

Important Information Regarding GEB 3373:

- **Read the class calendar fully and carefully and make a note of all due dates, deadlines, and exam dates (there are many)**
- **You are 100% responsible for meeting all due dates, deadlines, and exam dates, no exceptions**
- **No late work is accepted, no exceptions**
- **If you claim to have completed work online that you did not complete, you will be referred to Student Conduct (I have access to student activity logs)**
- **You MUST use your @ufl.edu e-mail address for all activities associated with this class—ProctorU, Capsim Global DNA simulation—or no points can be earned**

Dr. Amanda Phalin

Office: Byran Hall 233A

Phone: 352-392-6527 (E-mail is the best, fastest way to contact me.)

E-mail Dr. Phalin: amanda.phalin@warrington.ufl.edu

Class Meeting Time: Monday and Wednesday, Periods 5–6 (11:45 a.m. – 1:40 p.m.), Heavener 150

On-Campus Office Hours: Monday, Tuesday, and Wednesday, 2:00 p.m. – 3:00 p.m., Bryan Hall 233A and at <https://ufl.zoom.us/j/4753912414> (Meeting ID 475-391-2414)

Academic Honesty

You are expected to abide by the university's rules for academic honesty. These are available for your review at <http://www.dso.ufl.edu/judicial/academic.php>. Cheating, having access to any device, mobile or otherwise, during exams, and any other action that violates these rules, no matter how minor, will cause you to be assigned an "E" for the course. ****TO REPEAT****: Any attempt at cheating will result in you being assigned a failing course grade, no exceptions. It should also be noted that behaviors that would assist others in engaging in acts of academic dishonesty will be considered a violation of the University of Florida Student Honor Code and will result in the offender being assigned an "E" for the course. In other words, if you know of an academic violation and you do not report it, this in itself can be considered an academic violation and will be treated as such. Note:

- 1) **Creating an unverifiable excuse to make up an exam or other assignment constitutes cheating.**
- 2) **Claiming to have completed online work that you did not, in fact, complete, is cheating. Recall that I can and do monitor students' work in Canvas, Pearson, and Capsim.**
- 3) **At the beginning of each exam and the Pop Quiz, you must answer a question stating that you agree to abide by the university's honor code. If you do not answer the question, or if you disagree, that can be considered cheating, and you will fail that assessment.**
- 4) **Ignorance of the University Honor Code is not a defense against cheating. It is your responsibility to know and understand what constitutes an academic violation, to refrain from those behaviors, and to report those who engage in those behaviors.**

- To ensure academic integrity, individualized assessments are created, and each student will receive the same number of and type of questions from internal test banks.
- To ensure academic integrity, all excuses for missed work (illness, family issues, job interviews, etc.) must be verified by the Dean of Students Office.
- To ensure academic integrity, all students must complete an Academic Integrity Assignment by Wednesday, September 6, 11:59 p.m. Failure to complete the assignment will result in 10 points being deducted from your Exam 1 score.

TAs

Head TA: Delena Luo, delenaluo@ufl.edu

TAs: Robert Blaine, Kendall Bopp, Yaima Costa, Lukas Decker, Michael Del Monte, Francesca Frampton, Andrew Han, Nicole Hassell, Gabriella Hurtado, Tia Koronomos, Yvette Langford, Peggy Porter, Jordan Puri, Lily Putra, Ryan Saunders, Brandon Williams, Maggie Xintong

TA Location: Bryan Hall 233B

E-mail TAs: You will be assigned a TA after the drop-add period. I will post a Canvas announcement with your TA's e-mail address at that time.

Office Hours: TBA

I encourage you to meet with your TAs and/or contact them via e-mail should you need assistance or have questions not answered by the syllabus. The TAs and I are here to help you with material from the lectures, e-textbook, and Capsim Global DNA. We are **NOT** responsible for helping you understand/review notes from outside sources. It is your choice whether to use Smokin' Notes or other services, but ultimately, these outside vendors are responsible for the presentation and accuracy of the information in their products—not us.

Responsibilities

1. *****Read this entire syllabus fully, carefully, and often***** and ensure that you understand all policies within it. If you have questions, please let me know. If questions arise during the semester, please consult the syllabus first before contacting a TA or me—chances are, the answer is in this document. It is 100% your responsibility to familiarize yourself with class policies.
2. Know in which section you are registered.
3. Attend/view class regularly. Classes, **homework, participation, extra credit, and exams** cover materials not in the book, and regular viewing/attendance greatly enhances your mastery of material.
4. Complete all assignments on time. This includes readings, homework assignments, participation assignments, exams, and the simulation.
5. Set goals for yourself and keep track of your progress.
6. Ask for help if you need it. If you are struggling with any material, be sure to contact the TAs or me.
7. Take exams when they are scheduled.

Course Pre-Requisites

MAN 3025, Principles of Management

MAR 3023, Principles of Marketing

Similar courses may be used as substitutes if approved by the College's Undergraduate Programs Office, Heavener 333, phone: 352-273-0165.

IMPORTANT: Students also need to be familiar with concepts contained in the pre-reqs for MAN 3025 and MAR 3023—microeconomics, macroeconomics, algebra, and basic accounting. Finance is not a pre-requisite for this class, but we may use/learn some basics. If at any point during the semester you need to review concepts from previous courses, please see the following links for help:

Basic economic concepts: <http://www.sparknotes.com/economics/>; www.kahnacademy.org

Basic finance concepts: <http://www.investopedia.com/university/concepts/#axzz1x8OpsdAa>

<http://www.teachmefinance.com/>

http://media.wiley.com/product_data/excerpt/11/04700917/0470091711.pdf

Basic accounting concepts: <http://www.accountingcoach.com/online-accounting-course/60Xpg01.html>

<http://www.accounting-basics-for-students.com/basic-accounting-concepts.html>

Algebra: <http://www.sparknotes.com/math/>

Various topics: <https://www.khanacademy.org/>

Course Objectives and Assurance of Learning

After taking this class, you should:

- Understand business environments (culture, economics, ethics, law, politics) around the world
- Have the tools and skills necessary to analyze the potential of other countries as locations for production, distribution, and marketing
- Know how managing and integrating international operations in many parts of the world differs from a purely domestic focus
- Have the broad perspective required of successful managers working in international business
- Understand the challenges and adaptations required to succeed in business in host countries with differing cultural, political, legal, and economic systems

Assurance of Learning: The BSBA/BABA Learning Goal that applies most directly to this course is Goal 5: “Possess a global perspective on business.” The two learning objectives associated with this goal are:

Learning Objective 5a: Understand how the business environment, including culture, differs across countries.

Learning Objective 5b: Possess awareness of cultural differences and how these differences affect best practices and ethical responsibilities.

Required Course Materials and Instructions for Accessing Them

Students should NOT purchase the book or simulation on their own. Instructions are provided in Canvas (see below). **Online proctoring via ProctorU is REQUIRED**, and the fee for this service was assessed when you registered for the course (in other words, you have already paid for ProctorU). The required materials for this course are ProctorU, a Pearson custom e-textbook, and Capsim (Global DNA team-based business simulation). The e-text and the simulation are available through Canvas by following the instructions provided in the “Accessing Required Materials” document, which can be found on the “Start Here” page in Canvas under the “Do” heading. Print upgrades for the textbook are available via the UF Bookstore for a nominal charge, approximately \$36.00. We are using a custom digital version of *International Business*, 8th Edition, by Ricky W. Griffin and Michael W. Pustay, Pearson Publishing.

IMPORTANT NOTES:

- You must follow the instructions contained in “Accessing Required Materials” **AND** 1) authorize charges **AND** 2) log into Capsim and Pearson by **Wednesday, September 6, 2017, 11:59 p.m.** Failure to do so will cause you to earn a 0 on the “Accessing Required Materials” assignment.
- Following the instructions contained in the “Accessing Required Materials” document allows you to opt in to fees charged to your account for course materials in your classes. These are fees that have been negotiated at lower, bulk rates by the university. If you do not opt in, you will be required to buy course materials on your own at a higher rate.
- You must complete the “Accessing Required Materials” assignment by **Wednesday, September 6, 2017, 11:59 p.m.** In this assignment, you will be required to upload a screenshot to Canvas showing that you opted into the charges for the required materials.
- The screenshot **MUST** show your name and photo at the top of the page, or you will earn 0 points. This is to avoid students displaying someone else’s codes as their own.
- You **MUST** use your @ufl.edu e-mail address for all activities associated with this class—ProctorU, Capsim Global DNA simulation—or no points can be earned.
- In order to be able to opt into Pearson, you must have a Pearson account. Create one if you do not.
- Study abroad students located in Europe **DO NOT** use ProctorU.

Accessing Course Website

This course is being presented via the University of Florida's Canvas course management system. You should create a shortcut (link/favorite) in your browser that will take you directly to the e-Learning Support Services login site: <http://elearning.ufl.edu>. Click the blue "e-Learning" button on the right and log in to the website using your GatorLink credentials. Choose GEB3373 from the list of available courses.

NOTE: Only students officially registered for this course will be allowed website access. Students who add the course will have to wait 24 – 48 hours for the Canvas course management system to be updated. If you are denied access, please try again in a day or two. If you are still denied access, contact the UF Help Desk at 352-392-HELP (392-4357), or go to their Webpage at <http://helpdesk.ufl.edu/>. You may also chose to visit the Warrington College of Business TAC (Technology Assistance Center) <http://warrington.ufl.edu/itsp/techservices/students.asp>.

Viewing Video Lectures

To view course video lectures, click on the Video Library (Lectures) link on the Home Page in Canvas.

Office Hours—NO APPOINTMENT NEEDED

Feel free to come by during office hours in person or online—no appointment necessary—or to make an appointment with me for other times if you are not available during office hours. Please note, I do not repeat lectures during office hours; come prepared with specific questions so we can make our time together as productive as possible.

If you cannot meet during regular office hours and need to schedule an appointment, please e-mail me and suggest several times that are convenient for you in your original e-mail. This will allow me to schedule a specific time in my reply.

If you are off-campus, feel free to e-mail me to schedule a phone appointment. I will call you so you will not incur any long-distance fees if they apply. For students who visit <https://ufl.zoom.us/j/4753912414> (Meeting ID 475-391-2414) during office hours, you are required to type in your first and last name, or you will not be allowed to enter the "office." Every UF student has free access to Zoom, which you can download using your Gatorlink credentials at <https://ufl.zoom.us>. You can download Zoom onto your desktop/laptop, tablet, or smartphone. If multiple students are in the online office, you may be placed in the "waiting room."

Course Communications

DO NOT use messaging in Canvas or Capsim/Global DNA to communicate with me or the TAs; no one will read or respond to messages there. If you need to reach me, e-mail me at amanda.phalin@warrington.ufl.edu. You can reach the TAs via e-mail once you have been assigned a TA.

Announcements concerning the class will typically be made during lectures and via Canvas announcements. Make sure you set Canvas Notification Preferences to "Notify me right away"/"ASAP." You may do this by going to Settings→Notifications in the course Canvas page. *****You must check Canvas daily for announcements—students are 100% responsible for the consequences of having missed messages.*****

If you send a message to me or the TAs, you should receive a reply within 24 hours, excluding weekends and holidays. (In other words, if you send a message on Friday, you may not receive a reply until Monday.) If you

do not receive a reply within the specified time, please re-send the e-mail with “RE-SEND:…” and the rest of your original subject line in the subject line.

The TAs and I do not respond to questions posted on the class discussion board. You are free to create discussions there among yourselves, but do not expect replies from the TAs or me. If you have a question, first examine the syllabus for an answer, then contact the TAs or me if needed. All discussion board postings should be polite and relevant to course material and issues; threads may be deleted at my discretion.

Communication Etiquette

Since we are in the School of Business, I require my students to conduct themselves in a professional manner when communicating with the TAs or me. E-mails should be written as letters, not as texts. Messages should be concise, clear, professional, and without slang, abbreviations, and language that might be misinterpreted as rude. **Failure to write your e-mail as a proper business letter may result in it not being responded to.** Your interactions with the TAs and me should be conducted with politeness and professionalism at all times. Rude, abrasive language will not be tolerated at any time, in any medium. If you are frustrated by something, I strongly suggest waiting a few hours before angrily typing an e-mail to the TAs or me. **Any rude or inappropriate communications with the TAs or me may result in your e-mail not being responded to—and it may also result in your final grade being lowered at my discretion.** Any inappropriate communications with the TAs or me in any other medium (on the phone, in person) may also result in your final grade being lowered at my discretion.

A rule of thumb for e-mail communications: Often, people do not realize that e-mails can sound rude, unprofessional, and abrasive because tone is very difficult to convey electronically. Before sending an e-mail message to the TAs or me, ask yourself: “Would I say the things I am writing to Dr. Phalin’s face?” As practice and preparation for the business world, ask yourself, “Would I write these things to a potential employer?” If the answer to either question is “no,” I would encourage you to rewrite your e-mail in more professional and polite language before you send it.

In addition, I encourage you to always send a “thank you” e-mail to the TAs or me if we have assisted you. This is not because we like hearing “thank you” on a regular basis (although it is pleasant), but because this is excellent practice for the business world. It is a good habit to develop; people rarely write “thank you” follow-ups these days, and these small niceties can help you stand out—in a good way—in a professional setting.

As stated previously, it is your responsibility to understand policies for this class; I expect you to examine the syllabus carefully for answers to your question(s) **BEFORE** you contact the TAs or me. In large classes, this facilitates faster and more efficient communications overall. Therefore, **if you e-mail the TAs or me with a question whose answer can be found in the syllabus, you will receive a reply of, “Please see the syllabus.”** If you e-mail me with a question that has been covered in the syllabus, a Canvas announcement, or in class, this tells me clearly that you are not engaged with the course or its materials. This is also a tell in professional settings that reflects poorly on you, so get in the habit of answering your own questions as much as possible.

Finally, a note on building a personal relationship: If you plan to ask me, or any other professor, for a recommendation letter or reference, make an effort to attend virtual or in-person office hours and get to know me. I do not provide recommendations for students I do not know.

Technology & Technology Help

For all technologies used in the class, it is best to use Chrome as your browser. If you experience issues with any technology required for this class, the first thing to do is clear your cache of history and cookies and allow popups. Also try restarting your computer or other device. You may also choose to visit the Warrington College of Business TAC (Technology Assistance Center) <http://warrington.ufl.edu/itsp/techservices/students.asp>. If those do not work, use one of the options below.

If you experience problems with Canvas, the TAs and I **CANNOT HELP YOU**. This is not because we don't want to help you, but because we do not have the capability to do so. Contact the UF Help Desk at 352-392-HELP (392-4357) or go to their Webpage at <http://helpdesk.ufl.edu/>.

If you experience problems with the Pearson e-text, the TAs and I **CANNOT HELP YOU**. This is not because we don't want to help you, but because we do not have the capability to do so. Contact Pearson support at <https://support.pearson.com/getsupport/s/?tabset-dd12d=1>. Be sure to get an incident number.

If you experience problems with the Capsim–Global DNA simulation, the TAs and I **CANNOT HELP YOU**. This is not because we don't want to help you, but because we do not have the capability to do so. Contact support@capsim.com or 877-477-8787.

For all technologies used in this class, technical issues you encounter are 100% your responsibility. If you wait until the last minute to complete an assignment and a technical problem prevents you from meeting a deadline, that is your responsibility, and makeups are not allowed, no exceptions.

Attendance

If you are attending the live class, please be courteous to your classmates and me:

- Arrive a few minutes before class begins so you are ready to start class promptly at 11:45 a.m.
- There will generally be a 10-minute break; arrive on time back to class after the break.
- Turn off all cell phones and do not text, Tweet, check Facebook, etc. If these activities interfere with class, you may be asked to leave at my discretion.
- Do not talk to each other during class.
- DO ask questions.

This helps maintain a professional environment. I encourage everyone registered for the class to watch the class in person if possible. You can safely start attending after the third lecture and be reasonably assured of finding a seat in the room. Requirements for class attendance and other course work are consistent with university policies, which can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Participation (See syllabus calendar for due dates)

The following required activities allow you to earn points toward class participation:

Syllabus Quiz: 30 true/false questions test your knowledge about class policies contained in the syllabus. **The questions are not easy**; they are designed to test whether you are reading and understanding the syllabus in deep detail. You have one 15-minute attempt to complete the quiz, so you need to read the syllabus fully and carefully several times to make sure you understand its contents before taking the quiz, or you will lose points.

Survey I: 25 multiple-choice questions gauge your current knowledge of and opinions about topics in international business. There are no right or wrong answers—answer all questions, and you will earn full credit.

Survey 2: 25 multiple-choice questions gauge how your knowledge of and opinions about topics in international business may have changed during the semester. There are no right or wrong answers—answer all questions, and you will earn full credit.

Academic Integrity Assignment: This short assignment requires you to review the Student Code of Conduct and class policies and agree to conduct yourself in this course with the highest level of academic integrity.

Accessing Required Materials Assignment: This assignment requires you to upload a screenshot of your “opt in” page (an example can be found in the “Accessing Required Materials” document) **and a screenshot of your Capsim home page?** to confirm that you have opted in to all materials **AND** logged in to Capsim. **TBA?**

Homework Assignments (See syllabus calendar for due dates)

For each e-text chapter, you will complete one homework assignment in Canvas. Each assignment will consist of 20 questions (each question worth one point) from that chapter’s material. Due dates for all assignments are in the class calendar. **NOTE: The last set of assignments is due the last day of class since it is against university policy to require students to complete assignments during reading and finals weeks.** The assignments are open-book, open-note, and untimed. You have the option of completing the assignments all at once, or working on them throughout the specified time period during the term. **I drop your three lowest homework scores from the Chapters 1–9 assignments before calculating the final grade. You are required to complete the homework assignments for Chapters 10, 12, 13, and 16-17.** These last homework assignments are fairly easy; however, students tend to slack off the last third of the semester and don’t put a lot of work into these homeworks. As a result, they lose easy points. Don’t let that happen to you—stay engaged. Although I drop your three lowest scores out of the first nine assignments, I recommend that you complete all of them. You never know when an emergency will arise and you will need that dropped score. Also, since homework questions come from previous exams, they help you prepare for tests.

Please note: I strongly advise against leaving the homeworks until the last minute. If the system goes down 5 minutes before the due date/time, that is your responsibility. If you have a scheduling conflict that occurs at the last minute, that is your responsibility. The assignments are open and available for you to work on for weeks. Take advantage of that time and use it wisely. **There are no makeups allowed for homework assignments, no exceptions.** If you experience a technical problem while/after completing homework, the TAs and I **CANNOT HELP YOU.** This is not because we don’t want to help you, but because we do not have the capability to do so. Contact the UF Help Desk (please see above). It is your responsibility to check Canvas and ensure that your homework grades have been entered.

Pop Quiz

At some point during the last third of the semester (after Exam 2 but before the end of the term), you will have 48 hours to complete a 15-minute pop quiz in Canvas consisting of 20 questions coming from some or all of the following chapters and lectures: 10, 12, 13, and/or 16-17. Each question will be worth 1 point. Although the pop quiz is open-book and open-note, because you have only a short time to complete it, you will need to be very familiar with the material it covers. There is no appeals process for the quiz. I will alert you via a Canvas announcement one hour before the 48-hour window opens, as well as which chapters the quiz covers.

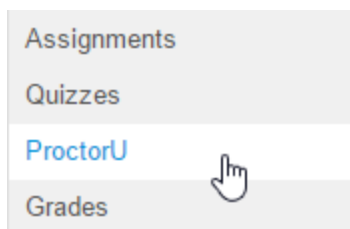
Note: The pop quiz should be taken via a **WIRED** internet connection. Any technical problems you may experience during the quiz are your responsibility.

Also note: Although the Pop Quiz is only 20 points, most students need all the points they can get to earn the grade they want. Despite this fact, most people do not study for the quiz and as a result earn a low score; the average score on the Pop Quiz is 14/20, or 70%. I do not curve the Pop Quiz; be sure to study well so you can earn as many points as possible on this assessment.

Proctored Exams

To maintain a high standard of academic integrity and ensure that the value of your UF degree is not compromised, course exams will be proctored online by ProctorU for on-campus and UF Online students. (Study abroad students located in Europe, please check with your program office for exam information, and see below.) Students will take exams electronically using the Canvas course website, but you will register with ProctorU early in the semester and then sign up for a time for a certified proctor in a testing facility to observe you on your computer while you take your exam. You need a webcam, speakers, microphone, and reliable Internet connection to take your exams. **A WIRED INTERNET CONNECTION IS REQUIRED.** You also need a mirror or other reflective surface.

You can access the ProctorU site directly in Canvas from the left menu.



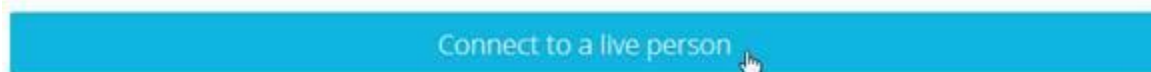
If you already have a ProctorU account, you can use the same account.

You should get set up with ProctorU and schedule your exam appointment times during the first week of the semester. You must sign up for an appointment at least **72 hours** before an exam. Failure to do so will result in additional fees and reduce the likelihood that the time you want will be available. You should receive a confirmation email from ProctorU. If you experience any trouble with online registration, **I CANNOT HELP YOU** because I do not have access to their registration system. Call **855-772-8678**.

Prior to EACH EXAM, go to the [ProctorU Test Page](#) to ensure your computer is ready for online proctoring. Try to create the environment that you will be in during the exam (e.g., other people in your apartment using the internet at the same time) before you do the tests. After you get the 6 checks that your system is ready:



Take the extra step to connect to a live person:



This process takes just a few minutes, is completely free, and is available 24/7. When you connect to a live person, make sure to recreate test-taking conditions. If you test your system when no one else is at home using the internet, it may give you a false idea of how the system will actually work during exam time.

If you are unable to take an exam because of a technical glitch on your end, that is your responsibility. However, if you do experience technical difficulties during the exam, ProctorU will document those difficulties and communicate them to me.

It is your responsibility to read the [Proctored Exams Student Guide](#) fully and carefully.

Please note:

- Students should review their answers carefully before submitting any exam. If you accidentally hit the wrong answer, it is your responsibility and cannot be attributed to the e-Learning system or ProctorU.
- The use of ProctorU at international locations is currently not supported by WCBA.
- Taking bathroom breaks or otherwise leaving the testing area during exams is considered cheating and will be treated as such, with the offending student being assigned an “E” in the course.

After each exam, I strongly encourage you to fill out the survey from ProctorU about your experience with the proctoring service. They take these surveys seriously and make changes regularly based on them; in addition, this information is shared with faculty often, so it is important for us to get a clear picture of student experience and satisfaction.

Testing Rooms Available at Library West: Through a collaboration between Academic Technology and Library West, four computers with webcams located in small testing rooms can be reserved for online testing.

- The rooms are currently being beta tested.
- Students can reserve a room online up to one week in advance through the same online reservation system used to reserve study or meeting rooms.
- When students pick up the room key at the Circulation Desk, they are required to show their ProctorU testing confirmation email or text.
- The rooms aren't soundproof.
- <http://guides.uflib.ufl.edu/InfoCommons/proctoru>

The library will be monitoring usage to determine whether these spaces are useful and if more are needed.

Study Abroad Students Located in Europe

I do not schedule these exams; the college's International Programs Office does. The dates and times of study abroad exams are **DIFFERENT** than for on-campus exams. Students should check their respective program websites or pre-departure guides for dates/times/locations:

UF in London: <https://site.warrington.ufl.edu/london/>

UF in Madrid: <https://site.warrington.ufl.edu/madrid/>

UF in Paris: <https://site.warrington.ufl.edu/paris/>

UF in Rome: <https://site.warrington.ufl.edu/rome/>

UF in Dublin: <https://site.warrington.ufl.edu/dublin/>

ONLY non-programmable, simple, four-function calculators are allowed during exams. No other calculators are allowed, including financial and scientific calculators, and calculators found on computers,

cell phones and other mobile devices. **No watches of any kind are allowed.** Violating these rules **WILL** result in offenders being assigned an “E” in the course.

Examples of calculators **NOT ALLOWED**:



Examples of calculators **ALLOWED**:



If you don't have a simple, four-function calculator, be sure to purchase one well in advance of the exams. No cell phones or other devices are allowed during exams. You are allowed a piece of scratch paper and a pen or pencil in addition to a four-function calculator.

Exam Schedule

There are two exams; neither is cumulative. Both tests are multiple-choice, closed-book, and closed notes. Each is 90 minutes long and contains 50 questions worth 4 points each. The exams are open for multiple days, and you may take the exams literally at any time during the exam periods from any location that has a reliable internet connection.

Exam 1: First appointment available Sunday, October 8, 5 a.m.; last appointment available Tuesday, October 10, 5 p.m.

Exam 2: First appointment available Sunday, November 12, 5 a.m.; last appointment available Tuesday, November 14, 5 p.m.

****PLEASE NOTE:** I strongly encourage you to take the exams as early in the exam periods as possible. That way, if a technical issue arises, it can be handled in a timely manner.** (In addition, students who take exams earlier earn higher scores.) If you schedule your exam for 5 p.m. on the last day, you will have the full 90 minutes to take it.

If material is in an assigned chapter, in videos, or in lectures, it is fair game, so it may be on tests. Just because I don't mention something from the chapter in class does not mean it may not appear on an exam. In addition, we discuss current events in class, and will possibly have guest lecturers; those topics are covered on exams also.

Each exam will be curved to ensure a class average of 75 percent. If the class average falls below 75 percent, I will add the required number of points to each test to bring up the average grade. I will not subtract points if the class average exceeds 75 percent. (I have never had to curve an exam.)

Answers will be available on Canvas 3–4 business days after the exam. **It is your responsibility to check Canvas and ensure that your exam grades have been entered.** You can check exam grades in Canvas by clicking the Grades button on the left-hand navigation bar.

****NOTE:** The material covered in Exam 2 is significantly more difficult and quantitative than the material covered in Exam 1. Generally, the study time needed to earn a good grade on Exam 2 is significantly higher than what is needed for good a grade on Exam 1.**

Makeup Exam

If you miss Exams 1 or 2, you may not take those exams at other times, no exceptions. However, I do schedule one makeup exam (covering material from Exams 1 or 2) near the end of the semester, Wednesday, December 6, start times between 7:00 p.m. – 8:00 p.m., online via ProctorU and Canvas. (Study abroad students located in Europe, please check with your respective programs for the time of the makeup exam.) **You must have my permission BEFORE missing Exams 1 or 2 to be able to take the makeup exam**, with two exceptions noted below. There is no appeals process for the makeup exam.

You may request advance permission to take the makeup exam if:

- You have another class with an exam at the same date/time that cannot be moved. According to university rules, assembly exams take precedence over class exams, regardless of the course number. If another assembly class has a lower number than 3373, this course takes precedence, and the other exam must be moved. A note is required from the Dean of Students Office.
- You observe a major religious holiday. (Note: None of our exam dates conflict with any major holidays on the Christian, Jewish, or Muslim calendars.) A note is required from the Dean of Students Office.
- You participate in a UF-sponsored event. You are required to provide a note from sponsoring faculty to confirm your participation.

It is **100% your responsibility to check your schedule BY THE END OF DROP/ADD, Friday, August 25, 5:00 p.m., for conflicts and discuss them with me by that time.** In other words, if you explain to me **AFTER** drop/add or **AFTER** missing Exams 1 or 2 that you were at a UF event or other exam, then you will not be allowed to take the makeup.

Advance notice may not be required if:

- The Dean of Students Office provides me with a note stating that you were physically unable to take the exam. (For the note to say that you saw a doctor on the day of the exam is not enough. The note should specify that you were physically unable to attend.)
- You have an equally valid (e.g., death in the immediate family) documented by the Dean of Students Office to be discussed on a case-by-case basis.

NOTE: You MUST contact me within 12 hours of unexpectedly missing an exam to take the makeup.

The makeup exam is **NOT** allowed if:

- You have vacation/family plans, or your parents bought your tickets without consulting you.
- You have non-academic activities that interfere with the exam.
- You just don't feel up to taking the exam that day.
- You have 1-2 other exams on the same day, but not at the same time, as a GEB 3373 exam.

UF Exam Policies

Please visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx> for information.

Question Appeals

I include an appeals process for exams and homework assignments as a courtesy to you. This process is a privilege, not a right. As a result, my decisions on appeals are final. Appeals should be limited to mistakes and errors; appeals that argue semantics and/or interpretation are unlikely to be accepted. I expect all appeals to be professional, polite, clear, well-argued, and to follow the guidelines listed below.

Appeals are considered and accepted on a per-person, individual basis. You must initiate the appeal of an answer to an exam question within 24 hours (including weekends and holidays) of the date the key is made available on Canvas. You must initiate the appeal of an answer to a homework question within 24 hours (including weekends and holidays) of the date the homework closes. All appeals must be sent to the head TA, Delena Luo: delenaluo@ufl.edu. Do **NOT** send appeals directly to me. **Failure to follow the instructions below may result in your appeal not being considered or even read.**

1. If you believe there is an error in an exam question, the subject line of your e-mail should read "Exam Question Appeal." In the body of the e-mail, include, in the following order:
 - Full student name **as it appears on the class roll**
 - Student e-mail address
 - Your Section #
 - Your UFID
 - Full text of the question and its answers
 - A clear but brief explanation of why the question and/or answer is wrong. In your appeal, **you MUST site a specific page #, PowerPoint slide #, and/or video timestamp to support your claim.** Wikipedia and other non-verified sources (about.com, infoplease, Yahoo! Answers, etc.) are not valid sources for exam appeals.

2. If you believe there is an error in a homework question, the subject line of your e-mail should read “Homework Question Appeal.” In the body of the e-mail, include, in the following order:
- Full student name **as it appears on the class roll**
 - Student e-mail address
 - Your Section #
 - Your UFID
 - Homework Chapter #
 - Full text of the question and its answers
 - A clear but brief explanation of why the question and/or answer is wrong. In your appeal, **you MUST site a specific page #, PowerPoint slide #, and/or video timestamp to support your claim.** Wikipedia and other non-verified sources (about.com, infoplease, Yahoo! Answers, etc.) are not valid sources for exam appeals.

Global DNA Business Simulation

In lieu of a final exam, throughout the semester, students will work on and complete a team-based online international-business simulation titled Global DNA (Publisher: Capsim). Capsim will divide you into teams of five, and each team will manage a company that creates, manufactures, and globally distributes medical-testing devices. These five-member teams will be grouped into “industries” or “pods” of five other student teams and one computer team and will compete within those industries.

Why teams? Why can't you play alone? The team element is one of the most important aspects of the simulation. In fact, most employers rate the ability to function well in team settings as a top preferred characteristic of potential employees; hence, the focus on teamwork and team learning in the course.

In each “round,” of the game, your team will investigate extensive data provided in the simulation that details consumer preferences and market characteristics in three regions: the Americas, Asia, and Europe. Based on your interpretation of these data, your team will work together to determine what type of devices you should introduce in each region, where the devices should be produced, how many you should produce for each region, pricing for each region, marketing strategies and budgets for each region, and financing decisions.

You will play the game in three stages (Deadlines for each stage can be found in the class calendar below.):

- Individual Stage: Introduction, Canvas Quizzes, and Executive Development Program (EDP)
- Group Stage 1: Three Practice Rounds
- Group Stage 2: Six Graded Rounds

Individual Stage: Introduction, Canvas Quizzes, and Executive Development Program

You are required to complete various introductory assignments individually—not as a team—culminating in a tutorial called the Executive Development Program (EDP) that you will finish for comprehension and completion points. Please note: You must complete the Executive Development Program in its entirety in order to earn completion points. If you complete only part or parts, you will earn no points; your score is based on both the tasks completed during the program AND the questions at the end of each section—make sure you do ALL the work. In addition, you must earn a score of at least 70% on the EDP to earn completion points. If you earn a score below 70%, you will earn no points. Although you earn individual points for the work in this stage, you should feel free to consult your team members as you complete this stage.

Upon logging into the game, a set of “Getting Started” videos automatically pops up, which you are required to watch (do not close them). Then, you will be sent to the home page of your team’s medical-testing device company. Next, you must read the “Manager’s Guide,” a PDF that guides you through the entire game process and resources from beginning to end. Third, you will see articles on the top of the page. You are required to read the eight articles and complete a quiz for each, which can be found in Canvas under the “Assignments” tab. You can also access the articles by visiting your team’s Dashboard page and selecting from the left-hand-side menu Sim Resources → Newsstand. Finally, you will do the “Executive Development Program,” which is the tutorial you will finish for completion points. Videos and pop-up boxes with directions and explanations accompany every step of the tutorial.

Group Stage 1: Three Practice Rounds

Teams should begin communicating and meeting with each other as soon as possible. **Once teams have been assigned, I will send a Canvas announcement with a team meeting deadline. By that deadline, a team representative should e-mail your assigned TA indicating that you all have met (in person or online) and detailing assigned team member roles, which are described below. ***Teams that do not meet the deadline will lose 5 points off their first practice round.***** You may contact each other via the messaging system in Capsim; however, choose any method of communication and meeting that works for your group. As soon as possible, work together to assign team roles. Each team should first choose a CEO, who will be responsible for team organization and keeping each member on track. After the CEO has been appointed, each team may divide up the work as it sees fit; however, given the game’s structure, there are two main options: 1) Assign the non-CEO members one of four positions: VP of R&D, VP of Marketing, VP of Production, and VP of Finance. 2) Assign the non-CEO members one of four positions: VP of Finance, VP of the Americas, VP of Asia, VP of Europe. For Option 1, each non-CEO team member will be responsible for one screen in the game. For Option 2, the VP of Finance will be responsible for the Finance screen, but the other VPs will be working on each of the other screens in their respective regions. Your team may create a new organizational structure, and that is fine. However, regardless of the structure, all decisions will need to be coordinated among members.

You will also need to pick a business strategy. You may do this by using the “Strategy Picker,” which can be found by clicking on the “Help & Support” button at the top of the team Dashboard page. You may also choose to formulate your own strategy after examining the Strategy Picker. Note that some strategies take a few rounds to yield results depending on what you and the other teams in your industry choose.

Teams have at least seven days to complete each practice round and graded round. (Consult the class calendar below for all specific due dates.) Teams will make business decisions in R&D (products to be developed, with what specifications in which markets), Marketing (prices and advertising expenditures for different markets), Production (forecast demand, in-house production vs. outsourcing in different markets), and Finance (issue stock, take out loans, etc.). **In order to earn points, teams MUST save all of their decisions at the end of EACH round. Failure to do so will result in 0 points for that round.** At the end of each round, I will close the game and process the results. *****Please note that once you have submitted your decisions, they are final, and the round, once closed, cannot be re-opened to make changes, no exceptions.*****

After the results are processed, you will be able to read “The Globe,” a 15-page “Industry Newspaper” that gives you detailed information from all four departments about how your company performed compared with its five other competitors. You will know which competitors have new products coming out in future rounds, your competitors’ marketing and production decisions, and their financial positions. You will also be able to

examine the Debrief Tool, a report that walks you through “The Globe” and helps you understand your decisions and ways you can improve each round. To access the Debrief Tool, visit your team’s Dashboard page and select from the left-hand-side menu Reports → Debrief Reports → Debrief Scoring. In addition, you will be able to watch videos in Canvas in which the TAs walk you through playing a round and interpreting “The Globe.” With your own analysis of “The Globe” and the Debrief Tool, teams will continue to Practice Round 2, and the process repeats.

In the practice stage, each team gets full credit as long as they complete the round and **save their decisions**; there are no “winners.” However, as described above, teams must hit save/submit to earn points. Please note: The practice round results do NOT carry forward to the graded rounds; the scoreboard is wiped clean.

Group Stage 2: Six Graded Rounds

This stage will operate exactly like the practice stage, except that teams will be graded based on the following process: Each graded round is worth 20 points. Teams automatically earn 10 points for completing the round—i.e., making decisions, saving, and hitting submit. (You **MUST** do this in order to earn the minimum points.) Teams will then be ranked 1-6 (including the computer team) depending on their performance at the time of round submission. The ranking will be calculated using teams’ performance based on the following metrics:

Profits: 35%	Market Share: 35%
Return on Assets: 15%	Market Cap: 15%

Teams ranked 1 will earn 10 points (in addition to the 10 points every team earns for completing the round).
Teams ranked 2 will earn 9 points (in addition to the 10 points every team earns for completing the round).
Teams ranked 3 will earn 8 points (in addition to the 10 points every team earns for completing the round).
Teams ranked 4 will earn 7 points (in addition to the 10 points every team earns for completing the round).
Teams ranked 5 will earn 6 points (in addition to the 10 points every team earns for completing the round).
Teams ranked 6 will earn 5 points (in addition to the 10 points every team earns for completing the round).

In other words, the lowest possible score a team can earn for each graded round is 15 points. Note that with the individual assignments, practice rounds, and peer evaluation, the majority of points are easily earnable by simply completing the work. If you complete all components of the simulation from beginning to end and earn all possible points outside the graded rounds, the lowest grade you can earn on the Global DNA component of the course is a B. Your grade may be lower if you perform poorly on quizzes or your peer evaluations, or if you do not complete the Executive Development Program or practice rounds.

In the case of a tie, both teams get the high score; i.e., if two teams are ranked 1, both teams will earn 20 points. Another reminder: Computer teams DO count in the rankings and thus the points you can win each round. To see your team’s rank at the end of each round, visit your team’s main Dashboard page and select from the left-hand-side menu Reports → Debrief Reports → Success Measures → Weighted Ranking.

High-Performance Bonus

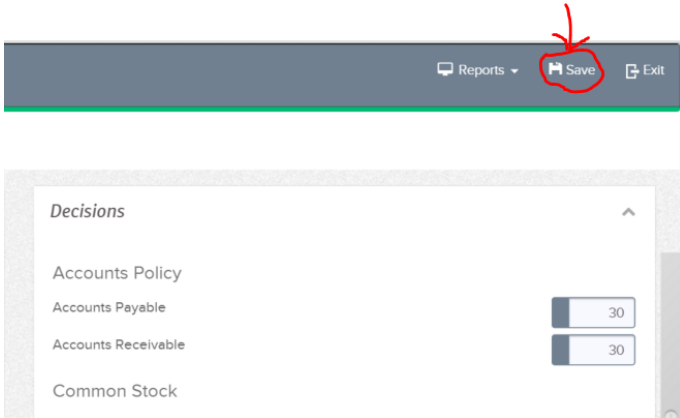
Teams that place 1st in the last round will earn 10 extra points
Teams that place 2nd in the last round will earn 5 extra points
Teams that place 3rd in the last round will earn 2 extra points

*****AGAIN: Please note that you must save and submit your decisions, and that once you have submitted your decisions, they are final, and the round, once closed, cannot be re-opened to make changes, no exceptions.*****

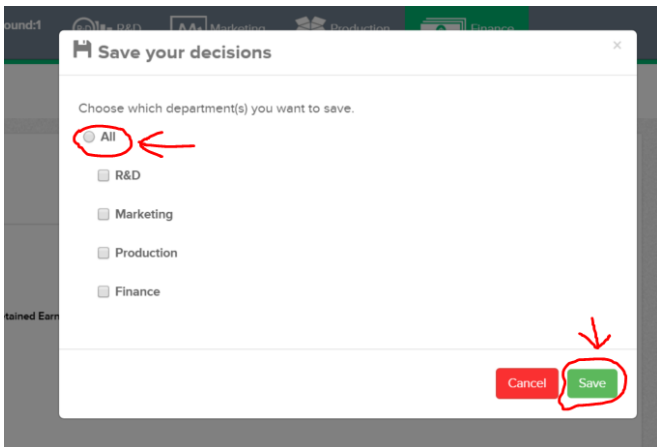
How to Save Your Decisions

Always remember to check before **EACH** round deadline to ensure that you have saved your decisions correctly. Many times students think they have saved, but they have not. Even if you don't save by mistake, you will not earn points. You must save your decisions to earn points. Follow these instructions:

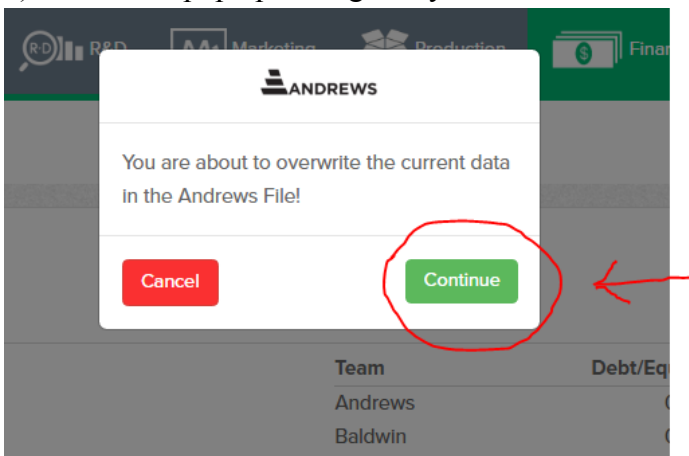
1) Below shows the "Save" button you should click on the top right-hand side of the page. I chose to save on the Finance page, but you can click "Save" on any of the pages.



2) Once you click "Save" (see above), a box will pop up, as shown below. Click "All," then click "Save."



3) A box will pop up stating that you are about to overwrite current data. Click "Continue."



4) To double-check that you have saved correctly, go back to your Dashboard page and scroll toward the bottom. Under “Team Activity,” click on “Click here for decision history.”

1. **Round 0 Reports**
A complete picture of the marketplace and industry structure.
[Continue to Reports](#)

2. **Decisions**
You may start making decisions for Practice Round 1.
[Continue to Decisions](#)

Team Activity			
Name	Logins	Last Login	Decision Upload
Phalin, Amanda	8	01/26/17 11:50AM EST	Click here for decision history.

5) Scroll down to the bottom of the page, where you will see your names, decisions uploaded, the round number, and the date of all uploads. Under “Decisions Uploaded,” it should read “ALL DEPTS.” This is how you know you have successfully saved your work in the simulation, and that it can be graded. If you see “No decision history,” this means you did not upload your decisions, and that you should do so. Also, if you call or e-mail Capsim Support, they can confirm whether or not your decisions have been properly saved.

Student	Decisions uploaded	Round	Date Uploaded
Professor Phalin	ALL DEPTS	1	Jan 26, 2017 2:26PM EST
Professor Phalin	ALL DEPTS	1	Jan 26, 2017 2:24PM EST

After completing these steps, your round’s decisions are officially saved, and you can earn points. *****IF YOU DO NOT FOLLOW THIS PROCESS, YOU WILL EARN 0 POINTS.***** Please note, you can repeat this process as many times as you like up to the deadline.

Peer Evaluation

The simulation also includes two surveys that allow you to complete a peer evaluation of your team members, which will total 20 points, or 10% of your total simulation grade. See the grading scale below for more information. Each survey will be scaled to equal a total of 10 points.

Please note: These scores are based completely on your teammates’ and your assessment of your work—I have no input. Therefore, if you are unhappy with the score you earned, it is not something I can change. Use this as an opportunity to communicate with your teammates so that you can improve your work together. In addition, once peer evaluations have been filled out and submitted, all scores are final and cannot be changed.

Global DNA Help

If your team needs technical OR substantive assistance, a team representative should contact support@capsim.com or 877-477-8787. Capsim can provide help with both technical issues **AND** if you have questions about how to play the simulation. In addition, each industry will be assigned a TA that a team representative may contact. However, TAs will NOT tell you what decisions to make. They can offer you guidance and suggestions, but it is not their job to give you specific numbers to input in the simulation.

You can also find help files in Canvas on the bottom of the “Start Here” page. These documents are extremely useful and will help walk you through the simulation, as well as giving you tips and hints.

*****Please note that the decisions your team makes are your own, and that neither Capsim, the TAs, nor I are responsible for any negative results you may incur as a result of advice, which can never take into account the decisions that other teams (including the computer team) may make.*****

Team Mechanics

****An important note about team participation**:** Be proactive and get in touch with your team as soon as you know who they are. Respond to teammates promptly. If your teammates can't reach you and contacts the TAs or me asking for help contacting you, I will lower your individual simulation score by 10 points.

Once teams and TAs have been assigned for the simulation, designate a team member to send an e-mail to your assigned TA indicating that you all have met (in person or online) and detailing assigned team member roles. Teams that do not send this e-mail by the deadline (which will be sent via Canvas announcements) will lose 5 points off their first practice round.

Everyone should contribute adequately to his/her team. If someone on your team is not pulling his/her own weight—and I cannot stress this enough—be proactive and deal with the situation **immediately**. Wrongly, poor-performing team members get a pass from their teammates at the beginning, they don't improve, and then the rest of the team panics by the end of the term. However, if you contact me or the TAs for help **after competition Round 3 of the simulation, it is too late for any intervention**. With that in mind, I have created a process that you should follow **immediately** if at any time a team member is not performing adequately.

Follow these steps to deal with the situation:

- 1) Compile a list of issues/areas where the team member needs to improve that all other team members approve. Convey this list to the other team member, preferably during a face-to-face (or Skype-to-Skype) team meeting with all members present. During the meeting, set specific goals for the team member and a timeline for meeting those goals. E-mail me and your assigned TA to let us know you are having a team meeting to deal with a member issue. You must CC all team members, including the offending team member.
- 2) If Step 1 does not correct the problem, repeat Step 1 and warn the team member that the next step will be to kick him/her off the team. E-mail me and your assigned TA to let us know you are having a second meeting. You must CC all team members, including the offending team member.
- 3) If your team decides to kick off a member, you need to
 - a) e-mail me and your assigned TA the lists of issues, goals, and timelines you presented to the team member in Steps 1 and 2. These documents should be dated when they occurred. You must CC all team members, including the offending team member.
 - b) e-mail me and your assigned TA a one-page document signed by all team members stating why you are kicking off the person. You must CC all team members, including the offending team member.

The member who has been kicked off will complete the simulation alone, playing against computer teams, and will earn no points for the peer evaluations.

Cheating

Although you can and should work closely with your own team, it is considered cheating to communicate with other teams. Any attempts to do so will result in a failing grade on the assignment at a minimum, possibly a failing grade in the course, and referral to Student Conduct.

Completion Survey

At the end of the semester, students are required to complete a survey about their experience with the simulation. (Please see due date in the calendar below.) There are no right or wrong answers—as long as you answer all questions, you will earn full credit.

Simulation Extra Credit for Participating in Study of Gender in International Business

The first time you log into Capsim, you will see a screen asking you to participate in a study I am conducting about teams, gender, and decision-making in international business. *****Study participation DOES NOT REQUIRE ADDITIONAL WORK.***** Agreeing to participate in the study just means that you will be placed on one of three types of teams: all-female, all-male, or mixed gender, and then you and your team will play the simulation as you normally would. After the semester is complete, I will be able to use anonymized data from your teams to help explore how gender may or may not affect decision-making and business outcomes.

By clicking “Agree,” you will automatically earn 10 extra credit points (on top of the 30 extra credit points available for students to earn in Yellowdig, described below). If you DO NOT agree to participate in the study, you may also earn 10 extra credit points (on top of the 30 extra credit points available for students to earn, described below) in Yellowdig, also described below.

Grading

Participation

-Syllabus Quiz	15 points
-Survey 1	25 points
-Survey 2	25 points
-Academic Integrity Assignment	10 points
-Accessing Required Materials Assignment	5 points

Homework 200 points

Pop Quiz 20 points

Exam 1 200 points

Exam 2 200 points

Global DNA

-Individual Stage 20 points (quizzes=10 points; EDP=10 points)

-Group Stage 1 15 points (5 points per round)

-Group Stage 2 120 points (20 points per round)

-Completion Survey 25 points

-Peer Evaluation 20 points (10 points per survey)

Total 900 points

The following scale will be used to determine your final grade:

A	≥ 837	B-	< 747 ≥ 720	D+	< 630 ≥ 603
A-	< 837 ≥ 810	C+	< 720 ≥ 693	D	< 603 ≥ 567
B+	< 810 ≥ 783	C	< 693 ≥ 657	D-	< 567 ≥ 540
B	< 783 ≥ 747	C-	< 657 ≥ 630	E	< 540

The scale listed above is firm. Students should assume that 836.99 is followed by an infinite number of nines, and the rest of the cut-offs follow accordingly. No matter how close you may be to the next higher grade, I will not change your grade. Although I will gladly review your grade to make sure you are evaluated fairly, **I will not respond to e-mails asking for additional extra credit or grade changes.** Also note that it is the above

point-based grading scale, NOT percentages in Canvas, that determine your final grade. To calculate your final grade, use the grading table and point scale above.

Extra Credit

Starting Monday, September 11, each student has the opportunity to earn a total of 30 extra credit points. You have two options to earn the 30 points:

Option 1: Agree to participate in the simulation study to automatically earn 10 extra credit points, and earn 20 additional points by participating in Yellowdig, described below.

Option 2: Disagree to participate in the simulation study and earn 30 points by participating in Yellowdig, described below. You must participate in Yellowdig at least once to earn the 10 extra credit points that study participants earn.

Yellowdig is an online forum for student interaction and co-learning. You can access Yellowdig in the Canvas course website starting Monday, September 11, by clicking on the “Yellowdig” button on the left-hand navigation bar. Once in Yellowdig, you can respond to posts from me, from TAs, from other students, or create your own. **Only a certain number of points will be available to earn every week; in order to earn all available extra credit points, you must earn the full weekly points available for at least 10 of the 12 weeks Yellowdig will be open for participation.** You earn points for posting, responding, and for having people “like” your posts, and you will see point leaders on the top of the page. Weekly, TAs will pick a top poster, and that poster will earn an “instructor’s badge” and an additional point (on top of the 30 total possible). At the end of the term, the points earned in Yellowdig will be scaled to equal a total of 20 points and added into the Canvas gradebook. Yellowdig weeks will begin on Mondays at 12:00 a.m., which means that Yellowdig weekly participation deadlines will be Sundays at 11:59 p.m.

Yellowdig Guidelines

- The purpose of the Yellowdig board is to share news stories related to *international business*. If your posting is not business, and is not international, it will be deleted, and you will not earn any points.
- You should use only reputable new sources.
- All postings should be professional and polite—no personal attacks will be tolerated.
- No repeat articles allowed. If you post something that someone else has already posted, your story will be deleted and you will not earn points
- Do **NOT** use the word “interesting” to describe an article. If that is the only thing you can find to say about a story, then it is not worth posting! Find some synonyms and think a little deeper!

Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to me when requesting accommodations. Students may request accommodations at any time; however, to expedite the process and ensure that accommodations can be made for all assignments and exams, **submit requests for accommodations by the end of drop/add, Friday, August 26, 5:00 p.m.** For more information, please visit <https://www.dso.ufl.edu/drc> or call 352-392-8565.

UF Grading Policies

See information on the university's grading policies here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

UF Faculty Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Grievance Process

Should you have issues with your experience in this course that cannot be resolved with the professor, department, or program, please visit <http://www.distance.ufl.edu/student-complaints> if you are an online student or https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf if you are an on-campus student.

Counseling, Emergency Assistance, and Campus Resources for Health and Wellness

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Other resources include:

- Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575
- University Police Department: 392-1111 or 9-1-1 for emergencies, or <http://www.police.ufl.edu/>
- Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161

Additional Academic Resources

- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>
- Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

Class Schedule

The “Syllabus” page in Canvas has all due dates and important deadlines listed for the class in a timeline from beginning to end. Please use it daily.

*****NOTE: I may update the syllabus during the semester with changes or additions. I will send out an announcement via Canvas when I do. Make sure to keep up-to-date with additions and changes.*****

***** During class or in Canvas announcements, I may also assign online readings and/or videos from recent news if they are relevant to the topics we are discussing. These may appear on exams.*****

*****Note that all deadline and exam times are U.S. Eastern time.*****

DATE	IN-CLASS WORK	HOMEWORK/ASSIGNMENTS
Mon., Aug. 21	-Introduction -Review of Syllabus, Canvas, Global DNA Simulation	-Read Chapter 1 -All homework assignments open, 9 a.m. -Syllabus Quiz open, 9 a.m. -Survey 1 open, 9 a.m. -Academic Integrity Assignment open, 9 a.m. -Accessing Required Materials Assignment open, 9 a.m. -Global DNA Executive Development Program open, 9 a.m. -Global DNA Article quizzes open, 9 a.m.
Wed., Aug. 23	-Chapter 1: An Overview of International Business	
Mon., Aug. 28	-Chapter 1: An Overview of International Business	-Read Chapter 2
Wed., Aug. 30	-Chapter 2: Global Marketplaces & Business Centers	-Syllabus Quiz due, 11:59 p.m. -Survey 1 due, 11:59 p.m.
Mon., Sept. 4	-LABOR DAY—UNIVERSITY CLOSED	
Wed., Sept. 6	-Chapter 2: Global Marketplaces & Business Centers	-Deadline to authorize charges for Capsim and Pearson AND log in to Capsim and Pearson via Canvas, 11:59 p.m. -Accessing Required Materials Assignment due, 11:59 p.m. -Academic Integrity Assignment due, 11:59 p.m.
Mon., Sept. 11	-Chapter 2: Global Marketplaces & Business Centers	-Read Chapter 3 -Yellowdig extra credit begins, 9 a.m.
Wed., Sept. 13	-Chapter 3: Legal, Technological, Accounting, & Political Environments	
Sun., Sept. 17		-Yellowdig extra credit Week 1 due, 11:59 p.m.
Mon., Sept. 18	-Chapter 3: Legal, Technological, Accounting, & Political Environments -Chapter 3 Intellectual Property Rights Case Study	-Global DNA Executive Development Program due, 11:59 p.m. -Global DNA Article quizzes due, 11:59 p.m. -Read Chapter 4
Wed., Sept. 20	-Chapter 4: The Role of Culture	

Sun., Sept. 24		-Yellowdig extra credit Week 2 due, 11:59 p.m.
Mon., Sept. 25	-Chapter 4: The Role of Culture	-Read Chapter 5 -Global DNA Practice Round 1 due, 11:59 p.m.
Wed., Sept. 27	-Chapter 5: Ethics & Social Responsibility in International Business	
Sun., Oct. 1		-Yellowdig extra credit Week 3 due, 11:59 p.m.
Mon., Oct. 2	-Chapter 5: Ethics & Social Responsibility in International Business	-Read Chapter 6 -Global DNA Practice Round 2 due, 11:59 p.m.
Wed., Oct. 4	-Chapter 6: International Trade and Investment	
Sun., Oct. 8	-Exam 1, On-Campus & UF Online (Study Abroad students: Check program websites)	-Exam 1 Opens, 5 a.m. -Yellowdig extra credit Week 4 due, 11:59 p.m.
Mon., Oct. 9	-Exam 1, On-Campus & UF Online (Study Abroad students: Check program websites) -Chapter 6: International Trade and Investment	
Tues., Oct. 10	-Exam 1, On-Campus & UF Online (Study Abroad students: Check program websites)	-Exam 1 Closes, 5 p.m. -Chapter 1-5 homework assignments due, 11:59 p.m.
Wed., Oct. 11	-Chapter 7: The International Monetary System & the Balance of Payments	-Read Chapter 7
Sun., Oct. 15		-Yellowdig extra credit Week 5 due, 11:59 p.m.
Mon., Oct. 16	-Chapter 7: The International Monetary System & the Balance of Payments	-Global DNA Practice Round 3 due, 11:59 p.m.
Wed., Oct. 18	-Chapter 8: Foreign Exchange & International Financial Markets	-Read Chapter 8
Sun., Oct. 22		-Yellowdig extra credit Week 6 due, 11:59 p.m.
Mon., Oct. 23	-Chapter 8: Foreign Exchange & International Financial Markets	-Global DNA Round 1 due, 11:59 p.m.
Wed., Oct. 25	-Chapter 8: Foreign Exchange & International Financial Markets	-Read Chapter 9
Sun., Oct. 29		-Yellowdig extra credit Week 7 due, 11:59 p.m.
Mon., Oct. 30	-Chapter 9: Formulation of National Trade Policies	-Global DNA Round 2 due, 11:59 p.m.
Wed., Nov. 1	-Chapter 9: Formulation of National Trade Policies	-Read Chapter 10
Sun., Nov. 5		-Yellowdig extra credit Week 8 due, 11:59 p.m.
Mon., Nov. 6	-Chapter 9: Formulation of National Trade Policies	-Global DNA Round 3 due, 11:59 p.m.
Wed., Nov. 8	-Chapter 10: International Cooperation Among Nations	
Sun., Nov. 12	-Exam 2, On-Campus & UF Online (Study Abroad students: Check program websites)	-Yellowdig extra credit Week 9 due, 11:59 p.m.

Mon., Nov. 13	- Exam 2, On-Campus & UF Online On-campus (Study Abroad students: Check program websites) -Chapter 10: International Cooperation Among Nations	-Read Chapter 12
Tues., Nov. 14	- Exam 2, On-Campus & UF Online On-campus (Study Abroad students: Check program websites)	- Exam 2 Closes, 5 p.m. - Chapter 6-9 homework assignments due, 11:59 p.m.
Wed., Nov. 15	-Chapter 10: International Cooperation Among Nations	
Sun., Nov. 19		- Exam 2 Opens, 5 a.m. - Yellowdig extra credit Week 10 due, 11:59 p.m.
Mon., Nov. 20	-Chapter 12: Strategies for Analyzing & Entering Foreign Markets	- Global DNA Round 4 due, 11:59 p.m.
Tues., Nov. 21		
Wed., Nov. 22	- THANKSGIVING BREAK—UNIVERSITY CLOSED	-Read Chapter 13 -Read specified pages in Chapters 16-17
Sun., Nov. 26		- Yellowdig extra credit Week 11 due, 11:59 p.m.
Mon., Nov. 27	-Chapter 12: Strategies for Analyzing & Entering Foreign Markets	- Global DNA Round 5 due, 11:59 p.m. -Read specified pages in Chapters 16-17
Wed., Nov. 29	-Chapter 13: International Strategic Alliances	- Survey 2 due, 11:59 p.m.
Sun., Dec. 3		- Yellowdig extra credit Week 12 due, 11:59 p.m.
Mon., Dec. 4	-Chapter 13: International Strategic Alliances	- Global DNA Round 6 due, 11:59 p.m.
Wed., Dec. 6	-Chapter 16: Product Policy (pp. 454-457) -Chapter 16: Promotion Issues & Decisions (pp. 461-465) -Chapter 16: Distribution Issues & Decisions (pp. 466-469) -Chapter 17: International Services Operations (pp. 489-491) - Makeup Exam—Start times between 7:00 p.m. – 8:00 p.m., Chapters 1-10, 12-13, 16-17 <ul style="list-style-type: none"> • On-campus students (live and online), UF Online students: ProctorU • Study Abroad students: Check with program staff 	- Chapters 10, 12-13, 16-17 homework assignments due, 11:59 p.m. - Global DNA Completion Survey Due, 11:59 p.m.