

**BELLEVUE COMMUNITY COLLEGE**

**INTST 150  
International Business A  
5505**

**Summer Quarter 2008  
12:30pm-2:20 M-TH  
Room B204**

**Instructor:                Carolyn Gates**

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**PLEASE READ THIS ENTIRE SYLLABUS CAREFULLY AT THE BEGINNING  
OF THE QUARTER. YOU ARE RESPONSIBLE FOR ITS CONTENTS!**

**Course Description:**

This course introduces you to international business and offers an overview of the international business arena including cultural, economic, political and legal environments. Other specific topics include international trade theory, foreign exchange, export/import strategies, marketing, finance, human resource management, and modes of market entry.

**Course Materials**

1.        **Required Text:** The World Is Flat; Friedman

Not **REQUIRED:**International Business: A Managerial Perspective (Fourth Edition) Griffin/Pustay

2.        **Required:**                        2 Scantron Cards and a #2 pencil for exams.  
(Do not fold or wrinkle Scantron cards.)

**Grades are Based upon 1000 possible points\* :**

1. Reading Role	250
2. Critical responses	250
3. Quizzes	100
4. Tests (2 at 100)	200
5. Final Presentation	200
	Total
	1000

(\*If more or less than 1000 points are actually assigned during the quarter, the percentage grade for work actually assigned will be projected to 1000 points.)

**Grade Distribution:**

960-1000	POINTS	= A	= 4.0
920-959	POINTS	= A-	= 3.7
890-919	POINTS	= B+	= 3.3
860-889	POINTS	= B	= 3.0
840-859	POINTS	= B-	= 2.7
810-839	POINTS	= C+	= 2.3
780-809	POINTS	= C	= 2.0
750-779	POINTS	= C-	= 1.7
670-749	POINTS	= D+	= 1.3
600-669	POINTS	= D	= 1.0
< 600	POINTS	= F	= 0.0

**Tests, Assignments and Participation:**

1. **In-class activities and quizzes.** Classroom learning experiences in groups, or individually, count for points and will serve as a measure of attendance. Absolutely No make-ups will be allowed for missed quizzes or in-class activities.

2. **International Business Interview or Tech Report** (See handouts)

3. **Environmental Analysis Report:** (See Handout)

4. **Tests:** Tests may cover both assigned textbook readings, handouts, and material presented in class including lectures, videos, guest lecturers, and group discussions.

**Tests are given only once.** If a student does not take a test at the scheduled time, **absolutely no early or late makeup is allowed.** Students may use a dictionary during any test or the final exam.

5. **Final Presentation:** The final exam will be comprehensive. All material presented must come from all materials assigned or covered in the course with possible emphasis on any chapters that have been covered in class and outside research.

### **Instructional policy/instructor expectations**

#### **1. The learning environment:**

The instructor strongly believes that all students deserve to have a positive learning environment. Although some class lectures may be kept informal to facilitate discussion, **you are required at all times to show courtesy and respect to other students, the teacher and the learning environment as a whole. Conduct that inappropriately detracts from the teaching or learning environment will not be tolerated and may result in disciplinary action in accordance with BCC policies and procedures. You will receive no more than two notices of inappropriate conduct. If there is a third incident, the instructor will, without further notice, contact the appropriate Dean to discuss your removal from the class and / or other disciplinary action.**

#### **Spontaneous class comments/humor**

Good-natured comments or spontaneous humor from the class can help create a casual and positive learning environment. This is

only true, however, if they are **1) shared with the entire class, 2) relevant** to what is going on in class, **3) tasteful** and **4) respectful** to all students, the instructor, and the learning environment.

**Spontaneous class comments that meet all four criteria are encouraged, those that don't are not permitted.**

### **Side Communications.**

**No distracting side-communications are permitted on any subject.**

**When we work together as a class, only one person may speak at a time, whether that is the instructor, or a student who has the floor.**

Distracting side communications are not allowed even if they are course-related. If for example, you ask your neighbor about something you didn't hear or understand in class, your side-conversation may cause another student not to hear, resulting in still another side-conversation. To avoid this snowball effect, you will be asked to address your questions or comments to the class as a whole, so that everyone in class may benefit from them.

Side-communications are distracting (and prohibited) if they occur frequently or are lengthy or if they draw the attention of other students or the instructor away from planned classroom activities. Communications include, but are not limited to, talking, laughing, passing notes, signals, gestures etc.

**Students whose side-conversations become a recurring distraction, may be told to leave, be physically separated in the classroom or be required to raise their hand before making any communication. They may also be subjected to disciplinary action under BCC policies and procedures as indicated in instructional policy 1.**

## **Bellevue Community College Student Code of Conduct**

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue Community College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue Community College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

**2. Attendance/Schedule changes:** Students are expected to be present at all scheduled class sessions and will be held responsible for all announcements and schedule changes during the session. **Students who miss classes should contact a classmate or class partner to obtain lecture notes and class announcements.** Experience shows a high correlation between attendance and test grades. Missed classes almost always hurt your grade. If you don't think you can or will be able to attend faithfully and on time, you should not take this class. **Significant absences and participation may result in a failing grade.**

**3. Out-of-class Assignments:** Out-of-class assignments must be of professional quality. **Each paper should begin with an APA-style title page.**

### **General Document Guidelines:**

- A. **Margins:** One inch on all sides (top, bottom, left, right)
- B. **Font Size and Type:** 12-pt. font (Times Roman or Courier are acceptable typefaces)
- C. **Spacing:** Double-space throughout the paper.
- D. **Alignment:** Flush left (creating uneven right margin)
- E. **Pagination:** Page numbers one inch from the right edge of the paper on the first line of every page, beginning with the title page.

**Handwritten or unstapled papers will not be accepted.**

**Assignments must be submitted by the beginning of the class when they are due—no late papers accepted.**

**4. Student concerns:** Students are encouraged to discuss concerns or class problems, if any, with the instructor. The instructor is also available throughout the quarter to discuss the student's current approximate grade and ways to improve it. If you have difficulty keeping up with note taking your instructor can give you suggestions that may help.

**5. Students With Special Needs:**

Students with disabilities who have accommodation needs are required to meet with the Disability Support Services (DSS) office, room B233-G (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DSS office will provide each eligible student with an accommodation letter. Students who require accommodation in class must review the DSS accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Support Services, and review those needs with the instructor as well.

**7. Cheating:** Cheating includes but is not limited to plagiarizing, improper collaboration with another, or using improper methods to complete an exam or assignment. If you cheat, or aid someone else in cheating the following actions will be taken:

**1. You will receive a grade of zero for the exam or assignment where cheating occurred. In some cases you may receive a failing grade for the entire course.**

**2. A report of the incident will be sent to the Dean of Students (See WAC 132H-120). The Dean may file a report in your permanent record or take further action such as suspension or expulsion. If you feel you have been unfairly accused of cheating, you may appeal.**

**8. Incompletes:** If a student does not complete the course work, an incomplete grade will not automatically be given. You may receive a failing course grade. See the instructor before the deadline for withdrawal. **If you drop out of the course without withdrawing and without discussing your situation with the instructor, you will receive a zero grade for all work not completed.**

**9. Campus resources for students:**

Pick up a student handbook in the Student Services building or access it online at  
[http://www.bcc.ctc.edu/stupro/handbook\\_cd2006/asbcc\\_sp/programs.asp](http://www.bcc.ctc.edu/stupro/handbook_cd2006/asbcc_sp/programs.asp).

**THE MATH LAB** <http://scidiv.bcc.ctc.edu/MathLab/> D204 provides free drop-in tutorial assistance to students currently enrolled in a Bellevue Community College mathematics course

**THE READING/WRITING LAB**  
<http://www.bcc.ctc.edu/writinglab/ReadingLab.html> D202 is to give students at Bellevue Community College a single place where they can go for help with any writing assignment or project

**ACADEMIC TUTORING CENTER** <http://www.bcc.ctc.edu/tutoring/> D204 It is the mission of the Academic Tutoring Center to provide the best resources it can to meet the needs of all students who are registered at Bellevue Community College in academic programs.

Under Campus Resources <http://www.bcc.ctc.edu/resources/> there are numerous listings including more Student Services sites:  
<http://www.bcc.ctc.edu/resources/services/>

## **International Business**

### **Course Schedule and Assignments\*:**

**WEEK 1 23<sup>rd</sup>-26<sup>th</sup>** Monday\_Intros  
Tuesday-Intros  
Wednesday-Read Chapter 1-2 Friedman  
Thursday-Class Discussion and reading roles  
discussion

**WEEK 2 30<sup>th</sup>-July3**Monday-Cr 1 Due  
Tuesday Read 3 and 4 Friedman Reading Role due  
Wednesday Class discussion  
Thursday-Quiz



- WEEK 3 7<sup>th</sup>-10<sup>th</sup>**      **Monday –CR 2 due**  
**Tuesday-Read 5 and 6 Friedman Reading Role due**  
**Wednesday-Class discussion**  
**Thursday-QUIZ and Questions**
- WEEK 4 14-17**            **Monday-CR 3 DUE**  
**TuesdayRead 7 and 8 Friedman-RR due**  
**Wednesday-class discussion—dig deep**  
**Thursday-QUIZ and Questions**
- WEEK 5 21-24**            **MondayCR 4 Due—Bring magazine article related to**  
**this weeks topics**  
**Tuesday-Read 9 and 10 Friedman-RR due**  
**Wednesday-Class Discussion**  
**Thursday-Quiz and Questions**  
                  **Extra credit—finish book and send me your take**  
**on the book, why I had you read this and how it did or**  
**didn't not help you!!! I bet it will be so helpful~!~~ 100**  
**points**
- WEEK 6 Aug4-6**            **Monday-Final Presentations**  
**Tuesday-Final Presentations**  
**Wednesday-Final Presentations finale**