

CAREER EXPOSURE

BUSINESS 300

FALL SEMESTER 2012

8/25/2012

Faculty: **RICHARD L. FISHER, M.S., CPA, CIA, ChFC**
Former President & CEO, Dunavant Capital Management

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“Performance is not a result; it is a discipline”

COURSE REQUIREMENTS

The objectives of the course are as detailed below.

Consistent with the above, the course will endeavor to:

1. Expose the student, primarily through mandatory attendance at guest speaker sessions, to the key elements and requirements of various occupations (primarily in the business, not-for-profit, and related fields), through real time exchanges with guest lecturers and community professionals;
2. Expose the student to other related topics as directed by The Professor; and
3. Develop professional resume and cover letter preparation techniques, and complete final versions of both.

REQUIRED TEXT AND MATERIALS

1. None-handouts only.

CLASSROOM REQUIREMENTS

1. ***The course will avail itself of access to guest speakers that frequent a related course, BUS 460 (“460”).*** While every attempt is made for guest speaker visitation to 460 to be scheduled as much in advance as possible, such is totally dependent on guest speaker schedules and availability. Thus, announcements as to guest speaker sessions are ***subject to change on short notice***, and the student is expected to stay current on e-mail announcements regarding topics and speaker session dates.

2. Written assignments should be presumed to have “Senior Management” as the final destination, and all verbal communication in class and otherwise should be professionally styled as if directed to a Senior Management team. Such standard should permeate across all of your work for the semester. All assignments are due on the day specified on the Assignment Schedule, unless notified to the contrary by The Professor (which may occur via e-mail). Assignments turned in late without permission from The Professor may be subject to a markdown of up to 25% of the grade that would otherwise have been assigned, all at the sole discretion of The Professor. Assignments turned in more than 48 hours from the time due may not be accepted at all, at the sole discretion of The Professor, in which case a zero may be assigned.
3. The student will be responsible for attending 1-2 class sessions designed to address resume and cover letter preparation. Such sessions will be announced well in advance, and **attendance is mandatory**. Such sessions may be held in conjunction with sessions of 460.
4. ***The use of cell phones, texting, or email review in the classroom will not be tolerated in any respect!***
5. ***Success in the course, among other things, will be dependent on mandatory guest speaker attendance, and engagement of the speakers.*** Students should be punctual and attentive on the same basis as they would be for an “on the job” staff meeting with Senior Management; one minute late is “late”. Students should engage guest speakers and ask questions (it is very rude not to do so when speakers have given of their time to help you with *your career*). **When speakers are presenting, students should dress nicely** (no jeans, no tee shirts, etc.).
6. As tentative guest speaker sessions are scheduled, students will be advised via e-mail as to what minimum level of attendance at such (or other topical sessions) is mandatory in order to receive a passing grade for that section of the course’s content. If and when The College invites guest speakers to visit, other than as part of the 460 course content, attendance at such sessions (and the acceptable submission, in “bullet point” format, of a brief summary thereof) may be allowed to substitute for an otherwise mandatory 460 session, but such substitution must be approved by The Professor in advance. Because mandatory attendance at guest speaker sessions will be set at less than 100%, students are responsible for “making up” any attendance deficiencies by attending future sessions.
7. Students in the course are responsible for checking their e-mail **at least once every 48 hours**, and are **fully responsible** for any content included in e-mails sent from The Professor, which e-mails may contain additional instructions, information to be included in assignments, or narrative in clarification of assignments.
8. Written assignments (generally resume and cover letter drafts) should be completed in a timely and professional manner, illustrating a depth of thought and careful communication of ideas and perspectives. ***It will be especially important for each student to pay particular attention to the proper use of headings, margins, format, grammar, syntax, etc. The student is expected to research questions of grammar, syntax, spelling, etc., BEFORE FIRST DRAFTS are handed in. Such questions should be thoroughly checked and checked again! Reliance on computer resources may not be sufficient for accuracy (use of a paper dictionary is preferred); hard copy grammar resource materials will be available outside of The Professor’s office, but please use them there, and do not take them with you. Students should consider obtaining assistance from the Rhodes Writing Center, but not from other students.*** Written assignments should be submitted in hard copy form and Professor edits should be stapled to them; consequently, there should be no e-mail submissions unless requested by

The Professor. **If all prior drafts do not accompany the current submission, both may be considered late, or not accepted.** Assignments may not be graded if, in the sole discretion of The Professor, they are poorly written as to content, form, or mistakes. Such assignments may be returned to the student without grading and assignments may be considered late. ***More stringent grading criteria will be applied as to successive drafts, and grades assigned on initial submissions may be lowered if corrections and revisions are not satisfactory, in The Professor's discretion. All of this is crucial to good performance in the class!***

9. *Failure to follow specific instructions with respect to assignments may result in a significant grade penalty with respect to the assignments in question.*
10. Anyone who has received documentation through Disability Services and needs accommodations for assignments should let the Professor know well in advance of due dates.
11. Documents e-mailed to the Professor should first be saved in the requisite **97-03 format**, as there is sometimes trouble opening the documents having an "x" in the extension. The way to do this is to execute the "File", "Save As", and subsequent instructions.
12. **Attention to all of the above points will bear directly on the student's grade**, in the same way that lack of compliance with the above standards would be viewed poorly by an employer.

GRADING PROCESS

1. Major factors entering into grade determination, and ultimate determination of pass/fail status, will consist of:
 - a. Guest speaker attendance, contribution to speakers discussion **(50%)**;
 - b. Preparedness and communication with respect to resume and cover letter preparation **(50%)**;
2. Overall course grades will be assigned according to the following general parameters (adding plus or minus notations, as appropriate):

Pass 60% and above
Fail Below 60%

HONOR CODE

Compliance with The Rhodes College Honor Code is expected at all times. ***It will be considered an Honor Council offense to use, or to refer to notes, tests, papers, presentations, or other related materials associated with prior students or materials used in previous offerings of the Course.***

