

Spring 2-1-2004

# BADM 195.01: Academic and Career Orientation and Strategies

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*University of Montana - Missoula*

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**Mission Statement**

*“The faculty and staff of the School of Business Administration at The University of Montana – Missoula are committed to excellence in innovative experiential learning and professional growth through research and service.”*

**Course Description**

This course is designed to familiarize students with career-planning concepts and theories and to provide the knowledge and skills necessary to enhance the students’ academic and career planning success.

**Faculty**

Assistant Professor Mike Harrington

**Office**

GBB 374

**Office Hours**

I have an ever-changing variety of class and committee meeting times, but am generally in my office each day from 7:30 a.m. to 5:00 p.m. Please feel free to stop by my office at any time. However, for "you-can-pretty-well-bet-on-finding-me-almost-for-sure" office hours, try 8:00 a.m. – 9:30 a.m. and 4:00 p.m. – 5:30 p.m.

**Quiz Scores**

If you have a question about a quiz score, please contact me by email at [Michael.Harrington@business.umt.edu](mailto:Michael.Harrington@business.umt.edu)

**Phone**

Rather than calling me on the telephone, please contact me by e-mail at [michael.harrington@business.umt.edu](mailto:michael.harrington@business.umt.edu).

**Texts**

*Transition into Business* (Prentice Hall 1999); Kuiper, Shirley and Wahlstrom, Karl and Williams, Brian K.

*College to Career, Your Road to Personal Success* (Thomson South-Western 2004).

*The Wall Street Journal: Classroom Edition*

You will be charged (approximately \$3.00 – \$5.00 for the semester) for a monthly copy of *The Wall Street Journal: Classroom Edition*. We will discuss various articles from the *WSJ: Classroom Edition*, and these articles will be “fair game” for quizzes.)

You also may be periodically required to purchase a business periodical (e.g., *Fortune* magazine) to read a particular article – which, again, will be “fair game” for quizzes. As explained below, various trade books have been placed on “reserve” under this class in the Mansfield Library; I will assign reading from these trade books throughout the semester.

### **Academic Misconduct**

I expect you to conduct yourself with high standards of academic integrity. The University of Montana Student Conduct Code applies to this class. Examples of academic misconduct (plagiarizing, cheating) are discussed in the Code. Any disciplinary sanctions and procedures will be applied in accordance with the Code.

### **Mandatory E-Mail Address:**

***To receive critical course information, you must have an e-mail account no later than 3:00 pm on Friday, January 30<sup>th</sup>. You should use your “umontana” e-mail address (e.g., [john.doe@umontana.edu](mailto:john.doe@umontana.edu)). If you do not know your umontana e-mail address, you can login to CyberBear and learn it: <http://www.umt.edu/cyberbear/>***

### **Objective Grading Factors: Quizzes and Unannounced Attendance Quizzes**

Six (6) quizzes will be given. Expect that approximately 50% of each quiz will cover class lecture material that is not covered in the text or assigned readings. The quizzes will not be cumulative, but the sixth and final quiz – which cannot be dropped, as explained below – may have questions which review the semester. You will be allowed to drop one quiz score of your choice and, therefore, I will not consider medical or personal reasons for missed quizzes; however, everyone will be required to take the sixth and final quiz (i.e., it cannot be dropped). Except as stated below (Tuesday of Finals Week), there will be no make-up quizzes if you miss a class day on which a quiz was given.

An unspecified number of unannounced attendance quizzes will be given during the semester. Your scores on these attendance quizzes will play an important role in determining your course grade. No make-up attendance quizzes will be given or allowed.

### **Missed Classes/Quizzes**

PLEASE DO NOT notify me if you are going to miss a class or quiz. All missed quizzes will be given at noon on Tuesday of Finals Week (Tuesday, May 11). The missed quizzes will have a combination of fill-in-the-blank, essay, short answer, true/false, and multiple-guess questions.

### **Subjective Grading Factors**

Class participation may significantly affect your course grade. In addition, you will be divided into teams (generally consisting of five, six, or seven students), and each team will make a presentation (generally lasting 40 – 50 minutes in duration) to the class on one of the following trade books during the last seven class periods:

*Gung Ho!* (by Ken Blanchard and Sheldon Bowles) and *High Five!* (by Ken Blanchard and Sheldon Bowles);

*The 21 Irrefutable Laws of Leadership* (by John C. Maxwell);

*The Magic of Thinking Big* (by David Schwartz); and

*The Magic of Thinking Success* (by David Schwartz).

More information regarding these presentations will be made available later, but each member of the team will be expected to place herself/himself “in the shoes” of the author(s) and explain the various principles and qualities articulated and the significance of these principles and qualities. The presenters will present to the class as though the class were an “audience” of business professionals. I expect the presentation to be divided relatively

equally among all team members. If you do not participate in the presentation, you will receive an “Incomplete” grade for this course that will be changed to a letter grade only when you participate in a presentation in a subsequent semester (i.e., do not consider trying to avoid the presentation).

Three copies of each of the above books have been placed on “reserve” in the Mansfield Library (under my name for BADM 195); other than the book (or portion thereof) that your team is presenting, you are not required (but are strongly encouraged) to read these books. You are free to purchase them, and I would recommend that each member of the team making a presentation on a particular book purchase that book (most of the books are between \$10.00 and \$20.00). Some of the books are available at the UM Bookstore or other retail bookstores, some are available online, and some are available at used-book stores.

In addition, three copies of each of the following trade books have been placed on “reserve” in the Mansfield Library (under my name for BADM 195):

*How to Become CEO: The Rules for Rising to the Top of Any Organization* (by Jeffrey J. Fox);

*The Heart of a Leader: Insights on the Art of Influence* (by Ken Blanchard);

*Who Moved My Cheese?* (by Spencer Johnson);

*The One Minute Manager* (by Ken Blanchard and Spencer Johnson); and

*The Leadership Pill* (by Ken Blanchard and Marc Muchnick).

I will assign reading from these books throughout the semester; this reading material also will be “fair game” for quizzes. All of the above books (now or in the future) would represent a wise investment, as I am confident that you would find each of them to be a valuable resource to you throughout your academic and business careers.

### **Grades**

At the end of the semester, course grades will be determined by applying the University Catalog Grading Standard Curve (as stated on page 20 of the 2003 – 2004 catalog, an “A” for excellent performance, a “B” for above-average performance, etc.). For the most part, the course grade will be based by applying this curve to the total number of points from the quizzes and attendance quizzes. You can expect me to assign “A’s” to the top 15%, “B’s” to the next 25%, and “C’s” to the next 40%. Those in the bottom 20% of the class usually receive “D’s” or “F’s” depending on their relative performance. If your total points are at or below the middle point for the class, assume that you will not receive an “A” or “B.” Grades may be adjusted substantially due to the subjective factors mentioned above. As an example, I will not hesitate to drop a course grade from an “A” to a “C” for lack of class attendance. Attendance and participation are key components of this course. **No letter grades will be assigned for individual quizzes or for your team presentation.**

**Of your six (6) quiz scores, the lowest will be dropped, except that you cannot drop the sixth and final quiz (i.e., if you receive one 90% and four 100% scores on the first five quizzes and miss the sixth quiz, the 90% score will be dropped and your grade as calculated from the quizzes will be the four 100% scores and the missed quiz score of 0%).**

As a result, it will be very difficult to predict your final course grade until after the sixth and final quiz on May 6, 2004.

**Tentative Topics to be Covered (may be altered per class announcements)**

Careers:

Understanding the UM and SOBA environment, the business environment and ways in which to enter business fields, and the significance of corporate responsibility; understanding careers in Accounting, Finance, Information Systems & Technology, International Business, Management, and Marketing; understanding entrepreneurship; studying and working abroad.

Skills and Job-Search Strategies:

Matching career fields and skills; performing cognitive profile inventory; preparing resumes and cover letters; mastering interviews; negotiating a job.

Resources:

Understanding important campus resources; using the library and internet resources effectively; avoiding plagiarism.

Current Events and Financial-Based Readings:

Reading selected business pieces from the *Wall Street Journal: Classroom Edition* and other business periodicals; understanding how to read business news; understanding the significance of financial statements and financial-statement disclosures and generally understanding how to read these statements and disclosures.

Miscellaneous:

Understanding the importance of leading/following; networking; adapting to change/flexibility; decision-making and problem-solving skills (including critical and creative thinking); becoming involved; working in teams; motivating and being motivated; setting goals; maintaining a positive attitude and high level of enthusiasm.

The time spent on each subtopic may vary according to significant current events.

DATE	TOPIC	ASSIGNMENTS
1/27	Course Overview/Introduction to Career Planning	

**BADM 195 – Academic & Career Orientation and Strategies**

**Spring Semester – 2004**

1/29		
2/3		
2/5		
2/10		<b>QUIZ #1</b>
2/12		
2/17		
2/19		
2/24		<b>QUIZ #2</b>
2/26		
3/2		
3/4		
3/9		<b>QUIZ #3</b>
3/11		
3/16		
3/18		
3/23		<b>QUIZ #4</b>
3/25		
3/30	<b>SPRING BREAK - NO CLASS</b>	
4/1	<b>SPRING BREAK - NO CLASS</b>	
4/6		
4/8		
4/13		<b>QUIZ #5</b>
4/15	Teamwork and Enthusiasm	Team 1 Presentation - <i>High Five!</i> and <i>Gung Ho!</i>
4/20	Leadership and Followership	Team 2 Presentation - <i>The 21 Irrefutable Laws of Leadership</i> (Laws 1 through 10)
4/22	Leadership and Followership	Team 3 Presentation - <i>The 21 Irrefutable Laws of Leadership</i> (Laws 11 through 21)
4/27	Attitude, Confidence, Motivation and Goal Setting	Team 4 Presentation - <i>The Magic of Thinking Big</i> (Chapters 1 through 6)
4/29	Attitude, Confidence, Motivation and Goal Setting	Team 5 Presentation - <i>The Magic of Thinking Big</i> (Chapters 7 through 13)
5/4	Success: Health, Wealth and Happiness	Team 6 Presentation - <i>The Magic of Thinking Success</i> (Chapters 1 through 5)
5/6	Success: Health, Wealth and Happiness	Team 7 Presentation - <i>The Magic of Thinking Success</i> (Chapters 6 through 10); <b>QUIZ #6</b>
5/10 to 5/14	<b>FINALS WEEK!</b>	