Introduction to Business, Section 2
Fall 2016
Mr. Lilly

Overview
- Course requirements
- Weekly Online Quizzes in Catalyst
- Small Group Exercises
- Early, late, and re-take exams
- LearnSmart
- Makeup Homework
- Office hours and contact information/Misc. websites of interest

Course Requirements
- Attendance
- Reading assignments
- Weekly online quizzes + In-class Small Group Exercises = 30% of grade
- In-class, closed-book, closed note exams = 70% of grade
Attendance
- Class meets twice a week (Monday & Weds)
- **Attendance is required**
- Attendance will be called every day at the beginning of class
- If you are late to class, please come see me either at the ten minute break (midway point) or at the end of class.
- If you have to leave class early, please send me an email telling me what time you left the classroom.

Attendance
- If you will not be attending a class, or miss a class, please **send me an email** with the reason for your absence.

Course Requirements: Attendance
There are **four ways to get dropped** from this class: (first three are attendance-based)

1. If I mark you absent 2 or more class periods in a row prior to November 18 and I have not received an email from you explaining either of these absences
2. If you miss **three classes or more** before the end of the third week of the quarter (Friday, October 14, 2016)
Course Requirements: Attendance
There are four ways to get dropped from this class (continued):

3. Beginning at the start of the 4th week (October 17) and ending November 18, if your attendance falls below 70% and your current grade in the class is a D+ or lower (69% or lower)
4. If you miss the midterm and do not contact me within two days to schedule a late midterm, or if you do not show up for your late midterm appointment.

Course Requirements: Reading Assignments
- Completion of the reading assignments is essential to your success!
  - Only the 9th edition will work!
  - The 8th, 10th, and 11th editions will not work!
Course Requirements: Internet Access

- Speedy and reliable Internet access is essential to your success.
- Mozilla Firefox is the only officially supported and recommended browser.
- And especially, do not use Google Chrome with Catalyst.
- Use the computers in the basement of the Library Center West (LCW) building if you do not have speedy and reliable Internet access at home.

Course Requirements: Weekly Online Quizzes in Catalyst

- Approximately 28% of your course grade will be earned by completing the online quizzes in the course website delivered via De Anza’s Catalyst system.
- The due dates of the quizzes can be found in the course calendar at the back of the course syllabus OR in the Catalyst system. Sometimes two chapters will be due on the same day!
- Quizzes cannot be completed late.
- The only way to make up for missed quizzes is through the LearnSmart system.

Course Requirements: Small Group Exercises

- Approximately 2% of your course grade will be earned by completing the in-class small group exercises.
- We will be doing small group exercises at each class meeting during the first 4 weeks of the quarter only. These can be done individually or in groups of at most two students, but they can only be completed in class on the day they are scheduled.
Course Requirements: Small Group Exercises

- If you miss a class or part of a class, you will not be permitted to do the small group exercises that you missed. Instead, you will have the opportunity to make up any points you missed by doing makeup homework.

Course Requirements: Exams

- Two Exams
  - Closed-book, closed-note, ≤135 questions each
  - Multiple choice and true/false
  - Both exams count. Neither is dropped.
  - The midterm and final each cover 7 chapters and each counts for 35% of your course grade.
  - You will need one ParSCORE form for each exam
  - See the course calendar at the back of the course syllabus for the date of each exam and the chapters covered.

Early Exams

- There is no penalty for taking an exam early, before the rest of the class.
- Call me or email me at least a week before the exam to schedule an early exam.
- Most weeks I have 11 time slots, unless I have meetings or someone has taken them.
Late Midterms

- The penalty for taking the Midterm exam later than the rest of the class is 5% per full or partial week late, no matter what the reason.
- Call me or email me before the exam, or the day of the exam, or at the very latest within 2 days of the exam to schedule your makeup.
- Most weeks I have 11 time slots, unless I have meetings or someone has taken them.

Midterm Re–takes

- Students who take the Midterm on time and earn a C (77%) or below can make themselves eligible to re–take that exam by signing up for LearnSmart and “working the chapter 1 through 7 decks down to zero.”
- Midterm re–takes are taken by appointment in the hallway of my office building.
- Appointments are limited, and are given on a first–come, first–served basis.

Midterm Re–takes

- Students who miss their appointment without notifying me will be dropped from the course.
- Students are expected to make a supreme effort to make their appointments and to keep me informed if they do not plan to come.
- A student who completes a Midterm re–take will receive the higher of their original score or their re–take score.
- The last day I will permit re–take exams will be Friday, December 9, 2016.
Midterm Re-takes
To be eligible to retake the Midterm, you must have:
1. Taken it on time (before or with the rest of the class),
2. Received a C (77%) or below on that exam,
3. Not have visited my office to review which questions you got right and wrong on that exam.
4. “Worked” the chapter 1 through 7 decks in LearnSmart “down to zero.”

The Catalyst Website
- [https://catalyst.deanza.edu](https://catalyst.deanza.edu)
- First accessible on the later of:
  - Noon September 26, or
  - A few hours after you use your add code...
- Mozilla Firefox is recommended
  - User name: 8-digit Student ID
  - Password: birthday (in form MMDDYYYY) if new to Catalyst, OR
    - your current Catalyst password (if you have ever used Catalyst)

LearnSmart
- The only way to make up for missed only quizzes is through the LearnSmart system.
- The LearnSmart system is very tricky to sign up for. Watch the video “How to Sign Up for LearnSmart” before attempting to sign up for LearnSmart. If you sign up incorrectly, you will receive no credit for your LearnSmart work unless and until you get it fixed so I can see your LearnSmart progress from my instructor’s login.
LearnSmart

- The LearnSmart system costs $35 to sign up for.
- If you complete the “chapter 1” module in LearnSmart, you will receive your actual combined score on the chapter 1 Catalyst quizzes, or 90% of the points possible on those quizzes, whichever is higher.
- The same is true of the other chapter modules. In this way, you can “top up” your points earned on each chapter to 90% of the points possible, if you so choose.

4 Things You Must Do to Sign Up for LearnSmart Successfully

1. Begin at the correct web address.
2. Click the “Enter Access Code” button.
3. After selecting “I am a student,” click the “Buy Online” button and follow the prompts to pay $35 with a credit card.
4. (And at the end of the process) “Sign-up for section” using the access code mrlillyfall16.

Makeup Homework

- The only way to make up for missed small group exercises is by completing Makeup Homework assignments and turning them in to be before the deadline.
- Makeup homework assignments are found in the last (bottom-most) assignment group in Catalyst, “Makeup Homework Assignments.”
- They must be printed and completed by hand. They must be physically turned in to me. (I will not accept emailed or faxed homework.)
- The deadline is I must receive them by Friday, December 9, 2016.
Prologue Lecture Quiz

- The Prologue lecture and lecture quiz is the only opportunity in the class to earn extra credit points.
- You can earn up to 9 points by completing them, but only if you do so by the deadline, which is 11:55PM Sunday, October 2, 2016.
- Any points you earn on the Prologue lecture quiz will be added to your Catalyst quiz + small group exercise point total.

Office hours and Contact Information

Byron Lilly
Mon–Thurs 12:30–1:30PM
or by appointment
Office: F41F, Building F4
(408) 864–8431
Email: lillybyron@fhda.edu

Other websites of interest

- My De Anza website
  http://www.deanza.edu/faculty/lillybyron/
- The Student Online Learning Center for the textbook
  http://highered.mcgraw-hill.com/sites/0073511706/student_view0/index.html
Other websites of interest

- The LearnSmart website