



## Self-Paced Degree Program

BA 317 –WA International Management

## Web-Based Course Syllabus

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### INSTRUCTOR INFORMATION

**Instructor Name:** Dr. David M. Mula

**UIU faculty email:** mulad@uiu.edu (preferred method)

**Telephone Number:** 504-495-3703 (cell).

**Availability:** Best hours to reach me are Monday-Friday 9am to 5pm central time.

I check messages Monday through Saturday and will respond within 24 hours at least to acknowledge receipt of your message even if I do not have an immediate answer or resolution to the inquiry. If you require immediate assistance it is best to call or text me.

If you need to contact Upper Iowa University, please call the toll free number: (800)553-4150

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### COURSE DESCRIPTION

**Course Meeting Place:** uiuLearn

**Credits:** 3 semester credits

**Catalog Course Description:** Presents a cross-cultural perspective on managing global organizations. Focuses on understanding the influence of culture on international management, and how managers in multinational organizations address such issues as strategic analysis, organizational structure, global coordination and control, communications, inter-organizational cooperation, and human resource management.

**Prerequisites:** BA 210 and general education cultures requirement.

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### COURSE OBJECTIVES

1. Expand your understanding of the nature of international business & how it is conducted, along with why firms seek to operate outside their home countries.
2. Familiarize you with various concepts & terminology concerning movements in goods, services, & investment, including the roles of various International Organizations.
3. Aid your comprehension of how key “uncontrollable” factors (culture, economics, geography, finance, politics, law, technology, sociology) affect all aspects of doing business globally.
4. Examine how managers deal with these uncontrollable forces.

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### COURSE MATERIALS

As a student, it is solely your responsibility to make sure that you have access to all required course materials by the start of the term.

#### Ordering Textbooks

You may purchase your textbooks through MBS Direct: Toll free: (800) 325-3252. Please refer to this website for specific textbook information <http://bookstore.mbsdirect.net/uiu.htm>

### **Required Textbooks**

Essentials of International Management: Culture, Strategy and Behavior by Fred Luthans and Jonathan Doh, McGraw-Hill/Irwin, 8th Edition. ISBN: 9780078112577 |

### **Required Resources**

- None. |

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## **COURSE EXPECTATIONS**

Refer to myUIU for your official enrollment term and enrollment period.

*Email:* You are required to use your official UIU issued email account.

*Computer and Internet:* You are responsible for ensuring that you have a reliable up-to-date computer, updated virus protection, and Internet connection to access the course materials and complete course activities. You need to make alternate arrangements in case of unexpected computer and Internet problems.

*Backup:* Remember to regularly back up course files to avoid data loss in the event of hardware failure or user error.

You have six months from the date of your enrollment to complete this course. You should begin work on the course immediately upon enrollment and start submitting lessons for grading and evaluation in a timely manner. If no course work has been submitted within the first two months, an administrative withdrawal will be processed.

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## **GRADES & FEEDBACK**

On most weeks I will conduct grading on Mondays. However, Check on Learning quizzes, Midterms, and Finals will generally hit the Gradebook within 72-hours of completion. In any case, all work will be graded and returned with 7-days of submission. |

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## **COURSE REQUIREMENTS AND GRADING CRITERIA**

The course is completely developed in uiuLearn and consists of 8 units. All course materials will be available and all work should be completed in uiuLearn. Completion of a unit will release the subsequent unit. Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work. It is too easy to set work aside and decide to do it later.

### **Student Autobiography**

Student Autobiography is the first assignment in Unit 1. Since we may never have the opportunity to meet face to face, I would like to know a little bit about you. Please provide the following information and tell me about yourself (i.e. - your educational aspirations, employment, family, hobbies). Submit this autobiography as an MSWord document to the Autobiography Dropbox under Unit 1 in uiuLearn. |

### **Assignments**

There are 7 short answer assignments – one each in units 2, 3, 4, 6, 7, 8 and 9. Each short answer assignment consists of 2 questions each from the readings for that unit. Each question's response should be at least one paragraph (a minimum of 4 – 5 complete sentences) and must be prepared in a word processing program (i.e. Microsoft Word, Microsoft Works). Submit your assignment to the Turnitin enabled 'Short Answer Questions' assignment Dropbox for that unit.

### **Quizzes**

There are 7 'Check on Learning' quizzes – one each in units 2, 3, 4, 6, 7, 8 and 9. The quizzes consist of 10 multiple choice questions, 10 true/false questions, and are timed at 1 hour.

### Midterm Assessment

The midterm is in unit 5 and covers units 2-4. The midterm consists of 50 multiple choice questions, 50 true/false questions, and are timed at 1 hour and 40 minutes.

### Final Assessment

The final is in unit 10 and covers units 6-9. The final consists of 50 multiple choice questions, 50 true/false questions, and are timed at 1 hour and 40 minutes.

### Use of Turnitin

Turnitin is an educational tool for evaluating and improving your writing skills. It will find matching text and provide the percentage of similarity with other sources – websites, student papers, articles, journals, periodicals & books.

Turnitin will be used in conjunction with assignment dropboxes for the following assignments: Short Answer Questions (Weeks 2,3,4,6,7,8, and 9) and Annotated Bibliographies (Weeks 2,3,4,6,7,8, and 9).

### Grading Criteria

The course letter grade will be based on the following grading criteria.

Activity	Points
Student Autobiography	0
Short Answer Questions	200
Annotated Bibliography	200
Check On Learning Quiz	200
Midterm Exam	200
Final Assessment – Final Exam	200
<b>Total</b>	<b>1000</b>

### Grading Scale

Letter Grade	Percent	Points
A	90-100%	900-1000
B	80-89%	800-899
C	70-79%	700-799
D	60-69%	600-699
F	0-59%	0-599

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## COURSE SCHEDULE

Unit	Topics of Study	Activities	Assessments
Unit 1	Course Introduction	Review <ul style="list-style-type: none"> <li>Course Syllabus</li> <li>About the Instructor</li> <li>Chapters 1 &amp; 2</li> <li>Unit 1 Introduction</li> </ul>	Complete <ul style="list-style-type: none"> <li>Student's Autobiography</li> <li>Writing Assignment</li> <li>Reflection Assignment</li> <li>Quiz</li> </ul>
Unit 2	Globalization and International Linkages The Political, Legal, and Technological Environment	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 3	Ethics and Social Responsibility The Meanings and Dimensions of Culture	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 4	Managing Across Cultures Organizational Cultures and Diversity	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 5	Chapter 1-6 Evaluation	Midterm Exam	Midterm Exam
Unit 6	Cross-Cultural Communication and Negotiation Strategy Formulation and Implementation	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 7	Entry Strategies and Organizational Structures Managing Political Risk, Government Relations, and Alliances	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 8	Management Decision and Control Motivation Across Cultures	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 9	Leadership Across Cultures Human Resource Selection and Development Across Cultures	Lecture	Annotated Bibliography Short Answer Questions Check on Learning
Unit 10	Chapter 7-14 Evaluation	Final Exam	Final Exam

## LIBRARY RESOURCES

See the *Library Resources* section in uiuLearn.

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## TECHNICAL SUPPORT

Contact the UIU IT helpdesk for assistance with your UIU email and myUIU access. You can call 563-425-5876, email [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu) or visit [www.uiu.edu/helpcenter](http://www.uiu.edu/helpcenter).

You may contact uiuLearn 24X7 support for technical questions regarding your web-based course. Click “uiuLearn Tools” in the upper-right corner of your course and select “Help” in the drop down menu for more information.

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## ACADEMIC ACCOMMODATIONS

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Disability Services (DDS) as early in the term as possible. In order to receive accommodations, students must disclose their disability to the DDS by completing a *Voluntary Disclosure Form*, as well as providing appropriate documentation. The *Voluntary Disclosure Form* is available in the DDS' office or online at [www.uiu.edu/disability](http://www.uiu.edu/disability) services. Students will be given a *Request for Accommodations Contract* during their initial appointment with the DDS. **This appointment will be in person for Fayette campus students and over the phone for Center, Online, and Self-Paced students.** It is the student's responsibility to provide the instructors with a copy of the *Request for Accommodations Contract*. (For Center or online students, these contracts are emailed out to instructors by the DDS for the student). Additionally, students should work cooperatively with their instructors throughout the term to make sure that appropriate accommodations are being made. You can contact the DDS at (563) 425-5949, [disabilityservices@uiu.edu](mailto:disabilityservices@uiu.edu), or stop by the office in the Student Center, Office of Student Development, Room 229.

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## USE OF ENCYCLOPEDIA IN WRITING

Encyclopedias of any kind, including the very popular Wikipedia, can be useful to help gather background information and to point the way to more reliable sources. However, they are not considered appropriate sources for papers at the graduate or undergraduate level.

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## WRITING PROFICIENCY

You are required to use the APA Manual, 6th ed., as a writing guide. All sources used in your papers must be cited where appropriate in the text of your work and in a reference list at the end of your work.

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## CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM

**Because cheating, academic dishonesty and plagiarism constitute a denial of the University's and the offender's own integrity, they will not be tolerated.**

**Cheating** includes, but is not limited to:

- The use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs,
- The submission of the same work for two or more classes without the approval of any instructors involved.

**Academic dishonesty** includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately,
- Accessing another person's work without permission,

- Providing false or incomplete information on an academic document,
- Changing student records without approval,
- Obtaining and using texts or other materials intended for instructor use only.

**Plagiarism** includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own,
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- Using charts, graphs, statistics or tables without proper citation.

**Detected cheating or plagiarism will result in consequences that may, at the professor's discretion, include course failure. In addition, an offender can be reported to the Faculty/Student Conduct Board for possible further disciplinary action.** [www.uiu.edu/policies](http://www.uiu.edu/policies)

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## Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period\* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

\*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the [cpacredits.com](http://cpacredits.com) program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to [uiu.edu/financialaid](http://uiu.edu/financialaid).

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## Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received**

**and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Students through the cpacredits.com partnership follow the withdrawal policy listed above. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

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## **EXTENSION**

Students who are enrolled in self-paced courses will be allowed to request one four-month extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated

Extension grade details:

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- After that point, credit may be earned only by reenrolling and repeating the course in its entirety.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

The fee for a self-paced extension is \$99 per course. To request an extension, the "Self-Paced Course Extension Request" form must be completed and returned to the Self-Paced department. The form can be found at <https://my.uiu.edu> (Academics Tab under Student Forms). The request for an extension and payment must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course. Please see page 40 of the Academic Catalog for more information regarding the Incomplete/Extension guidelines. **If you do not request and pay for an extension, a final grade will be issued for the course based on coursework received by the original course end date.**

If you do not wish to use the extension option and will not be able to finish your Self-Paced class by the original six-month end date, you can submit a course withdrawal form before the course end date if you wish to withdraw from the course. The amount of the course refund is determined by the number of lessons submitted as compared to the total due. Please see page 38 of the Academic Catalog for more information on the refund policy.

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## **COPYRIGHT PROTECTION**

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

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**THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.**

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