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BGEN 341.50: People, Process and Technology I

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Course: BGEN 341 People, Process, and Technology I (UG 3 Cr)
Summer 2023: May 22nd – June 23rd, 2023
Section 50 CRN: 50675
Class Format: Online and Asynchronous

Instructor: Kristi Govertsen

Email: kristi.govertsen@mso.umt.edu ← Please note that govertsen is spelled “govertsEn”

Office Location: Kristi will not be on campus this Summer

Office Hours: By appointment as needed via Zoom

Zoom Meeting ID: <https://us02web.zoom.us/j/3939936886>

Prerequisites: Junior standing in business

Course Description:

This course is designed to prepare COB students for the future of work which is characterized by automation, artificial intelligence, technology and innovation, and creative disruptions, and the necessary human mindset and behaviors required to be successful in that environment. Specifically, this course focuses on 1) the process of data-driven decision-making 2) the practice of individual human behaviors influencing the data-driven decision-making 3) to understand how business leaders can leverage people, processes, and technology to facilitate organizational change, and 4) to analyze data and communicate results to business leaders 5) the importance of a growth mindset.

Course Objectives:

- Articulate the need for organizations to innovate
- Describe how people, process, and technology are interwoven within businesses
- Explain a growth mindset and understand the need for life-long learning
- Articulate the strengths and limitations of computer- and human-based decision-making
- Identify decision making frameworks, tools and techniques that business leaders can use to make decisions
- Develop effective business questions that can be answered by data
- Understand how to present and defend ideas persuasively in oral and written form
- Analyze and report descriptive statistics for a dataset, as well as interpret results and recommend improvements to business leaders
- Answer for BGEN Module 1 assignment, question/prompt #3 with:
“The universe is big. It’s vast and complicated and ridiculous.” ~Doctor Who
- Apply the concepts of this course both individually and within groups in a real-world setting

Required Textbooks, Technology, & Materials:

- **Book:** while there is not a required textbook, you will be responsible for acquiring a book that you will choose from a selected list for your book project due by June 23rd. This booklist is available to you in Moodle. The cost will vary depending on how you choose to acquire the book.
- **Microsoft 365:** If you do not already have access to this software, you can request access to Microsoft 365 through UMOOnline. This is at no cost to you, and will give you access to MS Excel, PowerPoint, Word, and a few other Microsoft programs. The link to request this software can be found on the upper, righthand side of this UMOOnline webpage:
<https://umt.teamdynamix.com/TDCClient/2032/Portal/Requests/ServiceDet?ID=25358>
- **PitchVantage:** PitchVantage is an online platform that helps people improve their presentation and public speaking skills. Please use the following link to ensure you're acquiring an account that is customized for BGEN 341: <https://bit.ly/kristimontana>. The cost of accessing this class on their platform is approximately \$40 for your six-month license.
- **Laptop Requirement:** All students enrolled in upper-division business classes (300 and above) are required to have a laptop for use in all of their classes. Detailed specifications can be found at the end of this syllabus as well as in this class's Moodle shell. The cost will vary depending on your preferences and circumstances.

Additional materials (videos, guest lectures, articles, etc.) will be provided by the instructor in Moodle.

Course Assignments and Evaluation: total 100 points

Students must earn a C- or better to pass the course for academic degrees from Business School.

A	94 and above	B +	87 to 89	C +	77 to 79
A –	90 to 93	B	83 to 86	C	73 to 76
		B –	80 to 82	C –	70 to 72

How Your Final Course Grade Is Calculated:

You will have 15 Modules due by Sunday night of the week those modules are assigned. They will all be weighted equally making each worth approximately half of a letter grade. Please reach out to your instructor if you run into any issues regarding the deadlines. Most of the time a new arrangement can be made, but there needs to be communication and agreement on what that arrangement will be.

Mission Statements and Assurance of Learning:

The University of Montana's College of Business enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment. We accomplish this mission by acting on our shared core values of creating significant experiences, building relationships, teaching and researching relevant topics, behaving ethically, and inspiring individuals to thrive. As part of our assessment process and assurance-of-learning standards, the College of Business has adopted the following learning goals for our undergraduate students:

1. COB graduates will possess fundamental business knowledge.
2. COB graduates will be able to integrate business knowledge.
3. COB graduates will be effective communicators.
4. COB graduates will possess problem-solving skills.
5. COB graduates will have an ethical awareness.
6. COB graduates will be proficient users of technology.

7. COB graduates will understand the global business environment in which they operate.

Behavior Expectations Professionalism

Students are preparing to become business professionals, and professional behavior is expected at all times. Students are expected to abide by the [COB Code of Professional Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). Treat class sessions like business meetings. Failure to adhere to these expectations may result in being asked to leave the classroom. In addition, students will:

- Remain in the class for the duration of class time (no in and out or leaving early)
- Bring all materials needed for class, including the books.
- Refrain from using any technology, including cell phones, not required for the class conduct at that time

Emergency Procedures:

In the event of a campus emergency during class, please follow instructions provided by your instructor or the UM emergency alert system. Failure to do so could hamper efforts to resolve the emergency situation in a safe, timely manner.

Disability Services for Students:

Students with disabilities will receive reasonable modifications in this course. The student's responsibilities are to request them from me with sufficient advance notice and to be prepared to provide official verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the website for the office of [Disability Services for Students](http://www.umt.edu/dss/) (found online at <http://www.umt.edu/dss/>).

Grievance Procedures

The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments sometime *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the College of Business.

Academic Misconduct:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The University of Montana Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, "Students at the University of Montana are expected to practice academic honesty at all times." **IMPORTANT: It is the student's responsibility to be familiar with the [Student Conduct Code](http://www.umt.edu/vpsa/policies/student_conduct.php), including definitions of academic misconduct.** (found online at http://www.umt.edu/vpsa/policies/student_conduct.php).

The School of Business Administration endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step towards developing an ethical backbone needed in a professional career. Failure to practice academic honesty is considered academic misconduct. Academic misconduct will be penalized to the fullest extent. Students are expected to:

- Be knowledgeable of activities that are considered academic misconduct, as defined in section V.A. of the UM Student Conduct Code,
- Practice academic honesty on all exams, quizzes, homework, in-class assignments, and all other activities that are part of the academic component of a course,
- Encourage other students to do the same.

Confusion may arise in what is and is not academic misconduct. Students should ask if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. A partial list of situations that are considered academic misconduct is in the [COB Professional Code of Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). If at any point a student is unsure if working with another student is permissible, that student should contact the instructor before doing so.

Laptop Requirement:

Beginning fall semester 2022, all University of Montana students enrolled in **upper division business courses - 300 level and above** - will be required to have a laptop computer. Various courses will utilize computers throughout the semester, requiring students bring laptops to class. Minimum requirements and computing recommendations are listed below, but **Chromebooks and tablets will not satisfy the laptop requirement**. Also, your laptop must have the ability to run on its battery for several hours. We know many students already have laptops available, but those concerned about the computer requirement for business students or those with demonstrated financial need can contact the Gianchetta Student Success Center (GSSC) at business@umontana.edu or 406-243-5971. Because laptops are mandatory, their purchase cost can be part of your cost of attendance and are therefore covered by your financial aid. Please contact the GSSC for more information. The UM College of Business partners with [Dell](#) to offer laptop computers that meet recommended specifications at discounted prices. These computers come with a four-year warranty.

We recommend incoming and returning students consider the following when purchasing a laptop and software:

- At least 8 GB RAM, 16 GB recommended
- 64-bit processor
- 256 GB SSD or 500 GB for non-SSD
- Camera, speakers and microphone for Zoom meetings or classes
- Wireless capability
- USB port or connector
- Ability to run Windows 10 or higher
 - Windows machine (PC) recommended
 - If students prefer Mac, they can access Windows through the campus-wide virtual computer lab at: <https://umt.teamdynamix.com/TDClient/2032/Portal/KB/ArticleDet?ID=107356>
 - Users log in with NetID
 - FYI, if Mac users use the virtual lab, they should save their files to UM-Box, not to their machine
- MS Office – available through UM’s MS 365 license for both Mac and PC
- Anti-virus protection software
- Warranty
 - Minimum 3 years
 - On-site next business day service, if available
 - Accidental damage coverage, if available