

COURSE OUTLINE

Business 1220E: Introduction to Business

This introductory survey course assumes no prior knowledge of business. Business 1220E offers an excellent overview of the Ivey case teaching method and is a beneficial perspective of Ivey's HBA Business Program. Business 1220E has no prerequisites.

COURSE OBJECTIVES

1. To present an introduction to business administration and to offer students an exposure to Finance, Marketing, Operations, Organizational Behaviour, and General Management.
2. To provide students with the opportunity to develop skills for effective problem-solving. To do this, students will learn basic analytical tools (e.g., projections, break-evens, cost/benefit analysis, etc.) and then be required to apply these tools to problems, using case methodology.
3. To provide students with the opportunity to practise decision-making with imperfect information under time constraints.
4. To develop communication skills, both oral and written.
5. To provide an overview of the HBA and MBA programs at the Ivey Business School.

COURSE STRUCTURE AND CONTENT

The course is taught in five units: Financial Management, Marketing Management, Operations Management, Organizational Behaviour, and General Management. In each unit, students will examine and discuss a broad range of business cases involving situations where analysis and decision making are required. Students write a test (or exam) or a report at the end of each unit. Students are also required to participate in a mandatory research component.

While students are expected to learn much about the problems that managers face, the major benefit of the course is an understanding of the environment in which managers make decisions. Students will learn some of what is involved in good and bad judgment. Above all, they will develop the capacity to make sound decisions based on the available information. The course stresses the importance of making timely decisions, often with imperfect information.

Not all material that the student is expected to understand will be explicitly covered in class.

COURSE MATERIALS

Course Pack: *Making Business Decisions: Text and Cases, Tenth Edition*, Grasby, Crossan, Frost, Haywood-Farmer, Pearce & Purdy. Ivey Management Services, 2017.

The course casebook and handouts are protected under copyright law and are considered mandatory fees by Western Senate and the Board of Governors.

Up-to-date information on class assignments, reports, tests, final exam and research participation is provided on the Business 1220E OWL site: <https://owl.uwo.ca/>.

TEACHING METHODOLOGY AND EXPECTATIONS

This course is taught primarily by the case method, which requires a much greater involvement of the student in class than does the traditional lecture method. Students will analyse the case individually in preparation for the class discussion. In the classroom, the instructor will act as discussion leader, with emphasis on students' active participation. The very nature of the case discussion approach demands a high level of **attendance, preparation, and contribution in class.**

Students are expected to be fully engaged in the entire learning process. This means devoting time and energy to preparation before class, listening to others during class discussions and engaging in class discussions. Collective reasoning and discovery are critical to the successful application of the case method. *Prior to any case discussion, engaging in discussions with (or examining notes from) others who may have already experienced the case class is a clear violation of classroom conduct. To respect the intellectual property and integrity of materials presented in class, phones, cameras and any other recording devices are not to be used in the classroom.*

Detailed note-taking during class can often be distracting for others and counterproductive to your own learning. Instead, try to be selective in taking notes during class. It is a good idea to consolidate what you have learned at the end of each class or at the end of the day.

Talking privately with classmates or using a computer during class is distracting for others, is not conducive to your own learning, and violates our norms. Please ensure your cell phone is turned off when in class.

Attendance

Attendance at all classes in this course is expected; however, circumstances may arise which make it impossible for you to attend. For example, if you are unable to attend a class due to health-related or other compelling reasons, you are expected to advise your instructor in advance. Under University regulations, your instructor can determine at which point absenteeism has become excessive and thus can prevent you from passing the course. **At the discretion of individual instructors, any student who misses more than 25% of scheduled classes will receive a class contribution grade of 0 out of 10 for the course.**

Appointments

If you wish to meet with your instructor, you can approach your instructor after class, see the instructor during the designated weekly office hours, or send an e-mail to your instructor to set up a mutually convenient time. Instructors' office locations, e-mail addresses, telephone numbers and office hours can be found on the Business 1220E OWL site: <https://owl.uwo.ca>.

Evaluation

All components of evaluation (tests, reports and exam, and research participation as noted below) must be completed for a student to be eligible for a passing grade in the course. Students must pass at least one of the following individual timed testing points to be eligible to receive a passing grade: finance test, operations test, general management (final) examination. Reports submitted after ten business days of the due date will not be accepted, resulting in failure of the course. There will be no re-weighting of components within the course. Late penalties will be applied to all reports and will be clearly defined on cover pages of the reports.

Evaluation of the student is achieved through two mid-term tests, two written reports, a final examination, class contribution, and participation in research. The weightings of the graded requirements are:

<u>Segment</u>	<u>Date (tentative)</u>	<u>Weighting</u>
Finance Test	November 4, 2017	20%
Marketing Report	Due: December 8, 2017	15%
Operations Test	February 3, 2018	15%
Organizational Behaviour Group Report	Due: March 7, 2018	10%
General Management Examination	Final Exam Period	30%
Class Contribution	Ongoing	10%
Research Participation	Completed by April 11, 2018	—*
TOTAL		100%

* Six per cent penalty if not completed.

Evaluation Component Descriptions

Business 1220E is an essay course; consequently, the content of all testing vehicles (tests, reports, and the final exam) must reflect the universally acknowledged standard of correct English usage (spelling, points of grammar, syntax and style). Additionally, all testing vehicles must be written clearly and concisely, developing an argument that supports the conclusions drawn from the analysis.

Class Contribution

Class contribution by each and every student is a cornerstone of any effective case method learning experience. Active class involvement augments the learning experience, increases assimilation of material and stimulates the level of class discussion. Students' contribution to this course is initiated through thorough class preparation. Cases should be analysed, related to readings, lectures, and experience. Contribution is expected to be relevant to the current discussion and includes answering questions, volunteering answers, advancing the discussion to a new issue, developing one side of an argument, clarifying difficult concepts, and asking questions pertinent to the topic. Just as important is listening attentively to your classmates and critiquing ideas constructively. Class contribution may also include assignments, hand-ins, group evaluations, and prompt attendance.

Financial Management Test

The Financial Management test will be a case analysis and will cover the Financial Accounting and the Financial Management units.

Marketing Management Report

The Marketing Management report must be completed individually. The report will be a case analysis and will cover the Marketing Management unit.

Students may not pay for consultation or advice in the preparation of the Marketing report.

Operations Management Test

The Operations Management test will be a case analysis and will cover the Operations Management unit.

Organizational Behaviour Report

The Organizational Behaviour report will be a group report based on a case analysis, covering the Organizational Behaviour unit. If it is brought to the attention of an instructor that a student has not contributed sufficiently to the Organizational Behaviour group report, the student may receive a grade penalty. This grade penalty will be at the discretion of the instructor and may be based on feedback received from other group members.

Students may not pay for consultation or advice in the preparation of the Organizational Behaviour report.

General Management Exam

The General Management exam will be a comprehensive case analysis covering all units of the course, scheduled during the final exam period.

Students making travel arrangements for the holidays are advised not to book travel during the examination periods in December and April (Check your calendar for specific dates).

Research Participation

In addition to the tests, reports and final exam, there is a research participation requirement, as follows: Business 1220E students are required to participate in **three** research studies. This research participation requirement is intended to provide students with firsthand knowledge of how business research is conducted. By participating in studies, students will gain insight into one of the most important ways we learn about topics related to marketing, organizational behavior, entrepreneurship, etc. For example, research might be conducted to find out how you respond to advertising or how you negotiate in the workplace. The generous help of past students has contributed to the reputation of the Ivey Business School as an important source of business research in Canada.

To participate in these research studies, you will receive e-mail notification of new studies with instructions on how to sign up. Additionally, you are advised to check the study website, as indicated in the notification e-mail, regularly for newly available spots in current studies. You will need to sign up online as directed by the e-mail notification. Studies may take up to 60 minutes to complete. **Research studies must be completed by April 11, 2018.** Studies will be offered throughout the fall and spring term. Alternatively, you may complete research essays to fulfill the research participation requirement of your grade. More details to follow.

Please note that studies fill up quickly; therefore, when you receive e-mail notification of an upcoming study, it is important to sign up promptly if you are interested in participating. If you do not gain immediate access to a study, check the online signup regularly for new openings. All students will have ample opportunity to fulfill the research participation requirement by April 11, 2018.

If you sign up for a study and then decide not to participate, please remove your signup, so that your fellow classmates are not prevented from participating. **Failure to show up for two timeslots will cause your account to be frozen for three weeks, during which you will not be able to sign up for any studies.**

If you choose not to participate in the research studies, you can fulfill this requirement by writing review essays of three to five pages each, double spaced, font size 12, on articles you choose from a management journal, such as *Harvard Business Review* or *MIT/Sloan Management Review*. These journals are available online at www.lib.uwo.ca through the library catalogue. It is **your responsibility** to locate these journals. If you choose this option, the review essays must be completed and submitted by 4 p.m. on April 13, 2018, via email to behavlab@ivey.ca. Review essays will **not** be accepted after April 13, 2018, under any circumstances. The choice of management journal and article is up to you. For example, the topic of your research essay may be structured as a review and/or critique of the article. The details for the research essay are flexible and at your discretion, since each article chosen by a student may be substantially different and, therefore, benefit from a different and more tailored essay topic. It is up to you to determine the topic based on the article you choose. **Please include your student number on the essay.**

Failure to complete three research credits will result in a deduction of six per cent from your final grade, or a deduction of up to two per cent for each uncompleted credit. Please note that you may complete any combination of studies and research essays to fulfill the research participation component of your grade. For example, you may complete three studies OR two studies and one research essay OR one study and two research essays OR three research essays. The choice is up to you.

***** You may participate in each study only ONCE to receive credit for the study. For example, if you complete Study 44 twice then you would only receive credit for this study once, NOT credit for two research studies.**

The research participation requirement (including all review essays) is coordinated by the Research Officer at the Ivey Business School, behavlab@ivey.ca, 519-661-3571, who is to be contacted on all questions about the research participation requirement. For more information about the Ivey Behavioural Research Lab please visit www.ivey.uwo.ca/behaviourallab.

Pre-Business Policy for Tests and Examinations

Once students have written a test or examination they are committed to the mark earned.

Please seek assistance from your academic counselling office regarding reasonable grounds for writing a Business 1220E Make-up Exam.

For UWO Policy on Accommodation for Medical Illness

see: www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf.

Students seeking academic accommodation for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Please alert your instructor that you have followed this procedure. Academic accommodation cannot be granted by your instructor or the Pre-Business department.

A student who is unable to write final examinations on religious grounds shall give notice of this fact in writing to his or her Dean as early as possible. In the case of midterm tests, such notification is to be given in writing to the instructor within 48 hours of the date announcement for the midterm. It is mandatory that students seeking academic accommodations under this policy give notification well in advance.

The only electronic equipment allowed during test and examinations, is a standard electronic calculator.

Scholastic Offences, Plagiarism and Collusion

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a scholastic offence, at the following website:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Plagiarism is the submission of work that is in whole or in part someone else's work (including, but not limited to, text, calculations and exhibits), which you claim as your own. Students must write their assignments, essays, reports, exams, etc. in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by using proper references such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required case exams and reports may be subject to submission for similarity review to the commercial plagiarism detection software under licence to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently in effect between The University of Western Ontario and Turnitin.com (www.turnitin.com).

Students may not pay for consultation or advice in the preparation of the Marketing or Organizational Behaviour reports.

UNIVERSITY RESOURCES

The website for the Office of the Registrar is <http://www.registrar.uwo.ca/>.

Students may also wish to contact Student Development Services at <http://www.sdc.uwo.ca/> or student support services at <http://westernusc.ca/services/>. Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

CONTACTS

Course Coordinator

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