

PLEASE NOTE THAT ALL SYLLABI MUST BE ACCESSIBLE TO ALL STUDENTS,
INCLUDING THOSE WITH DISABILITIES!

DELETE THIS BLOCK OF INSTRUCTIONS AFTER READING: Use the Save As command in Microsoft Word to name this file for your course. Include the semester, course code, section, and your last name in the file name (e.g., Fall 2015 ACTG 110 01 Jones.docx).

Course Prefix & Number: Course Title

College of Business and Technology Syllabus

Course Information

Credit Hours: ##

Course Description:

Must be the same approved description that appears in the Academic Catalog.

Course Prerequisites:

If none, key "none."

Faculty Information

Instructor: **Key or paste your name here.**

Office Location: **Key or paste information here.**

Office Hours: **Key or paste information here.**

Phone Extension: **Key or paste information here.**

E-mail: **Key or paste information here.**

DELETE OR EDIT CO-INSTRUCTOR INFORMATION AS NEEDED.

Co-Instructor:

Office Location:

Office Hours:

Phone Extension:

E-mail:

Course Materials

List of Required Texts / Materials:

Full bibliographic information for all required texts and readings. List of additional resource materials and/or readings must be included for graduate courses or 300 level courses with graduate credit.

CBT Mission Statement

The College of Business and Technology provides quality and accessible undergraduate and graduate education in business to a diverse student population from metropolitan Chicago and beyond. We prepare students for professional careers in an increasingly multicultural and global business environment. The college emphasizes teaching and learning through a variety of teaching methods, research (primarily applied and pedagogical), and service. (Web link: <https://www.neiu.edu/academics/college-of-business-and-technology/about-us>)

Course Objectives / Student Learning Outcomes

List of what students are expected to know and be able to do after taking the course, and identification of which outcomes are part of the program assessment (e.g., "this goal has been selected for program assessment").

Objectives/outcomes must align with program objectives and may include some of, but are not limited to, the following:

- knowledge or understanding of the principles of field,
- content of the discipline,
- modes of inquiry,
- writing,
- problem-solving,
- statistical analysis,
- use of technology in a way appropriate to the field,
- future career roles,
- life-long learning skills.

NEIU CBT Undergraduate Program Learning Goals

Course Outcome

State the outcome that you expect from this course.

Assessment

List the ways this outcome will be assessed, and if the assessment tool has been selected for program assessment, then state that ("this student product has been selected for program assessment") and include as an appendix the rubric or scoring sheet that is used.

Student Tasks/ Assignments / Requirements

Assignments:

Inclusive list of elements/assignments students are expected to complete to earn their grade. Each item must include a description of what is expected.

Grading Policies and Formulae:

Must include a breakdown of the total course grade by task/assignment and a specific grading scale with letter grade.

Course Outline:

Weekly course outline that includes topics to be covered, reading assignments, and any other items students must prepare, etc.

Major Field Test:

The Major Field Test (MFT) is one component of the program assessment for the Bachelor of Business Administration and the Master of Business Administration degrees. For the Bachelor of Business Administration degree,

it is administered in MNGT 393 Strategic Management. For the Master of Business Administration degree, it is administered in MNGT 502 Business Policy and Strategy.

Instructional Methods:

For example, lecture, class discussion, case analyses by groups, the class, and the instructor (be creative and provide a variety of methods that give your course its own character).

Course Policies and Statements

Absence Policy:

REQUIRED: Outline your attendance requirements or lack thereof and the associated repercussions (e.g., "Attendance is mandatory; each unexcused absence results in a loss of 10 points"; "Attendance is required but not noted; be aware that class participation points cannot be earned or made up if you are not present in class"). **Flag for possible non-student-centered language**

Academic Integrity Policy:

REQUIRED: By enrolling in this course, you are bound by the NEIU Student Code of Conduct: <http://www.neiu.edu/university-life/student-rights-and-responsibilities/student-code-conduct>. You will be informed by your instructor of any additional policy specific to your course regarding plagiarism, class disruptions, etc.

ADA Statement:

REQUIRED: NEIU is committed to the success of all of our students. We recognize that each student brings valuable experiences and abilities to their education. NEIU faculty are ready to support you in whatever ways will allow you to achieve your goals, and this includes making sure you have access to and are able to fully engage with our course. Whatever the abilities or

disabilities (both visible and invisible) you bring to the table, please know that you are welcome here and your success is our mission. Please do not hesitate to contact your instructor with any questions or concerns about your access to the course.

Northeastern Illinois University (NEIU) complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disabilities. Please contact Student Counseling Services (773-442-4650) and/or Student Disability Services (SDS) for help with accommodations. SDS is located in room D104 and can be contacted at (773) 442-4595 or sds@neiu.edu. Visit the website for more information: <http://www.neiu.edu/university-life/student-disability-services>. SDS is committed to fostering inclusion and full participation of students with disabilities in all aspects of their University experience. If you already have an accommodation letter, please send it to your instructor.

Statement on Artificial Intelligence (AI)

REQUIRED: Each instructor must include a syllabus policy on use of AI in course activities, assignments and/or assessments.

Campus Safety:

REQUIRED: Web links to Campus Safety: Emergency Procedures and Safety Information can be found on *NEIUport* on the MyNEIU tab or as follows: <https://www.neiu.edu/university-life/university-police>

Professional Participation:

REQUIRED.

Summary of Topical Coverage:

REQUIRED: State the approximate # of hours that each topic will be covered. It must total 45 hours for a three credit hours class.

Additional Elective Information

DELETE THIS BLOCK OF INSTRUCTIONS AFTER READING: Any additional policy specific to your course that can affect a student's grade or is otherwise expected of students must be outlined on the syllabus (e.g., if you take off points for late assignments, etc.). What follows is not required by the University to be included but are some national best practices you may want to consider. All items listed below are optional; keep, modify, add your own, or delete as needed.

OPTIONAL COPY AND PASTE:

The Academic Support Center (ASC), formerly the Learning Success Center / Center for Academic Writing, provides peer-directed academic tutoring for all NEIU students in the following areas:

- Content, with a focus on General Education courses
- Math, with a focus on Developmental and 100-level courses
- Writing Intensive Program (WIP) courses
- Writing
- Learning Strategies

ASC tutors promote active learning strategies, encourage student engagement, and provide content support. Academic support is provided to students who are seeking help with understanding course concepts and preparing assignments, along with developing an improved learning system for college which includes motivation, academic engagement, brain-based habits for learning, and strategies for note taking, reading, time management, and test taking.

Appointments are strongly encouraged. Students can contact us a few ways when ASC is open:

- Call us at 773-442-4568 or 773-442-4492
- Use Nmail Chat to chat with "Academic Support Center"
- Visit us in the Ronald Williams Library, fourth floor.

Tutors are graduate and undergraduate students who are recommended by faculty and carefully selected on the basis of their academic achievement and interpersonal communication skills. Tutors are trained, supervised, and supported in their roles as tutors.

All appointment times are available in person or online. During fall and spring semesters, ASC is open seven days a week. Please visit the ASC website at www.neiu.edu/asc for details.

Research help and resources from the NEIU Libraries

Librarians can help you at every stage of your research, from picking a topic to finding and properly citing your sources. To get research help, [make an appointment with a subject librarian](#). You can also get drop-in help in-person at the library reference desk or by email, phone, or [chat](#).

In addition, you can find thousands of books, articles, videos, and other resources through [the library catalog](#) and [library databases](#). You can [reserve a study room or borrow equipment](#) – including laptops, cameras, and Raspberry Pi kits. You can contact the [NEIU Library Tech Desk](#) for one-on-one technology support.

For more information, visit the library's web site at <https://www.neiu.edu/libraries>.

Course Communication

OPTIONAL COPY AND PASTE: All pertinent class communications between the instructor and students is conducted exclusively through NEIU e-mail. Thus it is the responsibility of students to check their NEIU e-mail account for all significant information and updates on class cancellations in the event of threatening weather conditions. Communication between the instructor and students via personal e-mail accounts (e.g., @gmail.com or @yahoo.com) will not occur.

Incomplete Grade Policy

OPTIONAL COPY AND PASTE: An Incomplete ("I") grade is temporary and exceptional, and can be given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. An "I" grade is not to be awarded in place of a failing grade or when the student is expected to attend additional class meetings or to re-register to complete the course requirements. Additionally, an "I" grade is not a means for the student to raise his/her grade by doing additional work.

A request for an "I" grade must be made by the student to the faculty member before the last official day of the semester or term. The faculty member retains the right to make the final decision on granting a student's request for an "I" providing the student meets the provisions above, even

though the student may meet the eligibility requirements for this grade. Students have up to one semester, excluding summer, to complete the work.

It is the responsibility of the student to complete and submit the remaining coursework before the assigned deadline. The faculty member will submit a grade change converting the "I" to a letter grade by or before the last day of the semester in which the outstanding coursework is to be completed. If the student does not meet the deadline, the "I" will be converted automatically to a final grade of an "F." Since the "I" grade is temporary, faculty may not issue a terminal "I" grade.

Upon receipt of the grade change, the Registrar Services Office will post the grade to the student's record and recalculate the GPA. Although students have up to one semester, excluding summer, to complete the work to change the grade of Incomplete, the student's academic standing will be reassessed only if the grade change is received by the Friday of the first full week of the semester immediately following the one in which the "I" grade was assigned.

Students will not be allowed to graduate with "I" grades on their records.

Extension of an Incomplete Grade: A request to extend the assigned deadline must be put in writing to the appropriate academic dean before the assigned "I" grade becomes a failing grade. The request must provide the reason as to why a deadline extension is requested, along with including appropriate documentation (e.g. medical documentation, etc.). A letter of support from the faculty member that includes a new deadline date is also required. The Dean or his/her designate will make the appropriate decision at his/her discretion and reply in writing to the student, faculty member, and the University Registrar within 14 working days. Requests that extend beyond one calendar year from the time the incomplete grade was assigned will not be honored.

These policies apply to "I" grades given in the Fall 2016 semester or later.

Late Work

OPTIONAL COPY AND PASTE: Late work is strongly discouraged. Turning in work late can impair your chances of success in the course. This late work policy applies to all graded assessments (including the final examination) in the course, with the exception of the discussion threads. Because class discussions require us all to participate during the week when they are active, no make-up or late credit will be allowed for discussion participation.

I understand that unexpected things can come up, so the late-work policy for our course is outlined below.

Serious Emergencies: For serious emergencies, your instructor will decide whether your late work may be accepted for full or reduced credit. Serious emergencies include things like serious illness, accidents, natural disasters, and university server outages. E-mail your instructor the information about your emergency and request approval to make up the assignment, lab, quiz, or exam. If you receive approval, make up the work according to the plan set by you and your instructor.

All Other Unexcused Late Work: Unexcused late work includes course work that is turned in late because of things like job-related, technical, or other personal issues. Your instructor will decide whether your late work may be accepted. Your instructor will impose a per diem late penalty of 5% of the assignment points per day, up to seven days. To request an extension on an assignment, please request approval BEFORE the final deadline. **Flag for possible non-student-centered language**

Submission of Assignments: Students are expected to complete all assignments. Failure to submit any assignment will result in a zero on that assignment and an additional deduction of 10 points per missing assignment. If homework solutions are shared with the class, your instructor reserves the right to decline to accept late work after the sharing of the solutions, or to require that an alternative assignment be completed, if one is available. Only one unexcused, non-emergency late submission will be allowed per student per course. **Flag for possible non-student-centered language**

Submission of Materials

OPTIONAL COPY AND PASTE: Course activities and written assignments will be submitted electronically. Any student file submitted electronically that does not meet the requirements listed will not be graded. Please ensure that files are

- appropriately named (last name-Document title),
- submitted in Microsoft-Office format (e.g., .docx, .xlsx, .pptx),* and
- submitted to the corresponding Dropbox folder.

While you are not required to use Microsoft Office products, please ensure your productivity applications are able to import/export into the compatible file formats

Northeastern Illinois University has four campuses and offers over 70 undergraduate and graduate degree programs, plus a wide range of certificate programs to choose from. Each campus offers day, evening, and online classes, printing services, library services, study rooms, and other academic services and activities. For more information about the services each campus offers, please contact the specific campus.

Main Campus

Most classes and student services are located on the Main campus in the North Park area. The address is 5500 N. St. Louis Avenue, Chicago, Illinois 60625. For more information, call 773-583-4050 <https://www.neiu.edu/>

El Centro

For more than 50 years, El Centro's urban, student-friendly setting in Avondale has provided students from diverse communities with the academic support needed to achieve their goals. El Centro is located at 3390 N. Avondale Avenue, Chicago, Illinois 60618. For more information, call 773-442-4080. <https://www.neiu.edu/academics/el-centro>

Jacob H. Carruthers Center for Inner City Studies

The Jacob H. Carruthers Center for Inner City Studies (CCICS) has demonstrated Northeastern Illinois University's urban tradition of education, research, and service since 1966. Located in the historic Bronzeville neighborhood, the address is 700 E. Oakwood Boulevard, Chicago, Illinois 60653. For more information, call 773-268-7501. <https://www.neiu.edu/academics/carruthers-center>

University Center of Lake County

Northeastern Illinois University provides the opportunity for transfer students in the Lake County region to complete their bachelor's or master's degree. University Center of Lake County is located at 1200 University Center Drive, Grayslake, Illinois 60030. For more information, call 847-665-4000. <https://www.ucenter.org/northeastern-illinois-university>