WHAT? I HAVE TO SHOW UP ON TIME… AND OTHER SURPRISES STUDENTS FACE AFTER GRADUATION

Learning more than content

TREATING THE COURSE LIKE A JOB

- **Class Policies**

These policies are designed to create an effective learning environment for all students and encourage professional conduct required in a business setting. *Success in a business environment requires a variety of skills beyond academic knowledge.* Consequently, a ninth objective of the course is to provide students with the opportunity to *practice these important skills:*

KEY COMPONENTS

- Utilize resources to *"close gaps in skills and knowledge"* (O'Donnell, 2015a)

- Focus less on time spent working and more on *accomplishing the task* regardless of time required (O'Donnell, 2015a, 2015b)

- *Develop intrinsic motivation* – it isn't someone else's job to make you happy or motivate you to do your best work (O'Donnell, 2015a)

- *Take Initiative* – anticipate what needs to be done next and start on it before required – find ways to make your boss' life easier (O'Donnell, 2015b)

- *Don't provide criticism without viable solutions* that can address the perceived problem while still accomplishing the goals and objectives (O'Donnell, 2015b)

- *Time is money* – push to get work done in a timely fashion – start as soon as you can to give yourself enough time to complete tasks well (O'Donnell, 2015b)

- *Develop enthusiasm* for what you are doing (O'Donnell, 2015b)

RELATED TO TIME…

- You can cause a lot of resentment among your bosses, colleagues, and subordinates by not respecting their time. These types of behaviors and the perceived attitude caused by them costs people promotions and sometimes the job itself. To avoid this:

  - *show up on time* and *don't come and go* during meetings (class)

  - *be prepared* for meetings (class) to make the most of the time available

  - *be attentiv*e during meetings (class) and *take notes*

  - *recognize that not everything important is written on the board*

  - *don't text or work on other tasks* during the meeting (class)

E-MAIL ETIQUETTE

- **For the quickest response:**
  - Have FIN 410 in the subject line along with a description of what the email is about, e.g., FIN 410: Question on Benchmark for DuPont Analysis
  - Have the appropriate salutation – Dr. Etling or Dr. Etling-Paulsen
  - Be concise with correct grammar and spelling

- **For a delayed response:**
  - Have a subject line, but no FIN 410, no description of what the email is about, or reply to an unrelated email with a new question
  - Have a rambling message or minor grammar and spelling errors

- **For no response:**
  - Have a blank subject line
  - Have an incorrect salutation, e.g. Hey Prof, Cheri, Dr. Cheri, Ms. Etling, Mrs. Etling
  - Have major grammar and spelling errors that make the message/question difficult to understand

SHOWING UP FOR WORK – PART 1

- Treat this class like a job – start your transition to the working world by **developing good habits in a lower stakes environment**

- It is expected that you will show up for work *on time* every day and if you must be late, **you should notify your boss if you are going to be significantly late** (more than 5 minutes)

- As with many jobs, you have **"paid" sick/vacation/personal days** – in this case one week's worth of class time – **absences beyond the "paid" leave are unpaid and reduce your base salary**

- As with any job, **you must notify your boss (me) that you will not be at work at least 30 minutes before start time**, preferably by e-mail, and with phone messages reserved for emergencies

SHOWING UP FOR WORK – PART 2

- Showing respect for your boss and your colleagues:
  - **Being consistently late**, even a couple minutes, will have a **negative impact on your performance evaluation**
  - **Coming and going during meetings (class) is disrupti**ve – leaving during class *on a consistent basis* will **negatively impact your performance evaluation** so you need to take care of things BEFORE class starts or wait until class is over (or during break for 4 hour classes)
    - I recognize that emergencies do occasionally occur so *my focus is on people that come and go on a regular basis*
    - If you have a medical condition that impacts your ability to sit through a 2 hour class please speak with me at the beginning of the semester to discuss your options
  - **Texting and other/non-class activities** on your phone, tablet or laptop will require phones/laptops/tablets to be completely put away during class time and will **negatively impact your performance evaluation**

- **As with any job, you are expected to get your work done on time even if you are not "in the office"** – this means that all out of class activities must be completed and submitted by their due date/class time even if you are not in class that day

- **As is usually the case, there are some things that cannot be completed if you are absent from work (class) – consequently there is no make-up for in-class items that are missed because you are not here or you are late**

PERFORMANCE EVALUATION

- **Base Salary**

Your base pay is determined by whether you show up for work (attend class and complete required class preparation, in-class exercises, and out-of-class assignments). Table 1 shows the allocation of base salary points.

Table 1: Base Salary Points

Required Activity	Pay in (Points)
Participation	70
Complete end-of-semester course evaluation	5
Total Base Salary	75 points

PARTICIPATION

- **Participation**
  - You have two "paid" sick/vacation/personal "days". One "day" is equivalent to 1 hour, 50 minutes of class time
    - You <u>MUST</u> notify me via e-mail prior to missing class
    - You will not lose participation points allocated during "paid" days off
    - You will lose two points for absences when you do not notify me by e-mail <u>prior to</u> absence
  - Attending Meetings
    - You will lose one point for each non-paid sick/vacation/personal "day" as long as you notify me via e-mail ahead of time
  - Completing Weekly Individual Exercises
    - You will lose one point for each one missed on a "non-paid" personal day or absence – or if you are late and miss the exercise
  - Participating as a group on in-class exercises
    - You will lose one point for each group in-class exercise where:
    - You are not in class for a non-paid personal day or absence
    - Your group is not working together to complete the assignment - this applies whether you are not doing any work and you are not trying to be involved or you are doing all the work without trying to engage other group members
  - Other ways to lose participation points
    - Come and go <u>excessively</u> during class time (up to 5 points)
    - <u>Consistently</u> arriving after the designated class start-time (up to 5 points)
    - <u>Consistently</u> texting or doing non-class related activities (up to 5 points)

MERIT PAY

- Your merit pay is based on how <u>well</u> you do your job. Table 2 shows the allocation of merit pay points

Table 2: Potential Merit Pay Points

Graded Activity	Pay (in points)
Scores on Exams	300
Scores on Graded Individual In-class Exercises	50
Scores on Graded Group In-class Exercises	100
Scores on Required Connect Assignments	70
Score on Speaker Event Reflection	30
Scores on Projects	375
Total Potential Merit Pay	925 points

Scores

BONUS PAY

The more engaged you are with the material the better you will understand it. Reading the text and supplementary material BEFORE we discuss it in class makes class time much more efficient and allows us to do more application work. However, just reading the material does not guarantee understanding. I am making the LearnSmart modules for the chapters we are covering available online to facilitate your understanding of the textbook material so that you can do better on the exams and assignments. You may earn up to one bonus point for each "non-review" module <u>completed prior to its due date</u>

PERFORMANCE RATING

The "pay" earned will determine your performance rating (grade) submitted to the Registrar (note in business the performance rating normally determines the pay raise). The rating scale is provided in Table 3. Note that the final points will be rounded to the nearest whole number before the letter grade is calculated.

Table 3: Performance Rating Conversion Chart

Letter Grade	UT Definition of Letter Grade	Percentage	Pay (Points)
A	*Outstanding*	92+	920+
AB	Excellent	88 -<92	880 - 919
B	Very Good	82 -<88	820– 879
BC	Good	78 -<82	780 - 819
C	*Average*	72 -<78	720 – 779
CD	Below Average	68 -<72	680 – 719
D	Passing	60 -<68	600 – 679
F	Failure	<60	<600

SOURCES

- O'Donnell, J.T. (2015a). "3 Reasons Millenials Are Getting Fired." *Inc.* Retrieved from http://www.inc.com/jt-odonnell/3-reasons-millennials-are-getting-fired.html

- O'Donnell, J.T. (2015b). "5 Office Mistakes Costing Millenials the Promotion." *Inc.* Retrieved from http://www.inc.com/jt-odonnell/5-office-mistakes-costing-millennials-the-promotion.html

STUDENT COMMENTS

- Although I may have struggled in some areas throughout the semester. I enjoyed taking this course. I believe that I have learned a great deal of valuable/practical information that will help me succeed in the workplace. I understand the difficulty of this course and I know that there is always room for improvement; however I am appreciative of the fact that you push your students to achieve greatness, while also maintaining a realistic business setting.

- I would to kindly ask you to be one of my reference for both applications. You have been one of those very important professors for me and I highly appreciate your sincere approach.

INCORPORATING SPARTANREADY

- SpartanReady is a campus-wide initiative designed to help students:
    - recognize the important skills they are learning and be able to transfer them from one situation to another
    - have stories to tell on their resume and during interviews that identify how they have developed these skills

- http://www.ut.edu/spartanready/

- I've incorporated SpartanReady into what I already do in my class
    - Show students how course objectives and class policies relate to SpartanReady
    - Remind them as we do activities how those activities help build SpartanReady skills

SPARTANREADY GRID

Table 2: SpartanReady Competencies									
Objective	Professionalism	Life Skills	Communication	Interpersonal Abilities	Critical Thinking	Organization	Global Engagement	Teamwork	Self-Awareness
1	X		X	X	X	X	X	X	X
2			X	X	X	X			X
3			X	X	X	X			X
4	X		X	X	X	X	X	X	X
5	X	X	X	X	X	X	X	X	X
6	X	X	X	X	X	X	X	X	X
7	X		X	X	X	X	X	X	X
8	X		X	X	X	X			X
Course Policies	X	X	X	X	X	X	X	X	X

QUESTIONS?