

**RETAIN THIS IMPORTANT INFORMATION IN A CONVENIENT LOCATION FOR REFERENCE**

**CLASS POLICIES AND COURSE CALENDAR - FALL 2006**

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**COUNSELING HOURS:** For assistance with the course and/or your curriculum/career interests, you may visit with me in my office during the times listed herein. Utilize this facility for your benefit.

Tuesday	5:30-6:30 p.m.
Wednesday	10:00-11:00 a.m.
Other times	By appointment

**PERFORMANCE EVALUATION:** A course grade will be based on performance on examinations, written projects, quizzes, attendance, and class participation. Examinations and quizzes may consist of essays, problems, and objective questions on material covered in text material, lectures, and any other assignments. Performance evaluation will be based on your comprehension of the subject. The related criteria include completeness, organization, presentation, accuracy, and neatness of relevant work. Details applicable to your particular course appear on a separate handout.

**WRITTEN PROJECTS:** Writing activities may include research papers, case analysis, exercises, problems, and library reports. Type or word-process (letter-quality-font; not draft-mode) all such assignments on standard, letter-size (8.5" x 11"), white paper. Use a text font (type style) of 10- or 12-point or 12- or 10-pitch size. Allow one-inch-margin (1") throughout and confine all writing inside the specified space. Show name, course/section number, proper title of the assignment, and due date, all single-spaced, at the top left of the page inside the specified writing area. Unless instructed otherwise, all formal assignments (except the "Case Study Project" in MGT 647) should be single-spaced within the paragraph and double-spaced between paragraphs. Staple any assignments containing more than one sheet of paper and number the pages. Proof-read and insure that your work is free from grammatical/mechanical errors. All homework assignments are due at the beginning of the scheduled class period. Late submissions and work inconsistent with the above guidelines are not acceptable. Note policy on "Academic Integrity" covered elsewhere.

**DUE DATE / LATE WORK / MAKE-UP EXAMINATION:** All assignments and examinations are to be completed at the designated times. In extenuating circumstances, based upon supporting documentation, the instructor will decide the eligibility, nature, and due date of missed work. Eligibility for make-up is not automatic; clear with the instructor in advance. Make-up examination, if any, will be on MONDAY, 4 DECEMBER 2006, AT 2:00 P.M. in Glass Hall 223.

**ATTENDANCE / LATE ARRIVAL / EARLY DEPARTURE / CLASS PARTICIPATION:** The University's attendance policy can be found in the 2005-2006 Undergraduate Catalog (p. 63) and at <http://www.missouristate.edu/recreg/attendan.html>. According to University guidelines, class attendance and course grade are demonstrably and positively related; therefore, "the University expects students to attend all class sessions of courses in which they are enrolled." And, attendance and class participation are essential for the successful completion of this course. Absences will be recorded beginning the first day of classes. Students can expect in-class writing exercises; there will be no make-up provision. As an incentive, there is a 10-point "perfect-attendance" BONUS (zero absence, no exception). Bonus points shall not increase the base points, but could raise earned points. A unit of absence is equivalent to the standard class time, that is, 50 minutes. Absences exceeding three units will result in a penalty of 10 points per unit of absence (see accompanying table). Other practices tantamount to absences include late arrival, early departure, sleeping in class, completing assignments for other courses, and disruptive behavior in the class. Provide documentation regarding extenuating circumstances for consideration and action regarding absence penalty.

Perfect attendance ( <u>zero absence; no exception</u> )	10 bonus points
1 to 3, 50-minute units of absence	No bonus points, 0-point forfeiture from earned points
4 or more 50-minute units of absence	10 points forfeiture per absence beyond 3 units

**NONDISCRIMINATION:** Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

**DISABILITY ACCOMMODATION:** To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, 417-836-4192 or 417-836-6792 (TTY), [www.missouristate.edu/disability](http://www.missouristate.edu/disability). Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/lcd>.

**ACADEMIC INTEGRITY:** Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures, available at [www.missouristate.edu/provost/3935.htm](http://www.missouristate.edu/provost/3935.htm) and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

**DROPPING A CLASS:** It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedures for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university contact the Registration Center at 417-836-4335. Faculty may also wish to include relevant drop deadlines. See Academic Calendars at <http://calendar.missouristate.edu/academic.asp> for deadlines.

**USE OF ELECTRONIC COMMUNICATION DEVICES IN CLASS:** The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. See [www.missouristate.edu/provost/4264.htm](http://www.missouristate.edu/provost/4264.htm) for complete policy.

**GRADE APPEAL:** Notify the instructor of any grade grievance immediately upon completion of graded work or conclusion of the semester. Examinations and other student work retained by the instructor during the semester will be available for review through the first four weeks of the following semester.

**CLASSROOM CONDUCT:** Maintain a mature and professional atmosphere in the class; refrain from disruptive practices. Turn off mobile phones while in class. Note that the university/college policy does not allow smoking, eating, and drinking in the class room. Your continued enrollment in this course assumes that you possess all the pre-requisites and that you understand the policies and procedures outlined in this statement. If you need clarification, see the instructor. Also, see the "Class Disruption" policy outlined in the current University Catalog.

**OPENING OF SCHOOL INFORMATION:** The Office of Student Affairs has created a web-based resource to assist students in answering students' questions and in finding the appropriate support services for them as they return to school or attend Missouri State for the first time. It provides general information about students, including a projected fall 2006 profile, a list of major service providers, information about common areas of inquiry, answers to frequently asked questions asked by students during the first week of classes, and a list of available services during move-in weekend. Access [www.missouristate.edu/studentaffairs/openingschool](http://www.missouristate.edu/studentaffairs/openingschool) for helpful opening of school information.

**[PLEASE SEE COURSE SYLLABUS FOR DETAILS REGARDING THE SPECIFIC COURSE](#)**