

DE ANZA COLLEGE
BUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION
BUS 60 – International Business Management
Sec 63Z, Winter24, CRN 38680
INSTRUCTOR: Emily Garbe, PhD
email: garbeemily@fhda.edu (students in this class: use Canvas Inbox, not email)

Table of Contents

OVERVIEW	3
UNITS	3
ADVISORY	3
STUDENT LEARNING OUTCOMES (SLO)	3
INSTRUCTOR CONTACT INFORMATION	3
REQUIRED CLASS MATERIALS	4
eTEXTBOOK	4
ADA-COMPLIANT TEXTBOOK	5
LECTURE SLIDES, VIDEOS AND SUPPLEMENTAL READINGS/VIDEOS ON CANVAS.....	5
COMPUTER, SOFTWARE, INTERNET ACCESS	5
SCHOOL SUPPLIES	5
KEY DATES.....	5
COURSE ACTIVITIES	6
COMMUNICATION POLICIES.....	6
STUDENT COMMUNICATION WITH DE ANZA’S CANVAS TECH SUPPORT	6
STUDENT COMMUNICATIONS WITH THE INSTRUCTOR	6
INSTRUCTOR COMMUNICATIONS WITH STUDENTS.....	7
SYSTEMS AND NETWORK REQUIREMENTS (REQUIRED).....	8
ACCESS TO A COMPUTER AND THE INTERNET	8
ADOBE PDF READER	8
CANVAS SYSTEMS REQUIREMENTS	8
COURSE HOME PAGE	8
FLATWORLD ETEXT.....	9
SCREEN READER FOR DSPS STUDENTS WHO PURCHASED ADA-COMPLIANT VERSION	10
TURNITIN.COM.....	10
YOUTUBE.COM.....	10
CLASS PARTICIPATION	10
PARTICIPATION REQUIREMENTS.....	10
COMPLETE ASSIGNMENTS BEFORE THE DUE DATES.....	11
ALLOWABLE REASONS FOR NON-SUBMISSIONS OR REQUEST FOR INCOMPLETE.....	11
ASSIGNMENTS & EXAMS.....	12
CHAPTER QUIZZES ON CANVAS (NOT ON PUBLISHER’S WEBSITE).....	12
CASE STUDIES	13
MINI-SIMS	13
GRACE PERIOD FOR ASSIGNMENTS	13
DISCUSSION FORUMS	13
CUT OFF TIME BY CANVAS	14
12/10/2023	1

EXAMS	14
EXTRA CREDIT	14
GETTING HELP	14
COMPUTER OR INTERNET ISSUES	14
CANVAS ISSUES.....	14
TEXTBOOK READER ISSUES	14
PDF ISSUES	14
COURSE CONTENT QUESTIONS ABOUT THE LESSONS OF THE WEEK	15
COPYRIGHT	15
GRADING POLICY.....	15
NO RESUBMISSION	15
NO EXTENSIONS	16
GRADE LOOKBACK.....	16
ASSIGNMENT FEEDBACK FROM INSTRUCTOR	16
CANVAS POINTS DISTRIBUTION	16
LETTER GRADES.....	17
ACCOMMODATIONS	17
ACADEMIC INTEGRITY	17
CHEATING.....	18
ID VERIFICATION	18
WEEKLY ASSIGNMENTS.....	19
DE ANZA COLLEGE DSS SYLLABUS STATEMENT	21
DE ANZA COLLEGE STUDENT SERVICES	22

OVERVIEW

Welcome to International Business Management online class! This 12-weeks class is completely online where we will learn about International Business and its functions in a diverse global economy, cross-border trade and investment, social and cultural issues, and national differences in legal and government regulation. So get ready for a fun and exciting class.

The assignments and deadlines are listed at the end of this syllabus and are subject to change based on the course progress during the quarter. The instructor will make a class announcement should there be any changes to the syllabus.

Please read this document carefully as information you seek about the course, process and structure should all be in this syllabus, Canvas homepage, FAQs on Canvas course page, or the assignment descriptions in the Canvas weekly assignment areas. Note that in this document, all URL links are embedded and designated with the descriptions of the sites underlined. Click on all underlined words to access the corresponding document links using PDF Reader (links not operable if viewed on Canvas).

UNITS

As a 5 units class, students would require to about 15 hours per week for readings, assignments, and exams.

All lectures are asynchronous where you can view the lecture videos and slides any time during the week with on-demand lecture videos.

All due dates are based on Pacific Time in the U.S. The instructor cannot make individual setting for different time zones due to Canvas limitation. Please submit your assignments/exam and adjust accordingly if in different time zones.

ADVISORY

English Writing 211 and Reading 211, or English as a Second Language 272 and 273.

STUDENT LEARNING OUTCOMES (SLO)

- Examine a country's economic, political, legal, social, and cultural conditions and assess its business risks and opportunities.
- Explain the roles of international trade, investment, and the global monetary system.
- Evaluate a global business scenario and determine best course of action.

INSTRUCTOR CONTACT INFORMATION

- Contact De Anza tech support for Canvas tech issues, not the instructor.
- Office hours –Tue/Thur 9:00 to 10:50 AM in Canvas chatroom Weeks 1 to 11. If needed, the instructor can set up a private zoom link for video conferencing. Do not leave messages in the chatroom during non-office hours. During the quarter, the instructor may need to adjust the office hours which will be in the class announcements.
- Use Canvas Inbox only (do not use email, voice mail, social media, comment fields of an assignment). The instructor will strive to answer Canvas Inbox messages in two business

days (not weekends or holiday).

- Access the Canvas Inbox by clicking on the “Inbox” icon on the black stripe on the left of your home page. **Do not hit “reply” to instructor’s assignment comments** from your assignments. Please start a new Canvas Inbox message for communications.
- Contact Flatworld tech support for etextbook technical issues, NOT the instructor.



REQUIRED CLASS MATERIALS

eTextbook

International Business: Opportunities and Challenges in a Flattening World v4.0

By: Sanjyot P. Dunung and Mason A. Carpenter

Published: 2023

ISBN (Digital): 978-1-4533-3839-1

Direct from publisher: Online ebook (cheaper and faster than De Anza bookstore)

<https://students.flatworldknowledge.com/course/2605889> (Winter 24)

(Copy/paste the link to your browser if the link is not clickable.)

Free access to Chp1 <https://scholar.flatworldknowledge.com/books/35009/preview>

Students can also purchase from the DeAnza bookstore at a higher bookstore’s price.

Financial aid students **must** order from the DA bookstore rather than purchasing directly from Flatworld.

Note that this e **textbook is mandatory** starting Week 1. To ensure you are successful in this class, please do not skip the chapter readings as the quizzes, exams, and assignments are based on the chapters and additional online readings. To maximize your learning, make sure you get all the required class materials.

Waiting for a hardcopy textbook in the mail is **not** a valid reason for not submitting an assignment since chapter 1 is free online, and purchasing a hardcopy from the publisher automatically includes online ebook access.

The book listed in the De Anza Bookstore might not be the recommended format as the bookstore might have listed as printed version. Should a student not on financial aid wants an ebook, please use the publisher link above. For students on financial aid, please work with the bookstore as it is possible the bookstore only sells the paper version. DO NOT contact the

instructor as the instructor has absolutely no say in how the bookstore chooses to list ebook or paper version.

Click to see the [return policy](#) from Flatworld. If you have financial aids issues or need a refund, please contact your own vendor (Flatworld, DA Bookstore, Amazon, etc.). The instructor has no way to help and cannot respond to any request to provide you refund or expedite your purchase in anyway.

The textbook is mandatory. It is a violation of copyright law to ask the instructor to screenshot pages of the textbook for you. Note that the lecture slides and assignments/quizzes/cases are also copyrighted by FlatWorld or the instructor, and not to be shared or posted on the internet.

The instructor cannot accommodate students with older editions of the textbook.

ADA-compliant textbook

DSPS students needing the “Read Aloud” text-to-speech feature would need to purchase the ADA compliant version that has the “Read Aloud” feature at slightly high price of \$50-ish.

Lecture slides, videos and supplemental readings/videos on Canvas

The instructor has supplemented some of the chapters to ensure comprehensive coverage of the Student Learning Outcomes and Course Outline. Students are responsible for the materials in the lecture slides, instructor lecture videos, and supplemental materials as listed in Canvas.

Computer, Software, Internet Access

See [Systems Requirements](#) paragraph for equipment and software needed.

School Supplies

Students will need basic school supplies (paper, pens/pencils) for note taking.

KEY DATES

- First day of class Mon 1/8/24
- Last day for refund Sun 1/21/24
- Last day drop w/ “W” Fri 3/1/24
- MLK Day Mon 1/15/24
- Presidents’ Day Mon 2/19/24

Mandatory exams (avail 12:01 AM, closes 11:59 PM)

- Exam 1 Tue 2/20/24
- Exam 2 Tue 3/26/24

Since De Anza may change the dates listed above, it is the students’ responsibility to confirm the drop dates by checking De Anza academic calendar [online](#). Instructor may change the exam dates based on the progress of the course.

Do not contact the instructor if a student wants to but failed/forgot to drop by the deadline and/or had problems dropping on MyPortal. Please contact De Anza’s Record Office. The instructor has no access to students’ personal student accounts.

COURSE ACTIVITIES

1. Chapter readings and supplemental instructor materials
2. Instructor lecture videos and supplemental videos
3. Chapter and video case study quizzes and mini-papers on Canvas (not publisher website)
4. Country study and written assignments
5. Mandatory exams.

Please access the assignments from Canvas weekly modules, not from Flatworld.com website directly. Quizzes taken at the publisher's website are for the students' own practice only. They are not gradable nor transferrable to Canvas.

Students will need to access the resources and assignments listed below:

1. All registered students must use De Anza's courseware Canvas to access the course homepage where access to all the course materials reside. Please take the Canvas tutorial if not familiar with the software.
2. Watch the instructor lecture videos and read the assigned lecture slides.
3. Read the textbook by clicking on the Flatworld link from Canvas lecture pages within each week's module.
4. Take notes on paper while reviewing the lecture slides and textbook.
5. Take the open-book online chapter quizzes and submit the written assignments only after you have studied the chapters and the lecture slides.
6. Complete the written assignments in Canvas.
Complete the exams

Students are expected to have basic knowledge of how to use a computer since this is an online course, including how to type in search words into a browser, read the articles to select those that are applicable to a lesson, scroll down a screen using the mouse to read the etextbook, or use index or search functions in etextbook to read a chapter. Since this is an online class, not knowing how to use a computer or basic computer features, or not knowing which articles to read after entering the keywords into the search engine for secondary research is not a valid reason for not completing an assignment.

COMMUNICATION POLICIES

Student communication with De Anza's Canvas Tech Support

Click on the help button "?" on the lower left of your Canvas screen for tech support. **Do not ask the instructor for tech support** since Canvas help desk is much better positioned to help you. If you wait till the last minute to submit your assignments and you run into trouble, there is no allowance for late submissions since students have two weeks to submit the work and it would not be fair to others who submitted on time. Before contacting the help desk, try restarting your computer or use another computer or browser, which typically fixes most of the issues.

Student communications with the instructor

Please read the syllabus, class announcements, and FAQs on Canvas if you have questions about the class procedures before contacting the instructor. Please do not ask for assignment extensions unless you have reviewed the assignment due date policies below.

For questions about course contents, please see the Communication Guidelines listed below. Please note that the lecture slides only include the key points. To learn and apply of the contents, students must study the textbook and any supplemental materials. The instructor's role is to facilitate learning, clarify contents, and explore applications of knowledge covered in this course, and it would be much more productive when the students have read the textbook and other assigned materials and the instructor can then further explain the contents to maximize learning.

The instructor will reply to all questions regarding the contents in the textbook or about De Anza Business degree/certificates/transfer; however, the instructor cannot answer any questions regarding your business or investments.

To send an inquiry to the instructor:

- **Use archivable Canvas Inbox** (click on the "inbox" icon on the left of your homepage in the black stripe) messaging system; never use email, voicemail, assignment comment box, or other methods such as LinkedIn or Facebook.



- Messages posted in Canvas Inbox that require replies will be answered within **two** business days while the campus is in open.
- **Do not hit “reply” to instructor assignment comments.** Go back to homepage and click on the “Inbox” icon on the black stripe at the left of the screen and start a new message. Although Canvas may state that students can reply to instructor's assignment comments, Canvas does not notify the instructor of students' replies to instructor's comments.

Instructor communications with students

- Canvas Inbox is the primary platform for the instructor to contact students. In the past, students had claimed not opening the messages as the reason for failure to submit or reply to instructor's questions. It is the students' responsibility to read all messages and announcements.
- Make sure announcement notification is enabled in your Canvas account as the instructor typically sends out one or more class announcements each week regarding the assignments, key concepts for the chapters, and due dates. In the past, students had missed deadlines and key information from the instructor because they did not read the class announcements or simply read the titles. *Go to Canvas home page, click on the profile pic, and set the notification for automatic notification.*
- Check your grades by clicking on "grades" on the left side of your home page; instructor

often leaves assignment comments specific to an assignment that you can read if you see a speech bubble next to the grade for an assignment.

SYSTEMS AND NETWORK REQUIREMENTS (Required)

Access to a computer and the Internet

This class requires a reliable computer (preferred) or a tablet, (**not phone**). Students may use their own computer for Internet access; or, if students prefer and if the campus is accessible, can use the computers in either the De Anza library or the Library West Computer Lab, or in a public library if available. Not having a computer or Internet is not a valid excuse for not finishing an assignment. If you are accessing this course from outside of the U.S., it is the student's responsibility to ensure sufficient Internet speed and free of government firewall. No allowance can be made for not able to access Canvas, YouTube, or other websites as required by the assignments. Do not contact the instructor about your computer or internet technical issues. Consult your own computer service providers.

Adobe PDF Reader

This class requires access to free textbook online using PDF. You can download the free PDF reader from Adobe website. See Adobe website for system requirements. If you do not know how to use PDF, click on this tutorial on how to open a PDF file. Any question about PDF, contact the supplier of PDF tool.

Canvas Systems Requirements

Be prepared for your first day of the quarter by making sure you have the correct software to run Canvas. You will need the **latest version of Chrome** ([click for iOS](#), [click for Windows](#)). Your browser will notify you if there is a new version available. Go to "Information for New Online Students"; "Learn About Online Course Access" for more information.

In addition, students are strongly encouraged to download the Canvas app onto their smart phones if possible (not required) and enable class announcement push notifications feature so that students can receive reminders and changes in assignments easily. It is the students' responsibilities to read the class announcements.

Course Home Page

- Log into Canvas (<https://deanza.instructure.com>) at with your De Anza ID. You can access your Canvas course home page at the start of the quarter.

The screenshot shows the Canvas MyPortal login interface. At the top, there are logos for Foothill College and DeAnza College. Below that is a 'Secure Login' section with a 'Campuswide ID' field and a 'Password' field, both with blue arrows pointing to them. There are 'Submit' and 'Reset' buttons below the fields. To the right of the login fields is a message: 'MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. You are disconnected and explore! What is my campuswide ID? I don't know my password.' Below the login section are two columns of links. The first column is titled 'What's Inside?' and includes links for Academic Records, Account Balances, Class Rosters, Financial Aid Status, Grades, and Personalized Announcements. The second column is titled 'First Time Logging In?' and includes a link for the First-time Login Guide and a link for 'Having problems? Go to the MyPortal FAQ page'.

- Once you log in to Canvas, you will see a list of courses you have registered that has a Canvas course page. Click on our course home page.
- Click on “Grades” to keep track of your own progress.



- Within each week’s module, click on the chapter lecture page to review the lecture videos, PowerPoint slides, supplemental readings and videos, then click “Next” to begin an assignment.

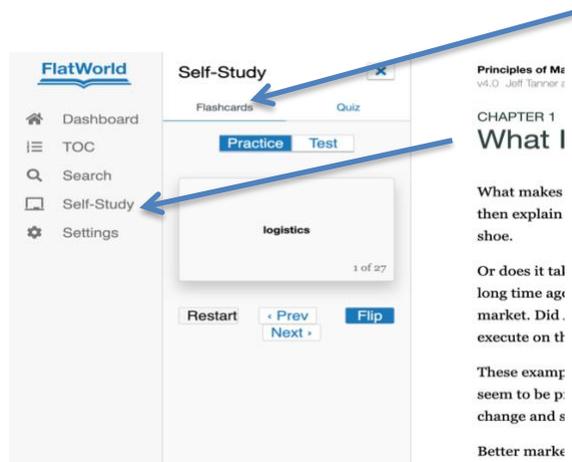
Students are strongly encouraged to go to De Anza’s student [Canvas tutorial page](#). In the past, students who were not familiar with Canvas missed the deadline for homework submission. Note that “I don’t know how to use Canvas” or “I did not know how/where to submit my homework” are not valid reasons and will receive zero for the assignment. To be fair to all in the class who submitted on time, no allowance will be made for late submissions due to technical issues.

Flatworld etext

Not able to access Flatworld etextbook is not a valid reason for not completing your assignment. Please see “Required Course Materials” in the beginning of this syllabus. Chapter 1 is free and the instructor had listed the link to the chapter in Canvas. After which, students must have their own etextbook. If you cannot acquire the etextbook in time for the course, please consider dropping the course and take it when you can gain access to the textbook. The textbook is required starting Week 1. No allowances will be made for not completing the assignments due to lack of a textbook.

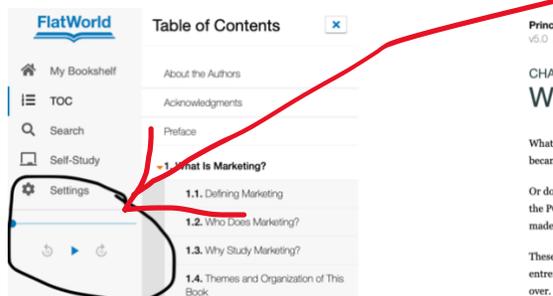
An online etextbook version is suffice. You do not need to purchase a hard copy or downloadable PDF version. However, should you like to have access to a physical book, please feel free to purchase from either the publisher Flatworld or the De Anza bookstore. It may take several days to order a hard copy from the De Anza bookstore. No need to contact the instructor about the status of your textbook purchase.

Within the etextbook, all the chapters are organized in the table of contents on the left-hand side of your screen. Within each sub-chapter, there are practice quiz and flashcards to help you study by clicking on the “Self-Study” and then the “Flashcards” tab.



Any quizzes you take from the Flatworld website do not count towards your grades. You must complete the quizzes on from Canvas course page by clicking on “**Chpxx Quiz”. However, please take advantage of the practice questions on publisher website before completing your chapter quiz in Canvas.

Screen Reader for DSPS students who purchased ADA-Compliant version



Turnitin.com

Assignment files will be automatically submitted to Turnitin.com for a plagiarism check. Do not log into Turnitin directly.

Youtube.com

It is the students’ responsibility to ensure that there is sufficient Internet bandwidth and free of government firewall/censorship (in case of access from outside of the U.S.) for video case studies. Do not ask the instructor to download the YouTube videos for you since doing so may potentially infringe on the copyright.

CLASS PARTICIPATION

Participation requirements

To maximize learning and to avoid being dropped from this course for inadequate attendance and participation, students must:

1. Submit **ALL** of first- and second-week’s assignments.
2. **Miss no more than 4 assignments in total.** Assignments with less than or equal to 25%

scores are considered non-participation.

3. Complete **all three assignments on global expansion strategies** (Country Study forum and 2 mini-sims) and score more than 25% for every assignment.
4. Complete the **mandatory exams** and score more than 25%.
5. If requested by the instructor, students should upload a valid official photo ID (college/high school student ID, driver's license/passport with license#, birthdate/address blocked out).

California regulation dictates that instructors must drop all non-active participants. The instructor reserves the right to drop the students based on any of the criteria above. Once the instructor drops a student, there is no recourse. If there were any allowable absence as listed below, **it is the students' responsibility to inform the instructor with official proofs within 24 hours of the due date (not grace period)**. For any assignments due Thursday of Week 8, students must inform the instructor with official proofs before end of next business day (Friday of Week 8). If a student wishes to drop the course, it is the student's responsibilities to drop on time.

Online assignments are available **one weeks** ahead of the due dates (except first week of the course) as listed at the end of this syllabus; please plan your time accordingly and work ahead – do not wait till the due date.

Given the extraordinary time we are facing, should you find yourself with special circumstances, please contact the college if you can apply for an exceptional withdrawal if after the withdraw deadline.

Complete assignments before the due dates

All assignments are due **before** 11:59pm of the due dates. Canvas will disable a link at exactly 11:59pm (that's how all computers work). If you try to submit at 11:59pm, 11:59:01, etc., Canvas will be view it as past due.

Since answers are published after the end of grace period, it is not possible to extend the due dates.

Timely completion of assignments is essential as learning in this class is built on top of the previous chapters. As such, for those students who add the class with an add code, the requirement for assignment submissions and participation maintained by the instructor begins with the day the students are given the add codes by the instructor, not when the students decide to add the course. As such, students who receive an add code but fail to add the same day and complete the assignments due will be dropped for non-participation.

Allowable reasons for non-submissions or request for Incomplete

Since the assignments and readings are available 24x7 online (accessible anytime, anywhere) in advance, the only valid reasons for late submissions or requesting an Incomplete for the course are listed below:

1. You may request an Incomplete if you are currently passing the course and still have a reasonable chance of passing in the judgment of the instructor based on the college policy for incomplete grade which states that:

Incomplete: Academic work is incomplete for unforeseeable, emergency and justifiable reasons at the end of the term. At least 75 percent of the class must have been completed to qualify for Incomplete status.

2. You may submit late or be excused for an assignment due to a court appearance or jury duty which lasts more than one week.
3. You may submit late or be excused for an assignment for unplanned hospitalization (for yourself, spouse, or children only) with less than 48 hours advance notice (any planned medical procedures are not excusable since you could have finished ahead or you could have delayed taking this class until you are able to commit the time and effort for the course to maximize learning).
4. If you are activated for National Guard or military reserve, please contact the instructor immediately upon notification by the authority and you should communicate immediately with the college officials to discuss how to move forward if it is a long-term deployment of more than a week.

To ensure fairness to the rest of the class, **no extension or exemption will be granted for traveling, work, forgot, not having internet from the location you are traveling, technical issues, etc.** If you plan on missing any of Week 1 or 2 tasks, missing more than 4 assignments, or not taking the exams, you should reconsider taking this class when you can dedicate more time and effort to maximize your learning and your chance for success in the class. This class is crucial for study of business as it sets the foundation for topics in other areas in business.

The course contains the following to provide some flexibility to help you plan your schedule around your work, family, travel, and other classes:

- Assignments have a 1-day grace period after the due dates for a 10% reduction per day late unless otherwise indicated.
- Canvas will drop the 2 lowest chapter quiz grades. This will be done automatically by Canvas at the end of the quarter. So if you miss one or two chapter quizzes, they will be dropped and will not impact your course grade.
- There are no makeup/retake of exams.

Given the global crisis and other unforeseen natural disaster we are facing/may face, De Anza may issue additional college-wide guidelines that the instructor will incorporate into the assignment due dates and grading on an as-needed basis.

If you have personal concerns that De Anza Disabilities Services can help, go to the last page of this syllabus for information. Unfortunately, the instructor cannot make allowance unless instructed directly by DSS.

ASSIGNMENTS & EXAMS

Chapter quizzes on Canvas (not on publisher's website)

All online chapter quizzes are open-book, open-notes, and must be completed before

11:59pm of the due date (24 hours grace period for assignments unless otherwise indicated). Make sure to hit “submit” to receive the grades for your assignments. Once you start a quiz, you must complete it. There is no restart or pause on the timer.

Note that each quiz question is loaded to a new screen on Canvas, as such it is impossible for a student to progress through a quiz without the system recording a student’s work on each question. Canvas records and time-stamps every screen a student ever entered in the system.

If a student starts a quiz right before a quiz is due, Canvas will close the link and submit all the answers input thus far regardless of the timer for the activity. As such, if a quiz is 15 minutes long, please make sure to start the quiz more than 15 minutes before the deadline.

Do not contact the instructors to get the answer keys early before an assignment is closed (only after the grace period) and other students have yet to complete their work. Canvas is not able to show the answer keys to those who did not submit a quiz since all students’ quizzes are different.

Case studies

Students will also submit quizzes and papers based on the cases presented. Unless otherwise specified, analysis and answers to the case studies should be based solely on the cases presented. Follow the Written Assignment Guidelines included at the end of this syllabus for the written assignments.

Mini-sims

Mini-sims are vignettes of business situations where students need to apply their learning in the chapter readings/lectures in making sound business decisions. The sims are more than regurgitation of information, but rather, students need to analyze/evaluate the **best** options to achieve desired business goals presented in the vignettes. The answers will not be posted online. Answers are locked once students advance to the next question. Please come to the office hours to verbally discuss the sims. For essay questions, make sure to answer the prompts precisely. Do not summarize the business, pad the wordcount with facts that do not address the prompts, or go over the word count.

Mini sims are copyrighted by the instructor ©Emily Garbe 2018-2024. It is illegal to upload to any websites or distribute to people not in this class.

Grace period for assignments

Students may submit an assignment up to 1 day after the due dates for a **20%** deduction (or fraction of a day). Quiz answers are made available immediately after the grace period therefore it is not possible for late submissions. Please do not ask the instructor to extend the grace period.

Discussion Forums

Please click on “Reply” to the assignment instruction to post your own assignment, and only click on “Reply” to your classmates’ posts to comment on their posts. Please be respectful and follow the Written Assignment Guidelines.

Cut off time by Canvas

Canvas automatically submits any activities in progress upon expiration of a quiz or exams. If a student starts an activity late, even though there may still be time left on the timer, Canvas will submit whatever was completed to the instance the quiz or exam link expires.

Canvas assignment links expire on the due dates **before** 11:59 PM. In the past students were not able to submit at exactly or a few seconds after 11:59 PM. To be fair to others in the class who abide by the deadlines, do not harass the instructor for extension. It is the students' responsibilities to submit before 11:59 PM, not "at" or a one second after 11:59 PM.

Exams

Note that De Anza Academic Integrity policy will be strictly enforced. The instructor reserves the right to change the format, administer the exams on campus, use online proctoring platform(s), or invalidate or supplement the exams with additional assessments, including oral exams. Exam answers will not be posted online nor via any written communications. Please come to the office hours and schedule a zoom session to verbally discuss the exam.

Online exams are available 12:01AM of exam day and closes 11:59PM of the same day. No grace period.

Extra credit

Extra credit, if any, will be provided at sole discretion of the instructor if time permits. Please do not ask for extra credit assignments.

GETTING HELP

Computer or Internet issues

This is an online course, as such, knowing how to use a computer, basic software, the Internet, and having reliable access to a computer and the Internet are essential prerequisites of the course. Please use computers in the De Anza library or computer center or your local library if you do not have access to a reliable computer and internet access.

Canvas issues

All Canvas technical questions should be directed to De Anza's technical support team or who are much better equipped to provide user support than the instructor. If you do not know how to use Canvas, please make sure to view the [Canvas student guide](#). Do not contact the instructor for tech support.

Textbook reader issues

Please contact Flatworld for ebook access. The instructor has no access to students' accounts.

PDF issues

Please contact the PDF supplier Adobe after checking:

- Download the latest browser
- Download the latest Adobe Reader from [Adobe website](#).
- Shutdown and restart your computer

Course content questions about the lessons of the week

To ensure the instructor receive your inquiries in a timely manner, please only use Canvas Inbox message, not email, voicemail, the assignment comment box, or social media. Canvas chatroom is available only during office hours – do not leave a message there during non-office hour.

The instructor is here to help you succeed in this course and will regularly reach out to the class regarding assignments, chapter readings or changes in due dates via Canvas Announcements or individualized messages. In order to make sure students receive all communications in a timely fashion, students should make sure to set the notification preferences in Canvas for messages or announcements, so that you will immediately receive a notification. In the past, students have missed major announcements and weekly wrap-up because they did not read the announcements or only read the titles. Please make sure you read the all the messages and announcements.

COPYRIGHT

Students must abide by the copyright laws.

Students will have access to the supplemental course materials on an as-needed basis for the sole purpose of completing specific assignments in this course. The instructor reserves the right to add or delete supplemental material and quizzes/exams on the Canvas course page during the quarter. All lectures slides and contents, lecture videos, quizzes, exams, and assignments in this course are either copyrighted by the publisher Flatworld (©2020 Flatworld) or developed by the instructor and copyrighted (©2020-24 Emily Garbe).

It is unlawful to sell, appropriate, share, upload, or distribute lecture slides, supplementals, quizzes, and other course materials from this class to individuals not in this class, individuals who did not purchase the textbook, other websites (such as “homework help” sites), or entities (such as "tutoring service") without explicit written consent from the copyright holders.

Please note that if a student were to purchase the downloaded version from Flatworld, the student’s name is permanently attached to every page of the file by the publisher as the authorized user (not “owner” of the contents); purchasing a downloadable file does not provide the student the right to distribute or upload to tutoring services or homework help sites.

GRADING POLICY

College professors do not give grades; students earn them.

Note that Canvas will drop **2 lowest** grade quizzes. If you did not do well in one or two quizzes, had systems issues, or forgot/missed them, do not panic and **never** ask the instructor to extend or restart just for you as it would not be fair to others in the class.

No resubmission

Students are encouraged to submit assignments early rather than waiting till the deadline.

Students can resubmit their papers if before the due date and not yet graded. However, once a paper is graded even if it were before the due date, there is no resubmission.

No extensions

Chapter quizzes have only one attempt, no re-take. In addition, quiz answers are made available immediately after the grace period therefore it is not possible extend the deadline.

Grade lookback

To maximize learning, review your quiz and assignment answers and feedbacks **within two weeks** of the posting of the answers/grades by first checking if you have followed the instructions, read the instructor comments, if any, and reviewed the chapters before contacting the instructor. The instructor is more than happy to further explain any questions you may have. This would ensure your understanding of the course contents. If you disagree with the answer key after reviewing the material, contact the instructor. The instructor is more than happy to answer your questions. However, it is counter-productive to comb through all old assignments at the end of the quarter for the sole purpose of “digging for points”. Let’s focus on learning by reviewing the quiz answers in a timely manner.

The instructor will review, regrade, and reply to any quiz or exam questions upon request one time only. The instructor recognizes that some quiz and exam questions may be viewed from different perspectives, as such, will make appropriate corrections if applicable. Informing the instructor that your tutors, parents, siblings, or friends said you should get the points are not valid reason for persistently harassing the instructor.

Assignment feedback from instructor

The instructor will target to complete reviewing all graded assignments within one week in most cases. Grades will be assigned based on the grading rubric. If a student has any questions about an assignment grade, the student must contact the instructor (using Canvas Inbox; do not hit “reply” to assignment comment) within two weeks after the grades for the assignment is published. Comments for written assignments can be found by clicking on the speech bubbles for an assignment grade in the Grades database. Again, do not hit “reply” to the instructor’s comments. Start a new message using Inbox.

Canvas points distribution

<i>Activities</i>	<i>Canvas Points</i>	<i>% of total</i>
Chapter quizzes	360 points (30 pts per quiz, 14 quizzes, 2 lowest grades dropped end of quarter)	36%
Case studies	<ul style="list-style-type: none"> • Market research (30 pts) • Friend-shoring (40 pts) • EU corporate monopolies (35 pts) • Coke Studio Africa (30 pts) • LEGO (35 pts) • Starbucks (40 pts) • Dedollarization (40 pts) 	25%
Global Expansion Strategies	<ul style="list-style-type: none"> • Country study forum (30 pts) • Mini Sim – AirH2O (60 pts) 	15%

	• Mini Sim – Omao Health (60 pts)	
Exams	Exam 1 (124 pts), Exam 2 (116 pts)	24%
Total	1,000 points	100%

Letter grades

Letter grades will be assigned to students based on their total points, which is calculated as a sum of the activities, as listed above, divided by 1,000 points. As such, your goal is to earn as many points as possible from each assignment and exam and not skip any task.

Please click on “Grades” in your course homepage to monitor your own grades. Instructor comments about an assignment, if any, will appear as a speech bubble in your grades database next to an assignment. Written assignments typically are graded within one week. However, major papers may take longer for the instructor to review.

The following table for letter grades is final and not negotiable. To be fair to your fellow classmates, do not ask the instructor to change the cutoff for the letter grades for you. It is not appropriate and unethical to harass the instructor to alter your course grade.

Total %	Letter grade
97% or above	A+
93%-96.9%	A
90%-92.9%	A-
87%-89.9%	B+
83%-86.9%	B
80%-82.9%	B-
77%-79.9%	C+
70%-76.9%	C (C- not available)
67%-69.9%	D+
63%-66.9%	D
60%-62.9%	D-
59.9% or below	F /FW

To request an incomplete “I” on the transcript, a student must have completed at least 75% of the course assignments.

ACCOMMODATIONS

Students with learning disabilities are encouraged to make arrangements with the De Anza Disabled Student Services DSS if you need extra time on the quizzes. Students who are unsure whether they have a learning disability are encouraged to contact the Disability Programs and Support Services as soon as possible to determine eligibility. The instructor cannot make accommodations without written instructions from DSS.

ACADEMIC INTEGRITY

Students are expected to abide by the Student Integrity as described in the College Policies. Please respect everyone in the class. Students who are disrespectful to fellow students or to the instructor will be immediately referred to the Dean for disciplinary actions.

Cheating

Students must complete their own assignments.

Students who plagiarize assignments/cheat on quizzes more than once in the class will be dropped from the class without recourse. Students who cheat on the exam will be referred to De Anza for disciplinary action and receive an “F”. The instructor reserves the right to readminister an exam or assignment via Zoom and other platforms.

ID verification

The instructor reserves the right to verify the students who are participating in this class and for the exams. If requested, students need to show a student ID, driver’s license, or a passport with *all the personal info such as birthday and address blocked out*, showing the issuer, photo and name only. Students should apply for a De Anza College student ID at the Campus Center. A De Anza ID card would enable you to use many resources and services from the college. If you would like to use your true name in this class that is different than your De Anza student ID card, please message the instructor.

WEEKLY ASSIGNMENTS

BUS 60 W24 (Flatworld Dunung & Carpenter v4)		Assignments
Weeks	Topics	due Tue and Thur 11:59pm with 1 day grace period for 10% deduction in grades for assignments*
Week 1		
Tue (1/9)	Chapter 1 – Introduction	Chp 1 quiz
Thur (1/11)		Case study – market research
Week 2		
Tue (1/16)		<i>Forum: Country overview</i>
Thur (1/18)	Chapter 2 – Globalization	Chp 2 quiz
	Students who do not complete ALL Weeks 1 & 2 tasks and score at least 25% will be dropped for non-participation. See MyPortal for Last day to withdraw w/ refund	
Week 3		
Tue (1/23)	Chapter 3 – World Economies	Chp 3 quiz
Thur (1/25)		Mini-sim: AirH2O
Week 4		
Tue (1/30)	Chapter 4 – Global and Regional Economic Cooperation	Chp 4 quiz Case study: Friend-shoring
Thur (2/1)	Chapter 5 – Culture and Business	Chp 5 quiz
Week 5		
Tue (2/6)		Case study – EU Corporate Monopolies
Thur (2/8)	Chapter 10 – International Expansion	Chp 10 quiz
Week 6		
Tue (2/13)	Chapter 11 – Entry Modes	Chp 11 quiz
Thur (2/15)		Mini-sim: Omao Health
Week 7		
Tue (2/20) (avail 12:01am, closes 11:59pm)	Exam#1 (Chps 1, 2, 3, 4, 5, 10, 11, not case studies nor mini-sims)	Exam #1
Thur (2/22)	Chapter 12 – Global Strategy	Chp 12 quiz
Week 8		

Tue (2/27)	Chapter 15 – Global Marketing and Supply Chain Management	Chp 15 quiz Case study – Coke Studio Africa
Thur (2/29)	Chapter 14 – Operations & Mgmt	Chp 14 quiz (no grace period)
	See MyPortal for Last day to withdraw	
Week 9		
Tue (3/5)	Chapter 6 – HRM	Chp 6 quiz Case study- Starbucks
Thur (3/7)		Case study - LEGO
Week 10		
Tue (3/12)	Chapter 7 International Monetary System	Chp 7 quiz
Thur (3/14)	Chapter 8 – Foreign Exchange and Global Capital Market	Chp 8 quiz
Week 11		
Tue (3/19)	Chapter 9 – Finance & Accounting	Chp 9 quiz
Thur (3/21)		Case study - Dedollarization
Week 12		
Tue (3/26) Exam #2 (avail Tue 12:01am, closes 11:59pm)	Exam #2 (all chapters after Exam#1, not case studies)	Exam #2

** Please note that the instructor reserves the right to modify the assignment contents, due dates and format as well as exams dates and formats during the quarter via class announcements or via Canvas Inbox messages to individual students.

De Anza College DSS Syllabus Statement

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.
- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from Clockwork early in the quarter to review how the accommodations will be applied in the course.
- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

DSS Location: RSS Building, Suite 141

Phone: 408-864-8753

Email: DSS@deanza.edu

De Anza College Student Services

Please go to [De Anza Guide to Student Services](#) for services available.