**SYLLABUS INB 3333 DOING BUSINESS ACROSS CULTURES SUMMER2, 2017**

**Phil Van Auken**

**Management Dept, 2nd floor of the Foster building, office 220.50** (the very last office at the very end of the MGT Dept. suite).

**Class material website:** [**http://business.baylor.edu/Phil\_vanauken/home.html**](http://business.baylor.edu/Phil_vanauken/home.html)

**phil\_vanauken@baylor.edu**

**Office hours: 8:30-9:30 daily**

**Misc. class info**: There is **no attendance policy** and **no exams** or a final. Canvas is not used in class. Everything you need is on my website (see URL above). Classes last only **60** minutes, at which time you may leave. I will be available during the 30 minutes before and after each class to provide grade-related **feedback** on your cumulative write-ups. This will help you know where your cumulative grade stands at any time and ways to improve future write-ups. If you want, you can also use this time to complete your daily write-up (handwritten or typed) while class material is **fresh in your mind**.

**Class online materials**: an online manual of culture lecture slides (20 pages printed front and back, 9 slides per page). This is available on my **website** (see link in the above box). **No** purchased text is used for class. Bringing the slides to class will make it much **easier** to follow our daily class discussions.

**Assignments**: Your overall class grade comes from one short write-up (**max of 5-7** sentences) per class over material covered that day. All cumulative write-ups are due during class on Friday, **August 4**, which is the last day we will meet for class. The purpose of the WUPs is for you to apply class material to your up-coming career: how class material would help you better survive and thrive in your professional life. WUP format: single-spaced; skip 2 lines after each WUP and number each one consecutively. There is a total of **22** WUPs, (one per class) beginning with the second class and ending on August 3. You can take this class online as much as you wish, but if you want feedback on your write-ups, you will need to attend the last 30 minutes of any classes you choose (which are set aside for WUP feedback). Each WUP is over a different cultural topic in the slides.

**Grading**: All of your write-ups are graded at the end of the semester as **one package** = your overall course grade, which will be **emailed** to you. Steady progress on your WUPs throughout the semester is taken into consideration. This course grade is based on how beneficial your write-ups might be **to you** in your future career.