



Course Syllabus

Introduction to International Business & Trade

IBUS 1305

Semester with Course Reference Number (CRN) Spring 2017
CRN#13153

Instructor contact information (phone number and email address) Deanna Teel
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713-718-5873

Office Location and Hours Rm. 803, The Commons, Spring Branch
Contact the instructor for an appointment

Course Location/Times 9:30am – 11:00am, Spring Branch, Hybrid

Course Semester Credit Hours (SCH) (lecture, lab) If applicable Credit Hours: 3
Lecture Hours: 3
Laboratory Hours:
External Hours:

Total Course Contact Hours 48.00

Course Length (number of weeks) 16 weeks

Type of Instruction Hybrid

Course Description: The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

Course Prerequisite(s) **FREQUENT REQUISITES**

- MATH 0106
- PRER 0100 & INRW 0410
- INRW 0410

Academic Discipline/CTE Program Learning Outcomes PSLO #1-Identify global issues and trends impacting global business and operations.
PSLO#2 –Identify external global environmental factors (socio-cultural, economic, legal, political and technological) and international trade management issues within

global operations
 PSLO#3-Employ various sources of international business research (including government, private and non-profit or non-governmental sources) for strategic decision-making
 PSLO#4- Evaluate export and import management operations and/or policies necessary in international trade
 PSLO #5: Analyze , evaluate, and synthesize information presented in source language to provide high quality translation and interpretation to target language through written and oral communication.

Course Student Learning Outcomes (SLO): 4 to 7

1. Identify and explain terms in the global environment; > Assignment #1
2. Discuss international institutions;>Assignment #2
3. Complete a project in the internationalization of functional business operations;>Assignment #4
4. Resolve case problems for international business operations>Group Project builds on all these SLO's

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

- 1. Identify and explain terms in the global environment;**
 Test which includes 50 multiple choice questions.
 Methods of Assessment: Exam #1, Assignment #1 and the Group Project
- 2. Discuss international institutions;**
 Test which includes 50 multiple choice questions.
 Methods of Assessment: Exam #1, Assignment #2 and the Group Project
- 3. Complete a project in the internationalization of functional business operations;**
 Test which includes 50 multiple choice questions.
 Methods of Assessment: Exam #2 & 3, Assignment #4 and the Group Project
- 4. Resolve case problems for international business operations.**
 Test which includes 50 multiple choice questions.
 Methods of Assessment: Exam #3, Assignment #4 and the Group Project

SCANS and/or Core Curriculum Competencies: If applicable

- SCANS**
- Identify and explain terms in the global environment; discuss international institutions;**
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking
- complete a project in the internationalization of functional business operations;**
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking
- and resolve case problems for international business operations.**
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking

Instructional Methods

- Web-enhanced (49% or less)
- Hybrid (50% or more)
- Distance (100%)

Face to Face

**Student
Assignments**

Identify and explain terms in the global environment; discuss international institutions;
Assignment #4
complete a project in the internationalization of functional business operations;
Group Project
and resolve case problems for international business operations.
Group Project

**Student
Assessment(s)**

**Instructor's
Requirements**

16 WEEK COURSE WEEKLY SCHEDULE OF ASSIGNMENTS

WK	Textbook Chapters/Assignments/Exams	
1	1/17/2017	INTRODUCTIONS Read Chap 1
2	1/23/2017	Read Chap 2
3	1/30/2017	Assignment #1 due 2/2/2017- NO LATE ASSIGNMENTS WILL BE ACCEPTED Read Chap 3
4	2/6/2017	Read Chap 4
5	2/13/2017	Assignment #2 due 2/17/17- NO LATE ASSIGNMENTS WILL BE ACCEPTED Read Chap 5
6	2/20/2017	Exam #1 on 2/24/2017 – 2/26/2017 over Chaps 1-5- No MAKEUP EXAMS GIVEN
7	2/27/2017	Read Chap 6 Group Work
8	3/6/2017	Assignment #3 due 3/10/17- NO LATE ASSIGNMENTS WILL BE ACCEPTED Read Chap 7 Group Work
9	3/13/2017	SPRING BREAK!!
10	3/20/2017	Assignment #4 due 3/25/2017- NO LATE ASSIGNMENTS ACCEPTED! Read Chap 8
11	3/27/2017	Exam #2 ON 3/31/17 – 4/ 2/17 over CHAPS 6-12- No MAKEUP EXAMS GIVEN! Read Chap 9 / Group Work
12	4/3/17	<i>Administrative/Student Withdrawal date on 4/3/2017</i> Read Chap 10 Group Work
13	4/10/2017	Group Work Read Chap 11
14	4/17/2017	Read Chap 12 Group Work
15	4/24/2017	Group Presentations in class

16	5/1/2017	Read Chap 13-20 Group Presentations due 5/4/17
17	5/8/2017	FINAL EXAM –NO MAKEUP EXAMS WILL BE GIVEN Final exam over Chaps 13-20 on 5/8/17 – 5/10/2017 GRADES AVAILABLE TO STUDENTS 5/23/2016
		ALL ASSIGNMENTS AND EXAM DATES ARE SUBJECT TO CHANGE!!

EXAMS

Three (3) exams will be given with the lowest score of the 3 exams being dropped. Please note that if one exam is missed, there is no penalty.

These are “self-assessments” meaning they are to be done **ALONE**. If anyone is caught colluding with another student on the exam(s), the students will be given an “F”. Per HCC guidelines, colluding is **cheating**. **EXAM DATES ARE SUBJECT TO CHANGE AND NO MAKE-UP EXAMS ARE GIVEN!**

EXERCISES

Assignments are posted within the Assignment Page and can be done individually or with group members. The due dates are located on the “Weekly Schedule of Assignments” document and within each CANVAS weekly topic. Each assignment may have a file attached including instructions. Follow the directions and submit individually (if in a group) on the due date and time. Students can start immediately on their assignments and submit early, if desired. **All assignments are subject to change at any time!**

GROUP PROJECT

Each individual or group will prepare a FULL ten-paged paper (not including exhibits, diagrams, charts, etc) w/1” margins(including an introduction and a summary) on a topic pertaining to International Business which must be approved by the instructor. A minimum 15 minute presentation is required.

Sources must be properly documented (works cited). **PLAGIARISM** is against HCC policy and will be enforced!

If students utilize **UPSWING.IO** (hcc.upswing@hccs.edu), 10-20 extra points can be added to your paper. If you do utilize UPSWING, be certain to include the requirements for this assignment to your tutor. Your paper needs to be reviewed by an English tutor to earn the extra points. After UPSWING has made recommendations to your paper, you must take these changes and incorporate them into your own final paper. You will then upload your final project and the proof from the UPSWING tutor. **Proof of participation must be given to earn the extra points.**

EXTRA CREDIT OPPORTUNITIES

There are a multitude of extra-curricular activities which can be attended throughout the semester (day & evening) which are beneficial to students wanting job networking and internship opportunities. The extra credit points will be added to the FINAL RAW score, meaning that if you earned +2 extra credit points and your final score was “88”, your grade would go from a “B” to an “A”.

Additionally, there are student scholarships available in International Business for students in these programs. Ask the instructor about these many opportunities.

ATTENDANCE

All students are expected to attend classes regularly. The Official Day Record is different for each term. The Day of Record is posted on the official HCC

Calendar.

“Active participation” is the following for this course:

1) Introducing yourself Day 1 and participating every day thereafter.

If you are having technical difficulties and cannot login, you must immediately contact your instructor and the DE Help desk.

**Program/Discipline
Requirements: If
applicable**

**HCC Grading
Scale:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

I (Incomplete) is only given for extreme circumstances such as a death in the family, hospitalization or something of this nature. Documentation must be provided to support this.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

**Instructor Grading
Criteria**

GRADE COMPUTATION:

3 TESTS	200 POINTS	50%
GROUP PROJECT	100 POINTS	25%
EXERCISES	100 POINTS	25%
TOTAL POINTS	400 POINTS	100%

Instructional

INTERNATIONAL BUSINESS: COMPETING IN THE GLOBAL

Materials

MARKETPLACE BY CHARLES HILL, 11TH ED., MCGRAW HILL
ISBN: 1-259-57811-9

HCC Policy Statement: <http://www.hccs.edu/district/students/student-handbook/>

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

Title IX

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. *Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.*

Students with Disabilities

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Services

<http://www.hccs.edu/district/students/disability-services/ada-counselors/>

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5667

713-718-5408

Southeast College

713-718-7053

Southwest College

713-718-7909

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604
Interpreting and CART services
713-718-6333

Sexual Harrassment

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to: David Cross Director EEO/Compliance Office of Institutional Equity & Diversity 3100 Main Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

HCC Online and/or Continuing Education Policies

Access HCC Online Policies on their Web site: All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:
<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf> Access CE Policies on their Web site:
<http://www.hccs.edu/continuing-education/>

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>