College of Business

Fall 2018
New Faculty Teaching Orientation

Send additions, corrections, suggestions to Dr. Paul Mallette at
paul.mallette@business.colostate.edu

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Good people to ask teaching questions of:

- Your department chair
- Dr. Doug Hoffman, Professor of Marketing and University Distinguished Teaching Scholar
- Dr. Paul Mallette, Associate Dean and Chief Student/Faculty problem person

In addition to the people listed above, you are encouraged to seek out a mentor with whom you feel comfortable and in whom you feel free to confide. Most of your senior colleagues would welcome the chance to engage with you on such an impactful dimension of your work-related responsibilities. The College of Business is full of outstanding teachers that take great pride in helping students learn, develop, and reach their full potential. The sooner you make this connection, the better.

COLLEGE OF BUSINESS CURRICULUM

Graduate Programs

The College of Business offers several graduate degrees. The most popular degree is the MBA and students must select one of four degree options – Online Professional MBA, Executive MBA – Denver, Professional MBA, Global Social & Sustainable Enterprise MBA.. In addition, departmental graduate degrees include the Master of Accountancy, Master of Computer Information Systems, and Master of Finance.

Undergraduate Programs

The current class requirements are attached on the next few pages. The main lesson on this is that all students must satisfy All University Core Courses (about 60 hours), a College Core (about 30 hours) and then a college concentration (the other 30 hours). Students must complete 120 credits to graduate with a **BS in Business Administration**. Enrollment in the COB has increased steadily over the past decade. Current enrollment is approximately 2500 students pursuing the BS in Business Administration degree and approximately 1900 students pursuing the Business Administration Minor, Entrepreneurship Minor and Real Estate Minor. Business Administration majors must select one, but may select multiple concentrations from the list below:

- Accounting
- Computer Information Systems
- Finance (Options - Corporate Finance, Investment Analysis, and Real Estate Finance)
- Financial Planning
- Human Resource Management
- Marketing
- Organization and Innovation Management
- Real Estate
- Supply Chain Management

Students must maintain a CSU 2.0 GPA as well as a College GPA >= 2.0. Some departments in the COB have a requirement on Concentration classes that students earn a C or better or even a B- or better (Accounting). In general, however, D is a passing grade. Unless a department has a specific requirement, students do not have to have a C or better in individual COB core classes. It is a C average (2.0) across all COB classes.

Business Minor

A minor in Business Administration is available to students from all majors outside the College of Business. There are no entrance requirements for declaring the minor. It consists of 8 courses (24 credit hours – 18 in Business and 6 in Economics). To earn the credential students must receive a minimum grade of 'C' in all minor courses. Students must attend an information meeting about the minor before they can declare the minor. Dates are on the COB website.

Entrepreneurship Minor

A 24 credit minor in Entrepreneurship is available to students from a few select majors outside of the College of Business as well as Business majors (excluding Organization and Innovation Concentration). To earn the credential students must receive a minimum grade of 'D' in all minor courses. Admission to this program is competitive. Students must attend an information meeting about the minor before they can be considered for admission to the minor. Dates are on the COB website.

Real Estate Minor

A 24 credit minor in Real Estate is available to Business Majors only (excluding Real Estate Concentration). To earn the credential students must receive a minimum grade of 'D' in all minor courses. Students must attend an information meeting about the minor before they can declare the minor. Dates are on the COB website.

Assurance of Learning

AACSB accreditation requires institutions to engage in an evaluation process known as Assurance of Learning (AOL). In the COB, AOL data are currently collected by faculty teaching identified courses and assembled by a departmental representative on the AOL Committee. AOL outcomes and processes are presently undergoing a review and it is likely that improvements to both will be forthcoming in the near future.

If your class is part of this assessment process, you will be notified and given necessary directions. Participation in the assessment process is NOT optional.

BEFORE THE SEMESTER BEGINS

When do students register for class?

Registration starts about the 10th week of each semester for the NEXT semester. Honors students, student-athletes, seniors, juniors, sophomores, returning freshmen, new freshmen and transfers register in that order. If students have not registered by the first day of class for at least one class, they pay a late registration fee.

How do students register?

They use RamWeb. http://ramweb.colostate.edu This allows them to register for classes as well as to drop classes. Students do not need anyone's permission to drop classes.

What if the class is full? What should students do and what is my role?

COB Students need to see their advisor if COB classes are full. **Only advisors are generally given permission to do OVERRIDES and force a student into a class. They do this in consultation with department heads and faculty. You should not feel pressured about overrides.** Send the student to the advisors who can determine if the student REALLY needs an override.
Students can put themselves on the waiting list for a class when they register for courses. They will receive an email if a spot opens up and they have 24 hours to register for it.

Who can take COB classes?

Generally, during the Fall and Spring semesters only COB students take COB classes with the exception of a few classes. In these few cases, the college has made agreements with another department to serve its students. Those majors are usually identified in the class listing and have a special date after which they can register. In the summer, classes are open to the entire university.

I have a student who wants to register for an Independent Study with me. Is there any paperwork?

Yes! For auditing purposes, your department has a form that you need to fill out and sign for the student that includes an outline for what the student will be doing for the credit. Talk to your department Administrative Assistant for this form.

Someone wants to take my class as a GUEST student. What's that??

The GUEST Program (**G**ranting **U**niversity **E**nrollment for a **S**pecific **T**erm) allows a person to register for on-campus Colorado State University courses as a non-admitted student on a space available basis.

In addition to the Colorado State University Evening Credit schedule, GUEST students are able to enroll in classes on a space available basis.

This registration process is offered through the Office of Admissions. Send them to http://admissions.colostate.edu/apply/guestregistration for more information. Generally, they cannot register for the class until the last weekend before classes start.

Where can I see enrollment numbers and times of classes?

You can also use RamWeb to access the Class Schedule. http://www.rampoint.colostate.edu . Choose AriesWeb and login with your eid, and click on Class Schedule. Then choose the semester you are interested in. You will see information such as:

You are assigned as an instructor for these sections:

Select	Term Code	Term	CRN	Subject	Course	Section	Current Enrollment	Max Enrollment	
☐	201790	Fall Semester 2017	61485	Business-General-BUS	479	006	49	65	Class List
☐	201790	Fall Semester 2017	75946	Business-General-BUS	690A	002	5	40	Class List
☐	201790	Fall Semester 2017	80067	Business-General-BUS	690A	701	27	40	Class List

I need to know who is in my class.

The easiest way to get a class list is to log into AriesWeb and look for "Class Lists" under the Instructor Tools. You can email from there or download an Excel file to use for your grades. Note that students' preferred first name is identified and there is an option to view student photos.

5 enrolled (35 available)

CSU ID	Legal Name	Preferred First Name	Credits	Grade	Class	Major	eName	Email	Registration Date	
823344244	Baldenor, Seth Allan	Seth	1		Masters	Business Administration	sabaker	sabaker@mail.colostate.edu	07/28/2017	Photo
831638011	Bratz, Jamie Manning	Jamie	1		Masters	Business Administration	jmbuntz	jmbuntz@mail.colostate.edu	07/06/2017	Photo
191185478	Donners, Eric Christopher	Eric	1		Masters	Business Administration	davisec	davisec@mail.colostate.edu	08/07/2017	Photo
828949922	Miegorit, Molly J	Molly	1		Masters	Business Administration	mmogorit	mmogorit@mail.colostate.edu	07/20/2017	Photo
830294902	Shreader, Catherine Elizabeth	Kate	1		Masters	Business Administration	kshrader	kshrader@mail.colostate.edu	06/08/2017	Photo

What is the repeat/delete policy?

Repeat/Delete is a **one-time per course grading option** that may be used by undergraduate students who repeat a course. The following rules apply when the Repeat/Delete option is used:
1. It is the student's responsibility to request the Repeat/Delete option from the Registrar, before the expiration of the course withdrawal period in the semester in which the course is first repeated.

2. Students can repeat/delete up to 3 unique courses or 10 credits, whichever comes first.

3. The repeat/delete option may NOT be applied for final grades given as a penalty for academic dishonesty in accordance with the academic integrity policy under section I.7.2 for the academic and administrative staff manual.

http://www.colostate.edu/Depts/Registrar/repeatdelete.pdf

How do I handle requests from potential employers?

The role you play in the employment process complements the role played by career services. Occasionally, however, helping students in their job searches can result in unanticipated illegal or unethical actions.

Candidate Referrals

We must maintain an environment of equal employment opportunity and act in a fair and nondiscriminatory manner without regard of a student's race, color, gender, religious belief, color, national origin, disability, veteran status, or any other factor beyond bona fide occupational qualifications that may exclude a student from consideration for a position for which she/he is qualified.

Employers may contact you to request the names of students who would be good candidates for job opportunities. At first glance, it seems harmless to provide the names of your best students. However, there are some potential legal and ethical pitfalls. *If you or a colleague receive a job lead from an employer and choose only to refer a few individuals without publicizing the position to all students who may be qualified, you are not maintaining "a fair and equitable recruiting process." Choosing to refer only a select group of students without providing an opportunity to all students may expose you to scrutiny.*

By identifying individuals for employment on a "regular" basis, you may be considered an "employment agency" for purposes of compliance with equal employment opportunity laws. For example, if it appears as if you are referring only male students or only minority students, you may be open to charges of discrimination.

Suggested action: If you receive a request for student referrals, you can, of course, notify students who have declared an interest in such positions and encourage them to apply. You may also consider announcing the opportunity to your classes or distribute the job description via a listserv. *However, the initial request from the employer should be sent to the COB's Career Management Center so that the position can be posted openly for all qualified candidates.*

Suggested Action: If you receive a request for minority candidate referrals, you can make announcements in class, post signs in your department, notify minority student organizations (e.g., societies of black, female, or Hispanic engineers, or GLBT organizations), but you should also send the request on to the career services office. Also, you should encourage the employer to contact the career center directly. You can also refer the employer to the COB Career Management Center directly to provide as broad an effort

as possible and refer the employer to your college's minority student advisory office (if one exists). That office may be authorized to provide a full list of the members of a requested population.

Providing References

If you are asked by an employer to provide a reference for a student, be aware that you must have prior written authorization from the student to provide information, or the employer must have such authorization from the student. Once permission has been obtained, you should provide information that is based on facts, not conjecture, and not on personal information unrelated to the student's qualifications for the job in question. You must always safeguard students' right to privacy. Avoid lunch discussions or "off- the-record" telephone conversations with prospective employers regarding a person's performance. There is no such thing as "off the record."

Suggested Action: When you are asked to provide a written or verbal reference for a student, obtain written permission from the student or a copy of such permission from the employer. I have attached a sample permission letter that you may want to consider using. All reference information should be based on firsthand knowledge and, if possible, written factual documentation. When providing information, you should avoid personal matters and areas that would fall outside of bona fide job requirements (e.g., marital status, health, disabilities, race, religion, and more).

You can find a sample faculty representation letter at http://www.naceweb.org/knowledge/samples/faculty-reference-letter.aspx. Additional guidance can be found at: http://www.naceweb.org/knowledge/legal/how-to-write-reference-letters.aspx.

GETTING READY FOR CLASS – THE PERFECT SYLLABUS

Does the CSU COB have a standard syllabus format?

No, but realize that a syllabus creates a quasi contract in which expectations with far-ranging implications are created. The more details you include in the syllabus, the better it generally is for students. Items to put on your syllabus include:
- Class Name and Number
- Your Name! (and let students know how you would like to be addressed)
- Office location
- Office hours (that you will unfailingly keep) and "other times available by appointment"
- Email address
- Important phone numbers (your office, departmental office, home?, cell?)
- Required and optional textbooks, readings, web sites, etc.
  - Books Across the Curriculum – Shoe Dog by Phil Knight
- Course Objectives worded as:
  - Successful students will be able to: (use action verbs that can be assessed)
    - Demonstrate ...., Discuss...., Analyze....
    - vs. Understand (at min. use describe)
- Grading Scale with all assignments and tests listed along with points, or portion of grade, that each grading component will contribute. Students need to be informed if you are using +/- grading or straight letter grades. Use of the +/- grading scale for final grades is up to the discretion of the faculty member. You should clearly state in your syllabus, however, which grading scale you are using and then do not change once the semester has begun. The grade points used for the various grades are:

	Grade Points per Credit	
A+		4.000
A	(Excellent)	4.000
A-		3.667
B+		3.334
B	(Good)	3.000
B-		2.667
C+		2.334
C	(Satisfactory)	2.000
D	(Poor, but passing)	1.000
I	(Incomplete)	*
F	(Failure)	0.000

- Schedule: Please list ALL major assignments, projects, quizzes, tests, etc. Do not use the phrase "Additional assignments may be given." Not everything that will be graded needs to be included but an overview of work should at least be discussed on the first day of class.
- Academic Integrity policy: To summarize the key elements of the policy, we as academic faculty are expected to do three things:

  - First, we need to state clearly in our syllabi that the course will adhere to the Academic Integrity Policy of the General Catalog and the Student Conduct Code. The Institute for Learning and Teaching (TILT) suggests the following language to satisfy the minimum requirement:
    - "This course will adhere to the CSU Academic Integrity Policy as found in the General Catalog - 1.6, pages 7-9 and the Student Conduct Code. At a minimum, violations will result in a grading penalty in this course and a report to the Office of Conflict Resolution and Student Conduct Services."
    - A more detailed example of how you might want to address this in your course syllabus can be found on the TILT website at: http//tilt.colostate.edu/integrity/honorpledge/sampleSyllabi.cfm.
  - Second, by the end of the second week of class we must address in our syllabi, or during class, academic integrity issues as they apply to the graded course components. Individual faculty members will likely have different policies for what is permitted with regard to exams, papers, individual/group work, etc. when graded work is submitted by students. This should be spelled out so students know the rules for each class.
  - Third, the course instructor needs to decide which, if any, graded course components will use an honor pledge. Students are given the opportunity to sign an affirmative honor pledge for those components. The specific wording of the honor pledge will differ among instructors. There may be department and college practices instructors follow.

  You will be better off if you can be more specific rather than less specific about what you consider "academic misconduct". On your syllabus include information such as:
  - Sharing questions in a facebook.com or myspace.com environment
  - Giving or taking a copy of a program
  - Using a paper you find/buy on the internet
  - Using the internet to get a solution to a programming problem
  - Not footnoting quotes correctly
  - Writing notes on your leg for use in taking a test
  These websites have LOTS of information on the topic:
  http://tilt.colostate.edu/integrity and
  http://tilt.colostate.edu/integrity/guides/index.cfm

- Missed test and make-up test policy

- Administrative Drop policy – Academic departments **<u>may</u>** drop any student in a course who fails to attend **both** of the first two regularly scheduled meetings of the class (one meeting for laboratory courses or for classes which meet once each week), unless the student has notified the department or the Office of Records and Registration in advance.

  <u>The College does not have a policy about this so check with your department.</u> If you teach a class which is habitually in demand, your department may want you to take roll for the first 2 class periods and then drop any student who has missed both classes. **If your class will have this policy, make sure you put this policy on your syllabus, and post the syllabus electronically, so students will know they have been dropped if they missed the first 2 classes.** To administratively drop a student you need to provide to your departmental administrative assistant the:
  > Student's Name
  > Student's ID Number
  > Course Reference Number (CRN)

  If students have not attended class and were not administratively dropped from the course they will receive the grade of 'F' for the course. In such cases you will need to provide information on their attendance when submitting grades (check a box that so states this).

- Laptop and cell phone policy – Usually included as part of broader statement addressing professionalism or courtesy. Let students know your policy!

- Statement about disability assistance:
  - "If you are a student who will need accommodations in this class, please make an appointment to see me to discuss your individual needs. Any accommodation must be discussed in a timely manner prior to implementation. A verifying memo from Resources for Disabled Students may be required before any accommodation is provided."

Be sensitive that a student may be embarrassed by the disability. Do not point it out in class! An otherwise qualified person is anyone who meets the basic requirements of a program or activity. Students with disabilities at Colorado State University have all met the basic requirements for admission to the university. Eligibility for accommodations or auxiliary aids is determined by information supplied by the student including appropriate diagnostic documentation by qualified professionals.

WHAT IS THE FACULTY MEMBER'S RESPONSIBILITY?
  - Reasonable accommodation – modifies the environment (including policies and/or procedures) or a task in order to provide access to a program or activity in the most equitable and feasible manner available. Minimize the effects of a disability so a qualified student can benefit or participate in an activity to the fullest extent possible. COB values inclusivity.

- o Fairness – minimize impact of disability that puts a disabled student at a disadvantage relative to other students in the class
- o Consequences - civil rights violation

   Internally – Office of Equal Opportunity

   Externally – U.S. Office of Civil Rights

   If in doubt, consult with RDS (491-6385).
- Late assignments - yes or no and possible penalties for turning assignments in late.
- Final Exam time - Final Exam Week Policies from the CSU web site. **Please note that finals week is part of the regular 16-week semester (the 16th week). See below concerning the policy about giving exams the week before exam week! Take this into account when you make up your syllabus.**

Final Examination Policies

Final examination week is part of the regular semester. Student attendance shall be consistent with University policy. The final in-class examination period is intended for the end-of-semester examination. **No in-class examination constituting more than 10% of the final course grade may be given in undergraduate courses during the week preceding the final examination period of the semester; laboratory, performance and other alternative classes (e.g., courses in the individualized mathematics program) excluded. It is the responsibility of the department head, or where appropriate the school head, to ensure compliance with this policy.**

a.	Courses for less than four credits shall meet for one period. Courses for four or more credits may meet for two periods.
b.	Classes shall meet only at the times indicated on the final exam schedule.
c.	**Any exception of regulations a or b above, e.g., special types of examinations which need more time or special locations to conduct, must be approved by the Assistant Registrar in Classroom Scheduling prior to the second week of classes and announced in classes by the second week.**
d.	Classes that begin at times other than on the hour (i.e., 9:30, 2:10, 3:35, etc.) will use the time period assigned for the hour (i.e., 9:00, 2:00, 3:00, etc.). For example, a 9:30 MW class would use the 9:00 MWF assigned final examination period. A Friday only course will be assigned a Final Exam time and location by the Director of Undergraduate Programs.
e.	If a student has three or more final examinations (not classes) scheduled for the same day or if conflicts of examination times occur, the student may negotiate a time change with the instructors involved. If the parties involved cannot find a mutually agreeable time, the Registrar's office indicates which courses must be changed. *Note: The Assistant Registrar, Classroom Scheduling, must be notified at least ONE WEEK PRIOR to Final Examination Week to allow instructors time to make appropriate accommodations*.
f.	Any student who has a conflict with the examination schedule must inform the instructor as soon as possible before the examination. If an agreement cannot be reached between the instructor and student as to the appropriateness of a make-up examination the student should appeal to the department head

It is a good idea to post your syllabus on Canvas in a content area labeled 'Syllabus' for access throughout the semester. If any changes are made to anything on the syllabus (schedule, for example) update the online version of the syllabus immediately and inform students that a change has been made.

MISCELLANEOUS CLASSROOM ISSUES

Working in Groups

Underclassmen generally report a dislike for group work while upper classmen generally report a favorable impression of group work. If group work constitutes a significant portion of course effort and/or course grade, it is useful to have groups complete a 'Team Charter' that establishes common expectations within the group on various group dimensions. These dimensions can include meeting attendance, performance of tasks, quality of work, contribution of ideas, degree of cooperation, attitude, rules of etiquette, and/or any other dimension of group activity that either you or the students this is important. The Team Charter then can serve as the basis for end-of-task group evaluations.

Attendance/Participation

Grades cannot be based on attendance - the only thing attendance measures is that students found the classroom. Participation can be used as a grading component but should not account for more than 10% of the course grade. And even then, participation should be expected....

Behavior Problems

- o Rule #1 – don't publicly escalate the situation.
- o If at all possible, try to deal with issues privately, in a one-on-one setting.
- o Don't try to humiliate the student or show them up – the classroom is not a sitcom.
- o Remember that you are the professional.
- o Address inappropriate behavior immediately (this includes the use of inappropriate language, jokes, and comments – vulgar, racist, sexist, homophobic, xenophobic, classist, etc.).

I have a student athlete or some other person who represents the university in an official capacity. What are my responsibilities and what are the student's responsibilities?

STUDENT - PROCESS FOR ABSENCES DUE TO COMPETITION & TRAVEL
Attendance at regular class meetings is necessary. Team travel creates enough absences that you cannot control. It is extremely beneficial to the student to establish a positive rapport with instructors and to let them know about future absences.
• Student-athletes are given official letters of excuse from the Athletic Academic Support Services office. These letters are to be given by the student-athlete to **each** instructor at the beginning of each semester.
• Make an appointment to visit with each instructor.
• Prior arrangements with instructors and classmates for notes and handouts are necessary. If informed well in advance of absences due to athletic competition, most instructors will assist you by rescheduling your exams or making other arrangements.

• Leaving in the late afternoon for a road trip or a game does not excuse you from attending classes in the morning. You are responsible for all classes that day up until the departure time listed on the letter.

Arrangements for making up missed assignments are at the discretion of the instructor. **If you have any difficulty arranging absences due to team travel, contact your Athletic Academic Support Service advisor.**

FACULTY – This quote comes directly from the Faculty Manual I.12.4 Class Attendance Regulations.

> I.14.4 Class Attendance Regulations *and* General Catalog section on Advising and Registration
>
> Instructors and departments are responsible for establishing attendance policies for classes and examinations. These policies must accommodate student participation in University-sanctioned extracurricular/co-curricular activities. Students must inform their instructors prior to the anticipated absence and take the initiative to make up missed work in a timely fashion. Instructors must make reasonable efforts to enable students to make up work which must be accomplished under the instructor's supervision (e.g., examinations, laboratories). In the event of a conflict in regard to this policy, individuals may appeal using established University procedures.
>
> For the purposes of this regulation, University-sanctioned activities include competitions, events and professional meetings in which students are officially representing the institution. Appropriate sanctioned activities include:
>
> a. Intercollegiate athletics;
>
> b. Collegiate club sports and competitions;
>
> c. Conferences and workshops recognized by the University not related to academics;
>
> d. Commitments on behalf of the University (ASCSU, band, etc.); and
>
> e. Professional activities recognized by the University related to academics.
>
> Department heads or their designated representatives must approve sanctioned professional and departmental activities. Other sanctioned activities must be approved by the appropriate program director on record with the Division of Student Affairs offices or the Department of Athletics.

Please note that arrangements for missed assignments, quizzes, and tests are at the discretion of the instructor. If the student has to miss an exam it is NOT acceptable to let him/her count the last test twice. You need to make arrangements for the student to take the test he/she will miss.

Examples of students who fall into this category are:
• NCAA Student athletes
• Band/orchestra members

- Cheerleaders
- Theatre people representing CSU in a presentation
- Debate team

In addition, "The University has a legal obligation to accommodate students' absences due to religious observances. For such an accommodation, it is the student's responsibility to complete the Religious Accommodation Request Form at the beginning of each semester."

Field Trips

If your class needs to take a field trip you will need some authorization forms.

The Instructor fills out the first one (which needs Dean approval) 2 weeks prior. The students fill out the liability forms - attached to the Dean's form, prior to submission.

Other Absences

You are encouraged to demonstrate a little flexibility when students are faced with a significant life event (i.e., illness or death of a close family member or friend). When students get sick during the semester it is generally your call on how to deal with this (there have been times when the University puts out a policy to deal with widespread inflictions) but please try to be reasonable in your approach. It is not unreasonable to request verification that a student received medical evaluation/treatment.

Electronic Submission of Work

It is a good practice to confirm your receipt of work submitted electronically by students and to inform them of your practice. A simple "Got it" should suffice. Given the filters that we employ in the COB, student work sometimes ends up in junk mail or routed to other folders by spamcanner software.

What can I expect students to know about writing?

Business Communication (BUS300) is a required 300 level course within the College of Business at Colorado State University although many students take it when they are sophomores. The course emphasizes critical thinking, problem solving and the development of business communication skills. The objective of the course is for *students to become effective and efficient business communicators by developing an understanding of the written and non-written aspects of business communications*.

The process of acquiring effective business communication skills:
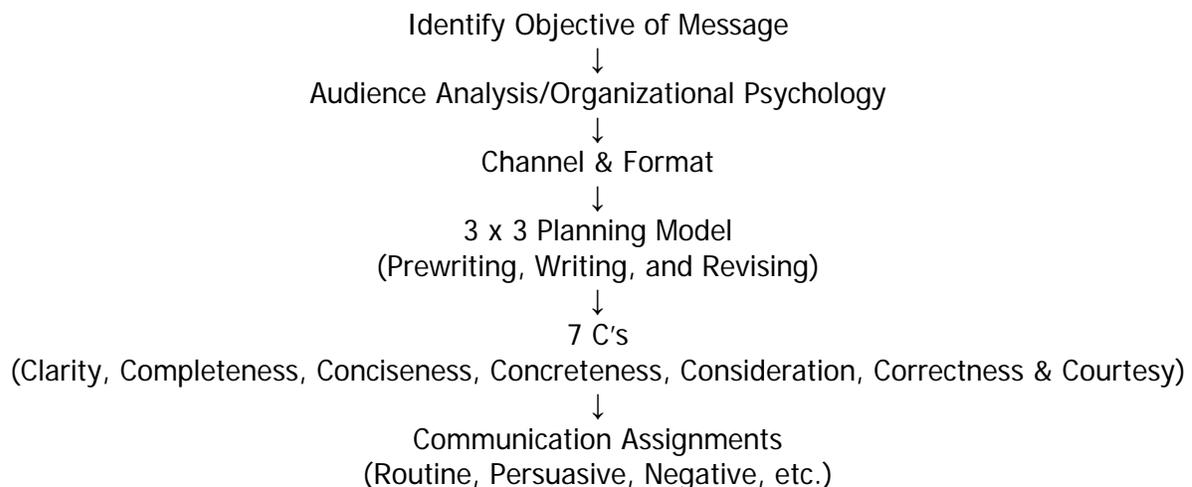
1) builds on mastery of fundamentals of punctuation, grammar and spelling;
2) extends beyond such English composition concepts as essay writing message organization; and
3) benefits from exposure to business presentations.

The student outcomes of effective business communication education should include evidence that students possess these skills and knowledge:

- Ability to recognize, prepare, and deliver in an appropriate business content effective memoranda, letters, reports, and presentations.
- Ability to communicate interpersonally in business, such as group dynamics, collaborative writing, team oral presentations, and editing.
- Ability to analyze data and present data to varying audiences.

BUS300 emphasizes the Business Communication Process Model which is common to all business communication classes. The process used in BUS300 to emphasize the Business Communication Model is illustrated in "The Model for Teaching Professional Business Communication Processes" below.

Model for Teaching Professional Business Communication Processes

Identify Objective of Message
↓
Audience Analysis/Organizational Psychology
↓
Channel & Format
↓
3 x 3 Planning Model
(Prewriting, Writing, and Revising)
↓
7 C's
(Clarity, Completeness, Conciseness, Concreteness, Consideration, Correctness & Courtesy)
↓
Communication Assignments
(Routine, Persuasive, Negative, etc.)

The College of Business chose business communication as a critical component of our student's education, hence learning outcomes were established and course outcomes are assessed annually.

Are there any special considerations for International Students?

International students are held to the same standards as U.S. students. This applies to properly referencing and citing the work of others, and proper use of punctuation and grammar of written work. You should expect them to attend class, do assignments, work in groups, etc. Some of them may be reluctant to speak up in class (especially if they are here only for a semester and not yet sure of their spoken English) but all of them have passed written, oral, and reading English language tests. If you want to give an exchange student extra time on an exam, it is up to you – not required and can certainly be denied!

On exams, encourage international students to get clarification if they are unsure as to what a question may be asking. That doesn't mean that you need to define for them terminology that they are expected to know. Allowing students to use translation software during an exam may give them an unintended advantage. In group work, it is often desirable to assemble groups in such a way that international students are spread among groups rather than have some groups composed of only international students.

IDEAS for teaching LARGE sections

- Make sure your syllabus is VERY detailed. **It is difficult to give oral directions in a large section** so everything needs to be written out. If you do need change directions during the semester, announce it, print it, and put it in Canvas or whatever electronic tools you use for class.
- Talk to some of the other people who teach large sections to decide how to communicate with your class – Canvas, Outlook, webpages, etc.
- Make sure you always meet your office hours. Leave a note on the door if you cannot have office hours and give the students an alternative time to meet with you.
- Some faculty have found it useful to have review sections every week or before a test to get the students in a smaller environment and allow them to ask questions.
- Make sure you have enough tests printed for the class. Other test-giving ideas:
    - Count out the exact number you need for each row
    - Use multiple versions of the test to reduce the cheating
    - Have students show ID to take a test – You may need to take some people along to help with this!
    - Watch the class from the front of the room throughout the exam

Learning and Learning Styles

- Encourage/develop critical thinking whenever you can
    - Reading, writing, reflection, engagement, and application (with students providing rationale for their decisions)
- Be mindful of the fact that different students learn differently
    - When possible change things up in the classroom to accommodate both introvert and extrovert personalities, as well as visual, auditory, and kinesthetic learners.
    - ADHD, autism, and Aspergers

Master Teacher Workshops

The College of Business has started a Master Teacher Series of workshops to provide classroom tips and information on various aspects of the teaching/learning process.. The workshop schedule is posted online and email notices of workshops (with date and topic area to be covered) are sent out several weeks before a workshop is held. Information on the Master Teacher Initiative as well as teaching tips can be found at:
https://tilt.colostate.edu/proDev/mti/
https://tilt.colostate.edu/teachingResources/tips/

Video Recording of My Class

If you would like to have one or more classes recorded for playback at a later time contact: cob-it-help@business.colostate.edu. Arrangements will need to be made at least 48 hours in advance of the scheduled class meeting.

Consensual Relationships

The University is committed to the principle that its personnel shall carry out their duties in an objective and ethical fashion and in an atmosphere in which conflicts of interest are identified and managed. The University does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. However, consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party have the potential to interfere with these goals and policies.

A romantic, intimate, or sexual relationship in which one individual is in a position to exercise authority over the other creates conflicts of interest and perceptions of undue advantage or disadvantage. When both parties have consented at the outset to a romantic, intimate, or sexual relationship, this consent does not remove grounds for a charge of conflict of interest, sexual harassment, or violation of applicable parts of Section D.9, Code of Ethical Behavior, based upon subsequent unwelcome conduct.

A faculty member shall not enter into a new Consensual Relationship with a Student over whom the faculty member Exercises Authority.

An Employee shall report immediately to his or her Supervisor the following:
    a.   Past or preexisting Consensual Relationships with a Student for whom the Employee is in a position to Exercise Authority. Examples include, but are not limited to, a Student research assistant, a Student in a current class, a Student intern, or a Student advisee.
    b.   Past or present Consensual Relationships with a subordinate Employee over whom the supervising Employee Exercises Authority. An Employee who is the subordinate Employee in a Consensual Relationship also is encouraged to report that relationship to the Supervisor of the individual with whom he or she is involved.

Every effort should be made to preserve confidentiality, sharing names and pertinent information only with individuals directly involved in these actions and only as necessary.

If an Employee has a Consensual Relationship with another Employee who is not a subordinate, then he or she shall refrain from participating in or influencing votes or decisions that may reward or penalize that Employee (such as votes or decisions regarding tenure and/or promotion). A violation of this policy may lead to disciplinary action, as permitted by University policy and law, up to and including termination of employment. Retaliation against persons who report concerns about Consensual Relationships is prohibited and constitutes a violation of this Policy.

The link to the policy is: http://oeo.colostate.edu/consensual-relationships-policy

THE SEMESTER IS UNDERWAY

When can students drop classes?

Through about the 2.5 week of class a student can drop classes. If the class is dropped, the course does not show up on the transcript. They can withdraw from a class until about week 9 or 10. Those classes show up on the transcript with a 'W' to show that they attempted the class but withdrew. Additional information can be found at: http://registrar.colostate.edu/registration/registration-changes/

Withdrawing from a class after the 2nd week of class will affect the student's College Opportunity Fund (COF) money. The class will count against their total number of credits that the state of Colorado will fund, and they will not receive a differential tuition refund.

Add with override period

Add with override begins the Monday after classes begin and goes through the 2.5 week. All of these overrides must go through Mike Jaramillo, Director of Undergraduate Programs . If you want to allow a student to get into your class during this period, you need to send Mike an email stating that you are OK with it. If appropriate, he will then enter an override and contact the student about registration. Generally speaking, we do not allow adds during this time, so that teams can be assigned and quizzes given. If the section has a waitlist, overrides will only be granted to those students next in line on the waitlist.

What about late adds?

All late registrations for business courses must go through Mike Jaramillo. If you want to allow a student to get into your class after the registration period (2.5 week), you need to send an email to Mike stating that you are OK with it. If appropriate, he will then complete all of the necessary paperwork requesting the late add and will take it from there. A lot of factors are involved with these issues such as tuition, Colorado Opportunity Fund, Fees, Differential Tuition, space availability... Generally speaking, we do not allow any late adds for business courses with the exception of Internships, and Independent Studies.

Administrative Drop Policy

Academic departments **may** drop any student in a course who fails to attend **both** of the first two regularly scheduled meetings of the class (one meeting for laboratory courses or for classes which meet once each week), unless the students have notified the department or the Office of Records and Registration in advance.

The College does not have a policy about this so check with your department. If you teach a class which is habitually in demand, your department may want you to take roll for the first 2 class periods and then drop any student who has missed both classes. You should also make sure you put this policy on your syllabus (and post it electronically) so students will know they have been dropped if they missed the first 2 classes.

I want to give an objective exam and want it machine graded.

The University Testing Center will grade your testing forms if you give objective answer exams. Check with your department admin person for the current pickup and return times. Your departmental office should have the most current version of the testing forms (answer bubble sheets) which you can pick up and distribute to the students. All you need to do is prepare an answer key and submit it to the University Testing Center with the answer forms completed by the students. Prepare the answer key following the instructions on the UTC website (see address below). UTC will do the scoring for you. If you don't mind waiting for a day, you can just send it through your department. You will have all your scores online and your testing forms should be back the next day.

The University Testing Center is located in 203 General Services Building. Complete information is at http://testing.colostate.edu/scoring

Can I post grades for my students?

According to section I.2 The Family Educational Rights and Privacy Act of 1974 of the CSU Faculty Manual

I.2 The Family Educational Rights and Privacy Act of 1974 *(last revised June 4, 2008)*

The Family Educational Rights and Privacy Act ("FERPA" or the "Buckley Amendment") of 1974 provides for the protection of student education records after a person enrolls at a post-secondary institution. Generally, FERPA provides that the University may not disclose records that personally identify a student without the student's prior consent.

Student education records may be shared among Colorado State University personnel who have a "legitimate educational interest" in that record. FERPA also permits student records to be shared within the University, including sharing among and between academic units and Student Affairs, without the student's consent when there are health or safety concerns related to a student or for disciplinary matters. Faculty members and staff should contact the Office of General Counsel for guidance before responding to a subpoena that requests the release of student information.

The bottom line is that individual grades are not for public consumption. Use the gradebook on Canvas to provide grade feedback in a timely manner. DO NOT place graded work in public areas (such as a hall tray outside your office or in an envelope attached to your office door or a bulletin board).

Students are unhappy with the class. After they talk to me, who should they approach next?

If you cannot solve the problem and they are still unhappy (it happens!), tell them to talk to your department head, then the associate dean, and finally the Dean. If they go to the dean first, he/she is only going to pass on the message to the appropriate person anyway. They can save themselves some time by going in the above order.

A student wants an 'Incomplete' (I) in the class.

CSU has a policy about Incompletes. It is:

I.9 Grades of Incomplete

At the discretion of the instructor, a temporary grade of Incomplete may be given to a student who demonstrates that he or she <u>could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable.</u> A student must be passing a course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete to a student who is not passing the course. When an instructor assigns an Incomplete, he or she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an Incomplete when the student is not passing the course. The instructor shall retain a copy of this statement in his or her grade records and provide copies to the student and the department head or his or her designee. After successful completion of the makeup requirements, Incomplete grades will be changed by the instructor of record or the department head, in the absence of the instructor of record. After one year or at the end of the semester in which the student graduates (whichever comes first), an Incomplete will be automatically changed to a "F" (failure) unless the course has been previously completed and a grade change submitted by the instructor or the head of the department (see Section I.9).

How should I deal with a student that is lobbying for a better course grade?

At the end of the semester students should realize that you are just the accountant. Allowing extra credit after all required work has been submitted is bad policy and not fair to other students who did not seek special treatment. If students persist, let them know that giving special opportunities to improve their grade is inconsistent with our COB values. Any grading problems/issues that arise during the semester should be dealt with in a timely manner – not at the end of the course. In the case of international students that may be supported by their government, our experience has shown that governments expect grades to reflect what was earned.

What do I do if I suspect a student is cheating?

CSU has a very specific Student Code of Conduct that addresses academic misconduct. It can be found at https://resolutioncenter.colostate.edu/wp-content/uploads/sites/7/2016/03/student-conduct-code-brochure-v2015.pdf. When a suspected instance of academic misconduct occurs, it is important that you follow established CSU procedures. These procedures are detailed at both the previous website and at https://tilt.colostate.edu/integrity/resourcesFaculty/.

Before assigning a grade reduction or any other penalty, you must inform the student that you suspect academic misconduct has occurred and give him/her an opportunity to meet with you to explain the situation. If the explanation makes it clear that academic misconduct did not occur there is no further action. If, however, you still believe that academic misconduct occurred you have broad discretion in terms of assigning a penalty – from a reduction in the score on the graded course element in which the academic misconduct occurred to failing the course. Please note that suspected academic misconduct must be reported to both your chair and the Student Resolution Center (the latter electronically). SRC will investigate the allegations and maintain a record of all instances of academic misconduct for each student.   Maintaining records in one place makes it easier to identify an unacceptable pattern of behavior.

THE SEMESTER IS ABOUT OVER

Course evaluations

ALL faculty members are expected to have their classes fill out the official class evaluations. When you ask your class to fill them out, please:

- Conduct distribute the evaluation in the assigned classroom and leave the room while students complete them!
- Do not collect the evaluations yourself -ask for a volunteer or two to collect them and take them to the designated drop-off location
- Do not read them until AFTER you have determined the grades for the semester
- Do not bring treats to class on, or shortly before, the day on which evaluations will be done

Some faculty members also like to do mid-course evaluations. The Center for Teaching and Learning has an excellent web page that explains this process. http://tilt.colostate.edu/tips/tip.cfm?tipid=72

Many faculty members ask another person to do the mid-semester feedback for them. This allows the students to be more upfront about concerns they may have. The mid-semester feedback can help you make changes in the class while there is still time.

I.8 Student Course Survey *(last revised June 21, 2011)*

The Student Course Survey is designed to provide feedback to course instructors and is to be used for course improvement. In addition, it is designed to provide information for students to make informed choices about courses. Each term, course instructors shall conduct a student survey of all the courses they teach through a system administered by the University utilizing the standardized University wide instrument. At the end of each term, survey forms shall be digitized and responses shall be tabulated. Summaries of responses for each course surveyed shall be posted at **http://coursesurvey.colostate.edu**. Access to the summaries shall be granted to anyone with a CSU eid. Access to digital copies of the survey forms shall be granted only to the course instructor(s), to individuals explicitly granted access by the instructor(s), and to any other persons granted access by the department code. Costs for conducting and providing access to survey results shall be shared by the University and the Associated Students of Colorado State University (ASCSU). ASCSU's financial contribution shall not exceed half of the required financial resources to operate this program.

The Committee on Teaching and Learning is responsible for making recommendations regarding the survey instrument and its use. Changes to the Student Course Survey shall be approved by Faculty Council.

How do I submit final grades?

All grades are submitted using AriesWeb. More information will be sent out as we get closer to the day we need to use this! Most semesters you need to turn it in by 2 PM on the

Tuesday after exam week. That is when it is due at the registrar's office so your department may want it earlier! MBA classes have a different date.

NOTE: After grades are submitted review the screen that shows the # of students in the course and the # of unsubmitted grades. When the # of unsubmitted grades is '0' you're done!

I need to change a grade for a student after I turned in the grade. What do I do?

Grade changes are submitted electronically through ARIESweb (the same website that is used to submit grades. Under Instructor Tools, click on the Grade Change link. In the window click on the appropriate course and, in the resulting window, the student for which a change of grade is going to be made. Complete all requested information and submit.

What if a student wants to appeal a grade?

I.7 Student Appeals of Grading Decisions

Course instructors (see footnote #1) are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Course instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student's achievement shall be available to the student for inspection and discussion. A student may appeal the grade assigned to him or her by a course instructor. However, the burden of proof rests with the student to demonstrate that one (1) or more of the following occurred:

a. The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.

b. The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.

c. The grading decision was based on an unreasonable departure from previously articulated standards.

Before making an appeal, the student should discuss the situation with the course instructor(s) involved in the decision. Students have until 30 days following the beginning of the next semester to initiate a grade appeal so keep records for at least that amount of time.

CLASSROOM TECHNOLOGY

I would like to use new software in my class. What do I do?

You should talk to your department chair about this, preferably several MONTHS before the semester starts - not 2 days ahead of time. (The lab people are good but let's be nice!)

What should I do if I have a tech problem in my class room?

In Rockwell Hall: Press the "Red Button" on your side of the front table. The classroom support staff are very quick in their response will generally send help to your class room within minutes! They will also help you if you want to play a video for your class or need to adjust volume settings. If you are in a room that does not have a red button, call the COB Help Desk at 491-5968.

Outside Rockwell Hall ... and you have equipment problems other than your laptop, the Office of Instructional Services is responsible for fixing it. There should be a phone in the classroom with a direct connection to them. Call them! If there is no phone in the building, use an office phone near your classroom to call. For **classroom emergencies** call 491-5920; for other requests call 491-6080.

What is Canvas?
Canvas is the course support platform that CSU uses across all academic units. It is supported by ACNS (Academic Computing and Networking Service). Canvas allows you to post lecture slides, class materials, assignments and other content as well as facilitate group activities and grade management. For assistance, contact the COB Instructional Services team by emailing to address: COB Instructional Services.

I need help with equipment in my office - laptop, printer.

Call the Help Desk. 491-5968. They may be able to come help right away or will create a help ticket so you get on the list to be fixed!

What should I do if I forget my battery charger/note-book computer at home?

You can borrow a battery charger or lap/top from the computer staff in the basement of New Rock at the WEST end.

How do I connect to the wireless internet on campus?

You will need a VPN client, eid and password.

Should I post the PowerPoint slides I use in class?

This is up to each instructor but students have come to expect that slides will be posted before class. They can then print them out and use the paper copies to take notes. Not everyone even uses PowerPoint so don't feel pressure to do this. However, if you are teaching a larger section, using slides and posting them before class may be helpful to you and the students.

UPDATING CURRICULUM

How do I make SIGNIFICANT changes to approved course content?

You should talk with your Department Curriculum people and propose a change in the course. All course changes should be initiated at the departmental level. Before bringing anything to your department it would be preferable to fill out a course change form. These can be obtained by going to the University Curriculum Committee's (UCC) website. Once approved by the department, your departmental rep to the Undergraduate Programs Committee (UPC) will work to get it approved at the College level. Once it is approved by UPC, the proposal will go to UCC for institutional approval. After this is received, Faculty Council will vote on it as a consent agenda item with all other UCC curricular recommendations.

What does the UPC really do?

UPC is responsible for approving all changes to the UG curriculum, including the COB Core and concentrations. UPC is also responsible for assessment of the COB Core. Changes to the Core or to concentrations get approved here and then sent to the University Curriculum Committee. Changes to the COB Core must be approved by the entire COB faculty. Changes to courses within one of our concentrations need only be approved by the Department before going to UPC.

PERSONAL BUREAUCRACY

EID and Social Security Numbers!

All faculty and staff and students have 9 digit CSU ID numbers.

All Colorado State University students, faculty, and staff also need an electronic identity (called **eIdentity or eID)** to access many of the electronic services (eServices) on campus. The goal of the eID project is to establish a single, uniform electronic identity that can be used by all at the University to authenticate themselves and authorize individualized services. A comprehensive, authoritative eID is important so individuals will not have to remember many separate user accounts and passwords.

Valid eIDs: An eID is a login name and password. An eID login name is a one-part name, up to eight characters long, chosen by the individual. Often a person will select a first initial and last name as his or her eID, but it does not have to be.

How do I get my eID?

Go to the eID web at http://eid.colostate.edu. You will need your 9 digit CSUID. If you have never gotten an eID, you will be prompted to answer a few questions. If you already have an eID, you will be notified at that time.

AriesWeb login.

You will need an Aries login for class lists, Excel files, and inputting grades. But you must have an eid before you can request an Ariesweb login. Once you have your eid (see above) go to RamPoint (rampoint.colostate.edu), login, and request an AriesWeb login.

Canvas account.
Once you have an eid AND have been listed as the primary instructor for a course in Ariesweb, your courses will be automatically added to your course list in Canvas. Log into Canvas at http://info.canvas.colostate.edu. Once you have your course shell, you can create modules and populate them with content.

If you have questions or need assistance, contact:
LMSFacultySupport@business.colostate.edu.

College of Business Web site

The main site starts at http://www.biz.colostate.edu. At the bottom of the page you will see a link to 'Information for Faculty and Staff'. Following the link, you will see:

Faculty Tools

- Administrative resources
- Communication resources
- Digital Measures
- Directory
- e-Lab
- Office 365 (Outlook, OneDrive)
- Website profile management

Help

- IT help (email)
- IT help (portal)

Support Services

- Digital media services
- Human resources
- Instructional services
- IT resources
- Website support

Please acquaint yourself with the resources that are available to you through these links – they will make your life easier! If you find mistakes in the web site or need pages created for the college, please contact MarCom.

If you want your own personal web site, talk to MarCom. They can assist you.

Digital Measures

Digital Measures is the tool the COB uses to keep track of who teaches what, publications, etc. for AACSB accreditation reports. It is **REQUIRED** that you keep Digital Measures up-to-date with your publications and activities. We will download the teaching schedules so you do not have to deal with that. Faculty annual activity reports (usually due shortly after the start of the new year) are also prepared in Digital Measures.

Note that you can access Digital Measures through one of the above links.

Business Day

Every Spring semester, the College has a day of speakers and workshops for our students. We have been doing this for 20 years or more and it is currently organized by the Dean's Student Leadership Council. We no longer cancel classes for the day but you are urged to inform your classes about this activity and to encourage them to participate. Some professors make attendance during at least one session a requirement.

Holidays

Unlike some universities, CSU recognizes very few holidays from classes once the semester starts! The ones we do have are:
- o   Labor Day
- o   Entire week of Thanksgiving

- o   Martin Luther King Day - but it is usually the day before classes start in January.
- o   Spring Break in March – between the 8th and 9th week of the semester

- o   Memorial Day in May - classes are not held!
- o   4th of July - classes are NOT held!

You can check the official university calendar at
http://events.colostate.edu/day_default.asp?ID=7&cate=19

<u>The Library!</u>

The CSU library has a large number of electronic references available including in the business area. The business librarian, Louise Feldmann, will be happy to come to class sometime and demo some of them if you have specific needs for your class. You can also take your class over to the library and meet in one of their classrooms. Call them!

You don't always have to walk to the library for a hard copy! All you need is your eID and your password and you can have online access to the library and their electronic journals. This is very useful for research. With Google Scholar, you can gain access to several full text online articles. Just use the "find it at CSU" option.

CSU STUDENT SERVICES

Mental Health Issues

In any given course, you may have a number of students dealing with difficult life issues. You are most likely NOT a licensed therapist or diagnostician. Your role is to help identify students that are having problems, let them know that both you and the Institution cares about them, and get them directed to the resources that they need.

CSU has a counseling center which students can use for free. The University Counseling Center is a comprehensive mental health agency established to serve the campus community. The University Counseling Center is committed to creating a campus environment that supports and values the unique contribution of all individuals. http://health.colostate.edu/services/counseling-services/

The Center strives to develop and offer services designed to assist students to acquire those skills, attitudes, and resources necessary to both succeed in the college environment and pursue productive and satisfying lives. The Center's goal is to contribute to the overall educational mission of the University by facilitating the academic, emotional, social, and career development of students.

If you suspect a student is depressed or suicidal, please take the initiative and talk to them about going to the counseling center. You can also talk to Mike Jaramillo and he will walk with the student to the counseling center. Students get stressed out (just like we do) and sometimes need a friendly face to talk to. Be that friendly face! CSU also has an initiative named "Tell Someone" that allows you to make an online referral concerning someone about whom you have a concern, or you can call (970) 491-1350 to discuss your concern. You can find additional information about CSU's "Tell Someone" initiative at: http://supportandsafety.colostate.edu/tellsomeone.

If you believe a member of the campus community is in imminent danger to themselves or others, immediately contact CSU police by call 911 or the department's non-emergency number at (970) 491-6425.

Study Skills

Operated by the University Counseling Center, the Learning Assistance Center is designed to help struggling Colorado State University students get through college with fewer headaches and frustrations. The LAC will individualize sessions to suit the needs of each student. They will work together with the student to develop a plan that enables him/her to get the grades he/she wants.

They help to:
- determine if there is a learning disability that is contributing to your academic problems
- design methods of coping with learning difficulties

- implement new strategies in areas such as:
  - textbook reading
  - note taking
  - time management
  - memory and concentration
  - test preparation

Stress Management is an important skill to learn and is necessary to relieve the negative consequences of stress. Through various relaxation techniques, students can learn to identify stressors and relax their mind and body. The CSU Health Network provides information and practice for these relaxation techniques.
Location: The CSU Health Network Counseling Services is located in the CSU Health and Medical Center at 151 W. Lake Street .

The Writing Center http://writing.colostate.edu/wcenter/
Willard O. Eddy Hall, Room 6

The Writing Center can help your students with any stage of their writing process as long as they do not wait until the last minute!
- **Starting:** Understanding assignments, brainstorming, freewriting.
- **Drafting:** Finding a focus, choosing a purpose, developing a thesis, sketching out an argument.
- **Revising:** Improving your paper's organization, expanding ideas, improving your clarity and cohesion.
- **Researching:** Finding a topic and choosing search terms, conducting searches (on the WWW and the library catalogue), evaluating sources, note taking and research log recording, integrating material into your essay, writing correct citations.
- **Proofreading:** Learning how to find and correct errors in punctuation, usage, and grammar **on your own**.

They will not:
- Proofread and edit
- Discuss a paper's potential or given grade.

They offer walk in service or service by appointment (call 491-0222 or drop by).

Resources for Disabled Students

Students who meet the basic requirements (otherwise qualified) of a program or activity cannot be denied access to any program or activity offered or sponsored by the university solely on the basis of disability. Eligibility criteria that screen out or tend to screen out individuals with disabilities are also not allowed UNLESS such criteria are necessary for successful participation in the program or activity. The regulations of both acts also outline the types of auxiliary aids and/or reasonable accommodations the university is to make for qualified students with disabilities. These include, but are not limited to, the following:

- moving classes/activities to accessible locations
- providing alternatives to print material

- allowing the tape recording of lectures
- providing sign language or oral interpreters
- changing the length of time for completion of assignments and other academic activities
- providing adaptive computer equipment
- adapting or modifying testing situations

However, accommodations are not meant to change the fundamental elements of a program or activity and they are not designed to guarantee a student's success. As defined by Section 504 and the ADA, a person with a disability is someone who currently has, has a history or record of, or is considered to have, a physical or mental condition that significantly limits a major life activity. These activities include, but are not limited to: walking, seeing, hearing, learning, breathing, etc. While some disabilities are apparent, others may not be. Verification of the presence of a disability is supported by appropriate documentation when necessary.

Although the majority of students with disabilities have permanent conditions, students with temporary disabilities may be eligible for support services depending upon the availability of resources (not required by law, per se). Accommodating a student with a temporary disability can aid in the retention of the student since many temporary disabilities can disrupt a student's normal functional abilities for academic activities (e.g. taking notes or writing exams due to hand surgery).

An otherwise qualified person is anyone who meets the basic requirements of a program or activity. Students with disabilities at Colorado State University have all met the basic requirements for admission to the university. Eligibility for accommodations or auxiliary aids is determined by information supplied by the student including appropriate diagnostic documentation by qualified professionals.

WHAT IS THE FACULTY MEMBER'S RESPONSIBILITY?

As part of the teaching staff of the university, your responsibilities are encompassed in the university's obligations to federal mandates. In other words, you are expected to make reasonable accommodations for a qualified disabled student so that discrimination based upon the effects of the disability does not occur. Therefore, if you are preparing assignments, lectures, exams, etc. and a student requires an accommodation, you cooperation is a critical component in order for the student to participate fully to meet essential or fundamental requirements of the class.

However, you are not responsible for determining what is and is not a reasonable accommodation for a student. Resources for Disabled Students (RDS) is responsible for determining appropriate accommodations for students and is available to help you in providing a reasonable accommodation based on the requirements of your class or program and the needs of the student.

Nor are you solely responsible for the full provision of an accommodation. RDS coordinates most of the more common accommodations needed by students for the university, including the provision of interpreters or alternative format for print material. Please feel free to contact RDS for further information at 491-6385.

For additional information, please go to: http://rds.colostate.edu/faculty.aspx. You will find LOTS of valuable information on this website.

UNDERGRADUATE ADVISING

All students are assigned an academic advisor in the College of Business. We use centralized, professional advisors for academics. Students are encouraged to discuss careers and majors with faculty, however. Students are also encouraged to meet with an advisor every semester before they register for classes. This helps to ensure that they meet the requirements and know about any new or changed requirements.

Students are assigned an Advisor based upon name and credits completed. Advising offices are located in 110 Rockwell Hall West. When students become a senior, they will work with a Senior Advisor to get their graduation contracts and graduation clearances.

Services Provided:

Academic Advising - Course overrides, course overloads, Education Abroad approvals, course substitutions, course waivers, graduation audits, course selection and sequencing, Business major, Business minor, Entrepreneurship minor, and Real Estate minor advising, academic probation, Ram Orientation for New Students and Transfer Students...

Retention - Business Diversity and Leadership Alliance (BDLA), COB Mentoring Program, Collegiate DECA, Global Business Network (GBN), , Rock3.0, Latinx Business Association, Rock S.O.L.I.D. Stewards. Liaisons between students and Faculty, COB Departments, and other University Departments, Campus and community referrals, and Ram Welcome...

Recruiting –Discover CSU, Explore CSU, Choose CSU Visit Days, Prospective Student Visits, Exploring Majors Fair, Regional and International DECA conferences, Host Northern Colorado Regional DECA Invitational, Women in Business event...

GO Abroad Initiatives - Education Abroad, Semester At Sea, Internships Abroad, Summer Study Tours, Faculty/Staff Corporate/Higher Ed Tours, International Service Learning, International Curriculum Infusion...

Diversity - Social Justice Workshop Series, Inclusivity/diversity trainings, Social Justice and Leadership Course, COB Inclusivity/Diversity Training Initiatives for faculty and staff...

Scholarships – CSU and Business Scholarship application (CSUSA) opens on January 1 and closes on March 1. Scholarships are awarded in early May for the following academic year.

Class and Classroom Scheduling – All undergraduate and graduate courses are scheduled through Mike Jaramillo in consultation with Academic Department Heads. Questions should be referred to Department Heads.

Overrides – COB Faculty do not approve, grant, or enter course overrides. All 100-500 level Business course overrides go through Undergraduate Programs.
- **Business Majors** requesting overrides for Business courses should be referred to their assigned Business Advisor

- **Business Minors** requesting overrides for Business courses or with any business related questions should be referred to the following email address – businessminors@business.colostate.edu
- **Entrepreneurship Minors** requesting overrides for Business courses or with any business related questions should be referred to the following email address – entrepreneurshipminors@colostate.edu
- **Real Estate Minors** requesting overrides for business courses or with any business related questions should be referred to the following email address- realestateminors@business.colostate.edu
- **Non-Business Majors and Non-Business, Non-Entrepreneurship Non-Real Estate Minors** requesting overrides for business courses should be referred directly to Tonja Rosales

Override Exceptions

FA18 - Adding classes ends on Sunday, August 26th at 11:59pm.
- All Registration officially closes on September 5th at 11:59pm.
- Between August 27th and September 5th students can only get into classes by override. The COB has agreed that we will only allow enrollment in our classes during this period for extreme extenuating circumstances.
- Professor approval is required before we would grant an override during this period.
- We must still honor the waitlist if there are students on the waitlist.
- During this period, if you wish to support a student's request, you will need to send Mike Jaramillo an email with the students name, CSU ID number, the course you are teaching, and the reason you are supporting the request.
- If the request is reasonable and feasible, an override will be entered and the student will be informed that they can register.
- If the request is not reasonable/feasible, Mike will inform the student the request is denied.

Program Staff:

Mike Jaramillo - Director of Undergraduate Programs
michael.jaramillo@colostate.edu   970-491-4650

Tonja Rosales – Assistant Director of Undergraduate Programs/Academic Advisor
Advise Business majors with 90 + credits completed – Last names L-Z
Tonja.Rosales@colostate.edu   970-491-5474

Natalie Cartwright – Academic Advisor/Go Abroad Coordinator
Advise Business majors with 90+ credits completed – Last names A-K
Natalie.cartwright@colostate.edu   970-491-6039

Justeen Montelongo - Administrative Coordinator/Social Justice Workshop Coordinator   justeen.montelongo@colostate.edu
          970-491-2103

Patrice Palmer - Academic Advisor/BDLA Coordinator
Advise Business majors 0-89 credits completed with last name ending A-D
patrice.palmer@colostate.edu   970-491-6134

Alex Diemer - Academic Advisor/Rock3.0 and Probation Program Coordinator
Advise Business majors 0-89 credits completed with last name ending E-K
Alex.Diemer@colostate.edu   970-491-1315

Ashleigh Renteria - Academic Advisor/COB Mentoring Program Coordinator
Advise Business majors 0-89 credits completed with last name ending L-P
Ashleigh.Renteria@colostate.edu   970-491-3725

Lauren Wolff - Academic Advisor/Global Business Network Coordinator
Advise Business majors 0-89 credits completed with last name ending Q-T, and International students with 0-89 credits completed
Lauren.Wolff@colostate.edu   970-491-5200

Matt Anton - Academic Advisor/Collegiate DECA Coordinator
Advise Business majors 0-89 credits completed with last name ending U-Z, and all Honors Students
Matt.Anton@colostate.edu   970-491-4269

Cody Dozier – Academic Advisor/LAtinx Business Association Coordinator
Advise all Business minors, Entrepreneurship minors, and Real Estate Minors
Cody.dozier@colostate.edu   970-491-1388