



**Business Center of Excellence
International Business Department**

<https://www.hccs.edu/programs/areas-of-study/business/international-business/>

IBUS 1301: Principles of Exports| Online | #CRN 17173

Fall 2020 | 8 Weeks (1/19/2021 – 3/14/2021)

Online Anytime Modality

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Deanna Teel	Office Phone:	713-718-5873
Office:	The Commons, Rm.803	Office Hours:	Contact the instructor for appointment
HCC Email:	Deanna.teel@hccs.edu	Office Location:	Spring Branch

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please use Canvas email to contact me. Canvas email messages tell me in which class you are enrolled. This information is very helpful to me in determining how best to respond to your message. That's why I strongly prefer that you use Canvas email. It's for you!

I will strive to respond to your email within 24 hours except on weekends. If you prefer to leave a voicemail, please clearly state (a) your name, (b) what class you are enrolled in, and (c) what you are calling about. I will respond to your voice message via telephone.

You may also contact the International Business Department personnel listed below:

Division Chair: Ken Hernandez, kenneth.hernandez@hccs.edu, 713-718-2468
Division Admin Assistant: Lyssa Wilson, melissa.wilson3@hccs.edu, 713-718-5125

What's Exciting About This Course

Have you ever wondered how all those packages you ordered from Amazon got to your doorstep or mailbox? This course will help fill in the blanks.

My Personal Welcome

Welcome to Principles of Exports! What an exciting time to learn about Exporting! If you ever have questions or need clarification, don't hesitate to contact me.

nextLearning - Spring 2021 Modalities

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **Online Anytime** classes are traditional online courses; coursework is online, and there are no meetings at specific times.
- **Online on a Schedule** classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings.
- **Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of IBUS 1301 is **Online Anytime**.

Prerequisites and/or Co-Requisites

IBUS 1301 requires students to be placed into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0306 in math. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of IBUS 1301 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. **Canvas usage is critical to your success in this course!** You will use Canvas to communicate with me and with other classmates as well as for your assignments (which are uploaded in Canvas) and your exams. (all online) HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

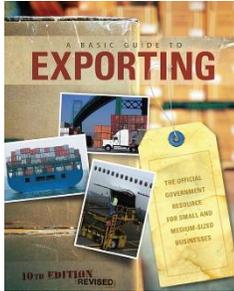
Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

The textbook listed below is **required** for this course.



"A Basic Guide to Exporting: The Official Government Resource for Small and Medium-Sized Businesses" (11th Edition) (U.S. Department of Commerce, International Trade Administration/ITA Commercial Service)
ISBN: 9780160907845

The free .pdf file of the textbook can be found on the front page of the course under the "GETTING STARTED" section, "RESOURCES"

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

IBUS 1301: Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and traffic procedures. Emphasizes human and public relations, management of personnel, finance, and accounting procedures.

Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U. S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/business/international-business/>

Course Student Learning Outcomes (CSLOs)

Upon completion of IBUS 1301, the student will be able to:

1. Explain documentation, logistics, and transportation of export management.
2. Prepare appropriate export documents and responses to requests for quotation.
3. Apply export processes and procedures to public, customer and employee relationships.
4. Apply export processes and procedures to such functional areas as finance and accounting.

Learning Objectives

Learning Objectives for each CSLO can be found at [HCC Learning Web for International Business](#)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

There is no project due in this course, therefore it is important to put all your effort into each assignment which can be done with other class members, if so desired. The number of points per assignment varies. Assignments are posted within the Assignment Page. The due dates are located on the "Weekly Scheduled Assignments" document (under the "Getting Started" section) and within each weekly topic. Each assignment may have a file attached including instructions. Follow the directions and submit on the due date and time. **All assignments are subject to change at any time!**

In-Class Activities

There are no in-class activities this semester unless classes return to campus.

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. Exams are each 50 multiple choice questions @ 2 pts/each. These two exams count towards 50% of your course grade. Most exams are 120 minutes although the times can vary. The chapters to be covered on each exam will be stated both in the "Weekly Scheduled Assignments" on the front page of the course as well as within each weekly topic. This will also include the dates of the exams. There is only ONE attempt to take the exam, so be sure you are ready to sit through the complete exam once you start.

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!**

Final Exam

The final exam is one of three exams where only two exam scores are needed to complete the course. If you have taken Exam #1 & #2, you don't need to take the final exam unless you so desire. However, if you have missed Exam #1 or Exam #2, you must take the final exam. The exam is 50 multiple choice questions @ 2 pts/each.

Grading Formula

There is a points-based grading system with a maximum 400 total points possible which can be earned at the end of the semester.

Written Assignments(5)	200 points
<u>Exams</u>	<u>200 points</u>
Total	400 points

Grade	Total Points
A	90 -100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 & below

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% of the work in the course. Incompletes must have "extenuating" circumstances such as a death in the family, serious accident, etc. in order to be granted. Documentation must be provided. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

IB 1301 Sp2021_ **Weekly Activity Schedule**

WEEK	TEXTBOOK CHAPTERS/EXAMS	
1 1/18/2021	1	Introductions to find group members for assignments, if interested Read Chaps 1 The World is Open for Your Business & Chap 2 Developing an Export Strategy Discussion entry due 1/25/2021 Assignment #1 Due 1/25/2021 -NO LATE ASSIGNMENTS
2 1/25/2021	2	Read Chaps 3: Export Advice & Chap 4 Developing a Marketing Plan Assignment #2 Due 2/1/2021 NO LATE ASSIGNMENTS
3 2/1/2021	3	Assignment #3 Due 2/8/2021- NO LATE ASSIGNMENTS Read Chaps 5 Methods & Channels Chap 6 Finding Qualified Buyers
4 2/8/2021	4	EXAM #1 over Chaps 1 - 6 on 2/12/2021- 2/14/2021 No Makeups!! Read Chaps 7 Licensing & Joint Venture& Chap 8 Preparing Your Product for Export
5 2/15/2021	5	NO CLASS WINTER STORM URI 2/16-2/23/2021
6 2/24/2021	6	Read Chaps 9 Exporting Services & Chap 10 International Legal Considerations Chap 11 Going Online:E-Exporting Tools Chap 12 Shipping Your Product Assignment #4 Due 2/24/2021- NO LATE ASSIGNMENTS EXAM #2 over Chaps 7-12 on 2/26/2021 - 2/28/2021 NO MAKEUP EXAMS GIVEN! ADMINISTRATIVE/STUDENT WITHDRAWAL DATE DEADLINE 2/22/2021 Read Chaps 13 Pricing, Quotations & Terms Chap 14 Methods of Payment
7 3/1/2021	7	Exercise #5 due 3/5/2021- NO LATE ASSIGNMENTS Read Chaps 15 Financing Export Transactions & Chap 16 Business Travel Abroad Chap 17 Selling Overseas &After-Sales Service Chap 18 Rules of Origin for FTAs
8 3/8/2021	8	Final Exam on 3/8/2021 – 3/9/2021 over Chaps 13 - 18 NO MAKEUPS! Grades available to students on 3/14/2021

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There is a "no makeup" policy for exams because one of the 3 exams can be dropped or not taken at all. No late assignments are accepted unless in cases of extreme emergencies like car accidents, death in the family, etc. In such cases, documentation is required.

Academic Integrity

As students, you are expected to maintain academic integrity: no cheating, plagiarism, collusion, etc. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

All students are expected to attend online classes regularly. This is especially true due to the fact that this is an 8 week course and extremely compressed! The Official Day of Record is different for each term. The Day of Record is posted on the official HCC Calendar for that term. Students who do attend classes regularly typically earn better grades. Students need to attend the first day of class and to log on or you could be dropped from the course. THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

Please talk to me before considering withdrawal however, if it is beyond the semester withdrawal date, you will not be able to withdraw with a "W". Please be aware that an "F" will hurt your GPA, so circumvent this from happening IN ADVANCE. If it is before the withdrawal date, I expect you to drop yourself.

Student Conduct

Disruptive behavior in an online class will not be accepted and the student will be asked to drop.

Instructor's Course-Specific Information (As Needed)

Typically assignments will be graded within one week's time and comments will be given for each assignment within the Speed Grader, as appropriate. Exam ranges will be given typically a day or so after the exam. If you have questions about a particular question(s) on the exam, please email me and I'll be happy to help you. Since there are no "makeups" for assignments, Canvas will calculate your Assignment average score.

International Business Program Information

It is strongly recommended that students of this course ensure that their major is listed as International Business and that you notify the school of which certificate or degree plan you are following.

Scholarships are available every spring with the International Transportation Management Association (ITMA), the Houston District Export Council (HDEC) and the Houston International Trade Development Center (HITDC). Check with the International Business Program Coordinator, Deanna Teel, at deanna.teel@hccs.edu.

This program includes a Co-Op class, IBUS 2280. Students must complete 30 semester credit hours for the AAS degree or 15 semester credit hours in the Certificate before enrolling in this course. Once you have met the requirements, you will contact the Division Chair's office at 713-718-5125 to get the permission code to enroll in this class. Please note that the Co-Op course requires you to have a position in the International Business industry, paid or volunteer. IBUS 2380 requires that you must work a minimum of 10 hours per week.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

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. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. 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
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Division Chair: Ken Hernandez, kenneth.hernandez@hccs.edu, 713-718-2468
Division Admin Assistant: Lyssa Wilson, melissa.wilson3@hccs.edu, 713-718-5125