor or the BA 1500 email address (ba1500@missouri.edu) **BEFORE THE ASSIGNMENT DEADLINE!** If you email after the deadline or do not include your assignment when emailing, it will be treated as late.*

Canvas deadlines are hard deadlines. If something is due by 5pm, that means before 5:00:00pm. If it is even 1 second late, Canvas will mark it as late and you will be graded accordingly. In other words, if you are submitting AT 5pm (instead of before), the assignment will be marked late by Canvas and automatically reduced or not accepted.

While you are welcome to wait until the last minute to submit an assignment, doing so removes your safety net should you encounter an issue. Always submit early to ensure you can address any circumstances that may come up.

**Early communication is key.** *When you reach out early about an issue (personal or technical), we can almost always find a solution. But if you wait until after the deadline to communicate, you will be held to the assignment and syllabus expectations.*

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Smartbook assignments and/or quizzes are to be completed before lecture. They will close for credit by 5pm (CT) the day of lecture. You may be able to access these assignments after the deadline, but will not be able to earn points.

While these assignments are open book/note, students who engage with the material beforehand will be the most successful. You may *not* collaborate with anyone. This is your own work. Your electronic signature (i.e., accessing and submitting the test through Canvas) indicates that you completed these assignments on your own and without assistance.

2 Smartbook assignments are dropped (12 opportunities, lowest 2 dropped)

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**Smartbook  
& Quizzes**



## Lab



"PROFESSIONALISM  
STARTS WITH  
BEING CONSISTENT  
AND DEPENDABLE.  
IF YOU FAIL TO  
SHOW-UP  
CONSISTENTLY,  
YOU DO YOURSELF,  
YOUR PEERS, AND  
YOUR  
INSTRUCTORS A  
DISSERVICE!"

## Lecture



Participation & Professionalism (P&P) points are awarded for attending and participating in lab. We have fourteen (14) opportunities with the highest ten (10) labs counted in your final grade. To earn full points each week, you need come to class AND engage in lab activities/discussions. Students must arrive ON TIME, prepared for class (i.e., with materials or work required for that meeting).

You may miss up to four (4) labs for any reason (*sick, death in the family, medical emergency, late/leave early, just need a nap*) without a penalty or need for excuse. After 4 lab absences, your P&P grade will be affected.

**BONUS OPPORTUNITY:** If you attend all labs and actively participate (full P&P points earned each week), you will be awarded 5 extra credit points at the end of the semester!

*\*P&P grades are tracked in Canvas, and your 4 lowest P&P grades will be dropped. Outside of the 5 extra credit points available for earning full P&P points in all labs, it is not possible to earn more than 100 P&P points for lab.*

*\*\*It is best practice to inform your instructor if you will be absent from class, arriving late, leaving early, or need to leave the classroom for a period of time. However, acknowledgment of an absence does not constitute an excused absence. Acknowledgement is a courteous response, but does not release you from the professionalism policy in this course.*

*\*\*\*Students participating in MU Sponsored events or ROTC/Military may be excused from lab on days of required travel in accordance with university policy. All students will be excused from 4 classes without penalty or the need for additional communication. In order to be excused from labs beyond the 4 provided, you must notify your instructor in advance with university or military documentation. Upon approval, you will be exempt from that day's P&P grade, meaning it will neither help nor hurt your overall grade. If you reach out after the missed class or fail to provide appropriate documentation, you will be counted as absent, receiving a 0 for that day's P&P. You are still responsible for completing all other assignments on time. Excuse from class does not excuse you from assignments or deadlines that may come during your absence.*

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In addition to P&P in lab, you will have the opportunity to earn P&P points during lecture via regular, low-stakes opportunities in class. **Lecture P&P points cannot be made-up or excused for any reason, but your four 4 lowest lecture P&P opportunities are dropped - so you can miss or forget to submit lecture P&P 4 times without impacting your overall P&P score.**

You must participate live to earn lecture P&P credit. Point values are kept low, at 2 points per lecture, so missing occasional opportunities will have little to no impact on your grade. Students who miss more regularly, however, will experience a more significant impact.

P&P will generally be recorded using iClicker - though other formats may be used as necessary. If your technology is not working properly on any given class day, you are required to write down responses and submit by end of lecture. P&P responses will not be accepted late.

To earn lecture P&P credit, you must participate in all opportunities throughout a given lecture. Partial credit is not awarded. If I determine you are not engaging in class at a scholarly level (i.e., distracted by phone or computer, watching videos, headphones, failing to respond to lecture discussion, walking away from lecture, behaving unprofessionally, etc...), I reserve the right to remove your P&P credit regardless of participation.

If you attempt to misrepresent your participation or that of another student, it will be treated as academic dishonesty and result in serious consequences, including a 0 on all P&P opportunities and/or failure of the course.

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Unless otherwise stated, students are expected to complete all assignments, quizzes, and exams on their own. Assistance from other students, online resources, or external materials is prohibited unless pre-approved by the instructor. Students needing assistance on assignments should reference the textbook, lecture notes, meet with the lab instructor, or schedule an office hour appointment with the Instructor. Students found to have used unapproved resources, misrepresented another's work as their own, shared their work with another student, or otherwise violated MU's Academic Integrity policy will be subject to failure of the assignment (forfeiting the opportunity to drop when possible) and possibly the course.





Homework and exams will be graded by BA 1500 Lab Instructors. Lab Instructors are trained equally on each assignment and rubric.

If you have a question or concern about the grading of a homework assignment, quiz, or participation grade, you must follow up with your lab instructor via email or discussion within 5 days of the grade being posted (unmuted) in Canvas. After 5 days, all grades are considered final. Initial inquiries should begin with your lab instructor, but if you have additional concerns, you can set a Student Hour appointment (via MU Connect) with Tim. All inquiries are considered final if 5 days have passed without additional communication, response, or follow-up.

*Your instructors want you to understand your grades and be comfortable asking questions. If your unsure about something, it's OK to ask. We just expect you to do so in a timely manner so we can be consistent with you, and address learning opportunities while they are most valuable.*

Final grades are not rounded up.

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible.

If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning, alternative attendance format), please establish an accommodation plan with the [MU Disability Center](#), S5 Memorial Union, 573-882-4696, and then email me your accommodations form or schedule a meeting with me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on "Disability Resources" on the MU homepage.

While professionalism requires consistent attention to deadlines, we also want you to have space to grow and put in your best work. The **Oops! appeal** is a one time opportunity to request late submission access for an assignment you received a 0 on because you forgot about it, had an issue submitting, or submitted a document that couldn't be graded (wrong doc, format, etc..), or to reduce a late penalty for an assignment you submitted late.

- Cannot be used for a reading assignment, quiz/exam, or group assignment.
- Must be submitted within 5-days of the assignment deadline for late or missing work or 5-days of grade posting for submitted work that can't be graded (timeline may be shortened at instructor's discretion, such as end of semester)
- Will incur a 10% penalty

Once you've used your **Oops! appeal**, you cannot undo it or choose to put it towards an alternative option later. Please review the syllabus for the regular late policy.

After submitting your Oops appeal in Canvas (first module), you must also email [BA1500@missouri.edu](mailto:BA1500@missouri.edu) so we can review your appeal and determine if resubmission is possible.



## TIM'S STUDENT HOURS



By appointment via MU Connect Availability



304 Cornell Hall or via Zoom



# CALENDAR



Lecture



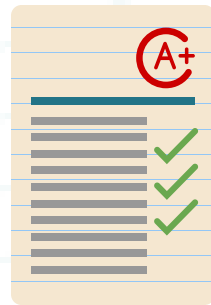
Remote Exercise



Lab



Reading



Homework

## Week 1 8.22 - 8.26



Developing a Business Mindset



Canvas - Syllabus Quiz (Wed, 8.24, by 11.59pm)



What is business? Intro and the OFE



Syllabus;  
Getting Ready for This Course and Your Career (eText)



Smartbook #1 (Fri, 8.26, before 11:59pm - all other due Mon before 5pm)

## Week 2 8.29 - 9.2



Introduction to CliftonStrengths



Complete CliftonStrengths Assessment and submit Strengths Insight Guide in Canvas (Mon, 8.29, before 5pm)



Strengths in Business



Taking Risks and Making Profits in the Dynamic Business Environment



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## Week 3 9.5 - 9.9



No lecture - LABOR DAY - But don't forget to read!



Resume Walkthrough & Checklist (Wed, 9.7, by 11:59pm)



Management & Marketing



Taking Risks and Making Profits in the Dynamic Business Environment;  
Employment Communications (optional)



Smartbook #2 (Mon, 9.5, before 5pm)  
Resume Draft (Fri, 9.9, by 11:59pm)

## Week 4 9.12 - 9.16



Management & Marketing Panel



Career Simulation #1 (Wed, 9.14, by 11:59pm)



Finance & Accountancy



Management & Leadership;  
Marketing: Helping Buyers Buy



Smartbook #3 (Mon, 9.12, before 5pm)  
OFE Outreach (Friday, 9.16, before 5pm)

## Week 5 9.19 - 9.23



Finance & Accountancy Panel



Career Simulation #2 (Wed, 9.21, by 11:59pm)



Resume Workshop



Financial Management;  
Understanding Accounting and Financial Information



Smartbook #4 (Mon, 9.19, before 5pm);  
*Work on resume*

## Week 6 9.26 - 9.30



Self-Awareness in business



Values Assessment (Wed, 9.28, by 11:59pm)



Understanding Personal Values



Journey into self-awareness;  
Self-management



Smartbook #6 (Mon, 9.26, before 5pm)  
*Resume Final (Fri, 9.30, before 5pm)*

## Week 7 10.3 - 10.7



Global Mindset



Work on OFE Plan



International Business Deals



Doing Business in Global Markets



Smartbook #5 (Mon, 9.26, before 5pm)  
*OFE Plan (Fri, 10.7, before 5pm)*

## Week 8 10.10 - 10.14



Interviewing



Perfecting the Job Interview Simulation (Wed, 10.12, by 11:59pm)



Interviewing Workshop



Employment Communications (optional)



*Work on Mock Interview*



# CALENDAR



Lecture



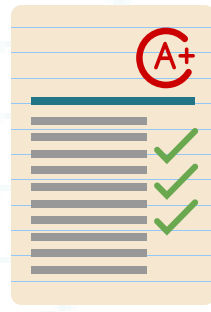
Remote Exercise



Lab



Reading



Homework

## Week 9 10.17 - 10.21



Communication



Communication style assessment (Wed, 10.19, by 11:59pm)



Communication Style



Solving Communication Problems in the Workplace



Smartbook #7 (Mon, 10.17, before 5pm)  
*Mock Interview (Fri, 10.21, before 5pm)*

## Week 11 10.31 - 11.4



Workplace Relationships & Networking Discussion



OFE Progress Check (Wed, 11.2, by 11:59pm)



Networking activity



Networking and Mentoring



Smartbook #9 (Mon, 10.31, before 5pm)  
*Work on IDP*

## Week 13 11.14 - 11.18



Valuing Differences Discussion



Valuing Differences Overview (Wed, 11.16, by 11:59pm)



HBR Mini-Cases



Understanding and Working with Diverse Others



Smartbook #11 (Mon, 11.14, before 5pm)

## Week 15 11.28 - 12.2



Empathy



Work on OFE Final Presentation



Empathy in action



What makes a good salesman? (Canvas)



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## Week 10 10.24 - 10.28



Decision Making



IDP Walkthrough (Wed, 10.26, by 11:59pm)



IDP Workshop



Establishing Goals Consistent with Your Values and Ethics;  
Making Decisions and Solving Problems Creatively



Smartbook #8 (Mon, 10.24, before 5pm);  
*Work on IDP*

## Week 12 11.7 - 11.11



Teamwork Discussion



Self-Assessment: Team Role Preference Scale  
(Wed, 11.9, by 11:59pm)



Strengths in Teams



Building Teams and Work Groups

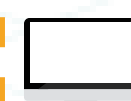


Smartbook #10 (Mon, 11.7, before 5pm)  
*IDP (Fri, 11.11, before 5pm)*

## Week 14 11.21 - 11.25



No Class (Thanksgiving Recess)



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## Week 16 12.5 - 12.9



Conflict Management Discussion



Trimming Conflict (Wed, 12.7, by 11:59pm )



NO LAB - SEMESTER ENDS 12.8



Managing Interpersonal and Organizational Conflict



Smartbook #12 (Mon, 12.5, before 5pm);  
*OFE Final Presentation (THURSDAY, 12.8, before 5pm)*