Required Text: *Picower Embark Program, the First Year Seminar in Business, 2nd Edition*
Gus Colangelo and Raeshel Ziegler – Smeal College of Business
Penn State University
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Instructor Information:
- Instructor Name: Professor Wayne Gersie
- Teaching Assistant: Kimberly Brown
- Office Address: 220 Grange Building – University Park
- Office Phone: 814-865-1773
- Course E-mail: Wmg109@psu.edu
- Office Hours: By appointment
- Class Meeting Time: T R 3:35 p.m. – 4:25 p.m.

Course Objective: This course focuses on several content areas of business including leadership, ethics, and diversity, as well as several areas pertaining to college success including career exploration, majors offered in the Smeal College, and current issues in business. The skills learned in this course will be presented as “life-long” skills, applicable in the University setting and corporate environment. The nature of the course requires cooperation, participation, and interaction. This course facilitates learning through experience, in addition to lectures and class discussion.

Course Policy: This course meets twice per week during the semester and attendance is extremely important. Only emergencies, such as illness and family emergencies, will be excused. If an emergency occurs, the instructor must be contacted prior to the beginning of class. On bad weather days, class will continue unless the University is closed.

Students are expected to participate and contribute in each class discussion and to complete the assignments for each class prior to the class meeting.

All written assignments must be submitted on the deadline date indicated for the assignment. The written format must be legible, thorough, and concise. Directions for assignments will be distributed throughout the semester. Questions regarding the assignments should be addressed prior to submissions. Course policy does not allow for re-writing or re-submitting of assignments.

Grade Policy: Grading in the First Year Seminar is determined by successful completion of assignments, projects, papers, and participation. There are no exams in PSU006. Course requirements must be satisfactorily completed to pass the course. Average work will receive average grades, excellent work will be rewarded with excellent grades.

Attendance and participation are the foundation for the completion of all assignments and projects. Material learned and experienced in class will be applied to all assignments and projects.

Course Overview: This is a two-credit seminar, which fulfills the university-wide requirement regarding transition and academic issues. It is aimed at Smeal College of Business students, but will serve to fulfill the seminar requirement in other colleges as well. The course objectives will be accomplished through the use
of class discussion, text and outside reading, individual and group projects, outside events and activities, and participation in exercises.

**ANGEL Access:** Course materials are located in ANGEL, Penn State’s course management system. To access course materials: [https://cms.psu.edu](https://cms.psu.edu). Look for your section of PSU 006 in the Fall 2006 folder under “My Courses.”

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**Course Assignments:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Pre-Survey</td>
<td>5</td>
</tr>
<tr>
<td>Initial Thinking: Career and Major</td>
<td>5</td>
</tr>
<tr>
<td>Time Management/Semester Plan</td>
<td>5</td>
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<tr>
<td>Library Open House</td>
<td>5</td>
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<tr>
<td>Leadership Plan</td>
<td>15</td>
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<tr>
<td>Majors &amp; Careers Project/Presentation</td>
<td>30</td>
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<tr>
<td>Diversity Assignment</td>
<td>15</td>
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<tr>
<td>DISCOVER/Career Exploration Activity</td>
<td>10</td>
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<tr>
<td>Resume</td>
<td>10</td>
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<tr>
<td>Ethics Assignment</td>
<td>15</td>
</tr>
<tr>
<td>Simulation</td>
<td>20</td>
</tr>
<tr>
<td>Community Service</td>
<td>25</td>
</tr>
<tr>
<td>Post Survey</td>
<td>5</td>
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<tr>
<td>Subsequent Thinking: End-of-Semester Paper</td>
<td>5</td>
</tr>
<tr>
<td>Class Participation</td>
<td>30</td>
</tr>
<tr>
<td>• Attendance (15 points)</td>
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<tr>
<td>• Contribution (15 points)</td>
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**Total Points Available:** 200

**Grading Structure:** Letter Grades will be assigned as follows.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>186 - 200</td>
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<tr>
<td>A-</td>
<td>180 - 185</td>
</tr>
<tr>
<td>B+</td>
<td>174 - 179</td>
</tr>
<tr>
<td>B</td>
<td>166 - 173</td>
</tr>
<tr>
<td>B-</td>
<td>160 - 165</td>
</tr>
<tr>
<td>C+</td>
<td>152 - 159</td>
</tr>
<tr>
<td>C</td>
<td>140 - 151</td>
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<tr>
<td>D</td>
<td>120 - 139</td>
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<tr>
<td>F</td>
<td>&lt; 119</td>
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<tr>
<td>CLASS</td>
<td>TOPIC</td>
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<td>-------</td>
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</tbody>
</table>
| 9/5   | Course Introduction | Introduction, Expectations, Syllabus  
Pre-Survey Instructions | Read Chapters 1 & 2  
Assign: Initial Thinking: Career and Major due next class  
Assign: On-line Survey must be completed within one week |
| 9/7   | Smeal College of Business-An Introduction  
*Student Mentors visit | Due: Initial Thinking: Career and Major  
Discuss Chapters 1 & 2  
ANGEL, Webmail, eLion | Read Chapter 3 |
| 9/12  | Managing Yourself (Setting Goals & Time Management) | Discuss Chapter 3  
In-Class: Complete Part I of Time Management/Semester Plan Assignment | Assign: Time Management/Semester Plan |
| 9/14  | Assign to Semester Teams  
Team Logo Creation | Due: Time Management/Semester Plan  
Discuss Majors and Careers Presentation Assignment  
Assign to teams  
In-Class: Team Logo Activity | Read Chapter 9  
Assign: Students prepare to present Team Logos for next class |
| 9/19  | Business 101 | In-Class: Team Logo Presentations  
Discuss Chapter 9  
In-Class: Textbook Exercise p. 253 | Read Chapter 8 |
| 9/21  | Corporate Citizenship, Social Responsibility, & Community | Discuss Chapter 8  
Definition of terms  
Company & PSU example | Assign: Community Project Request Form  
Read Chapter 4 |
| 9/26  | Corporate Citizenship, Social Responsibility, & Community | Choosing & Planning a Meaningful Opportunity | |
| 9/28  | Survival Skills - Learning Styles | Discuss Chapter 4  
In-Class: Textbook Exercise(s) | Read Chapters 5 & 6  
Bring an old exam to class |
| 10/3  | Survival Skills – Classroom & Study Skills  
*Student Mentors Visit | Discuss chapters 5 & 6  
In-Class: Textbook Exercise  
Smeal Organizations/Yearbook | Read Chapter 10 |
| 10/10 | Team Activity | Scavenger Hunt | Assign: Reflection Exercise for Scavenger Hunt  
Read articles on ANGEL |
| 10/12 | Leadership | Due: Reflection Exercise for Scavenger Hunt  
Discuss Leadership Principles; Effectiveness and Negotiation | Assign: Written Plan for Developing Leadership |
| 10/17 | Leadership | Due: Written Plan for Developing Leadership  
Discuss Leadership Development Opportunities | Read Chapter 7  
Assign: Discover/Career Exploration Activity |
<p>| 10/19 | Career Decision Making &amp; | Due: Discover/Career | Prepare a Resume and bring 3 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Discussion/Assignments</th>
</tr>
</thead>
</table>
| 10/24      | Resume Workshop & Career Planning           | **Due:** 3 copies of Resume  
**In-Class:** Review Resumes  
Discuss Career Planning  
* Presentations begin next class!! |
| 10/26      | Majors and Careers                         | **In-Class:** Presentations                                                             |
| 10/31      | Majors and Careers                         | **In-Class:** Presentations                                                             |
| 11/2       | Majors and Careers                         | **In-Class:** Presentations                                                             |
| 11/7       | Understanding Diversity, Student Mentors    | Discuss Chapter 13  
Celebrating Diversity  
**In-Class:** What is your identity?  
Spring Scheduling Information  
* Assign: Initial Thinking: Workplace Diversity, Equal Opportunity, & Affirmative Action |
| 11/9       | Workplace Diversity                        | **Due:** Initial Thinking…  
**In-Class:** Diversity in the Workplace  
* Assign: Evaluating Corporate Diversity Practices  
* Read: Career Journal: The Jungle |
| 11/14      | Workplace Diversity                        | **Due:** Evaluating Corporate Diversity Practices  
* Read Chapter 11 |
| 11/16      | Ethics                                     | Discuss Chapter 11  
Everyday vs. Global Ethics  
A Framework for Ethical Decision-Making  
**In-Class:** Group Activity  
* Assign: Ethics  
* Assign: Chapter 12 Reading and Homework |
| 11/21      | Ethics                                     | **Due:** Ethics  
Discuss Chapter 12  
Academic Integrity at PSU  
**In-Class:** Case Study Activity |
| 11/28      | Simulation                                 | Prep for Simulation  
* Assign: Simulation reading on ANGEL |
| 11/30      | Simulation                                 | Discussion of Simulation  
* Assign: Major-Related Questions |
| 12/5       | Simulation                                 | **Due:** Major Related Questions  
Discuss Major Related Questions and Simulation  
* Read “Giving With a Twist” Article on ANGEL |
| 12/7       | Corporate Citizenship, Social Responsibility, & Community | Corporate Examples  
* Reminder: Community projects and presentations due next class |
| 12/12      | Corporate Citizenship, Social Responsibility, & Community | **Due:** Community Presentations & all written materials  
Post-Survey Instructions  
* Assign: Subsequent Thinking – End of Semester Paper  
* Assign: On-line Survey must be completed within one week |
| 12/14      | Wrap Up                                    | **Due:** Subsequent Thinking – End of Semester Paper  
Where do I go from here?  
SRTE |

**Notes to Faculty:**

1). The Library Open House will occur on September 19 and 20. Don’t forget to notify students of this assignment ahead of time. Handout available on ANGEL.

2). The Executive Interaction Sessions (part of Major/Career Project) will occur in the evenings on October 2 and 3. Detailed schedule will be available on ANGEL once finalized.
3). The Simulation (Z-Pod game) will occur in the evenings on November 27, 28, and 29. Multiple sessions will be occurring between the hours of 3 – 10:30 PM. Students will sign-up for a session approximately 2 – 3 weeks in advance via a link on the Smeal website. You will be notified of this web sign-up once it is available.

4). Each section of PSU 006 will be assigned ONE teaching assistant who will attend every class and work with you on course activities. Each section will also be assigned TWO Smeal student mentors who will ONLY attend three class sessions the entire semester and ONLY for the last 20 minutes of class. Please see the folders on ANGEL regarding Teaching Assistants and Smeal Student Mentors. Both groups will be having orientation and training prior to the start of the semester.

5). Announcements and important emails to faculty will be kept in a folder on our group ANGEL site entitled “Announcements.”

**Penn State Policies:**

**Academic Integrity** - According to the Penn State Principles and University Code of Conduct:

> “Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. According to the University’s Code of Conduct, you must neither engage in nor tolerate academic dishonesty. This includes, but is not limited to cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person, or work previously used in another course without informing the instructor, or tampering with the academic work of other students.”

All violations of academic integrity will be investigated, and where warranted, corrective academic and/or disciplinary action will be taken. For every incident where a penalty is assessed, an Academic Integrity Incident Report form must be filed and can be found on the Smeal Intranet at this URL: https://intranet.smeal.psu.edu/smeal/integrity/index.html. This form is to be used for undergraduate courses. The report must be signed by both the instructor and the student, and then submitted to Jack Stevens, Associate Dean for Undergraduate Programs, 202 Business Building.

**Affirmative Action & Sexual Harassment:** The Pennsylvania State University is committed to a policy where all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by Commonwealth or Federal authorities. Penn State does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation, or veteran status. Direct all inquiries to the Affirmative Action Office, 328 Boucke Building.

**Americans with Disabilities Act:** The Smeal College of Business welcomes persons with disabilities to all of its classes, programs, and events. If you need accommodations, or have questions about access to buildings where Smeal College activities are held, please contact us in advance of your participation or visit. If you need assistance during a class, program, or event, please contact the member of our staff or faculty in charge. Access to PSU 006: First Year Seminar in Business should be arranged by contacting your instructor.

**An Invitation to Students with Learning Disabilities:** It is Penn State’s policy to not discriminate against qualified students with documented disabilities in its educational programs. If you have a disability-related need for modifications in your testing or learning situation, your instructor should be notified during the first week of classes so that your needs can be accommodated. You will be asked to present documentation from the Office of Disability Services (located in 116 Boucke Building; (814) 863-1807) that describes the nature of your disability and the recommended remedy. You may refer to the Nondiscrimination Policy in the Student Guide to University Policies and Rules.