Course Syllabus

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Course Information

Course Name: Hospitality Human Resources Management

Course ID/Section: HFT 2220, 15675

Term/Year: Fall 2024

Modality: Online

Length of Term: 16 Weeks

Credit Hours: 3

Campus/Building/Room: Online through Canvas

Meeting Day/Time: Frequent participation throughout the week.

Instructor Contact Information

Instructor: Craig J. Rapp

Email: crapp1@valenciacollege.edu (mailto:crapp1@valenciacollege.edu)

Phone: *407-582-5617*

Office Location: DTC Union West- Rm 406

Office Hours: Posted on Faculty Front Door (https://frontdoor.valenciacollege.edu/faculty.cfm?uid=crapp1&CFID=8047926&CFTOKEN=c17b02d48d5b354f-F6606C35-D64C-674C-401D6087AE251E86)

- *Monday 9:30am-2:00pm*
- *Tuesday 9:30am-12:00pm*
- *Wednesday 9:30am-2:00pm*
- *Thursday 11:30am-2:00pm*
- *Friday 9:30am-11:30am by phone or email*

Important Dates

Start Date: August 10th, 2024

Drop/Refund Deadline: August 26th, 2024

Withdrawal Deadline: October 25th, 2024

Term Project Due Date(s): November 17th, 2024 (Written Case Analysis); November 24th, 2024 (Video Mock Interview)

Final Exam Due Date: Wednesday, December 4th, 2024

End Date: December 8th, 2024

College Closed: September 2nd, 2024 (Labor Day), November 27th-December 1st, 2024 (Thanksgiving), December 23, 2024-Jan 1st, 2025 (Winter Break).

College Calendar: **https://www.valenciacollege.edu/academics/calendar/** (https://www.valenciacollege.edu/academics/calendar/)

Course Overview

Course Catalog Description

Hospitality Human Resources Management provides basic skills and knowledge of supervision with specific examples in the hospitality industry. It details the characteristics and responsibilities of an efficient and effective supervisor with emphasis placed on such management skills as solving problems, motivating employees and improving employee performance.

Course Learning Outcomes

Students will:

- Define and apply foundations of human resources management.
- Identify and analyze organizational behavior foundations.
- Identify and understand recruitment and selection issues.
- Define and understand the performance appraisal.
- Demonstrate knowledge of motivating employees.
- Understand decision-making processes.
- Apply management theories to organizational issues and situations.
- Examine communication dynamics.
- Identify leadership dynamics.

Prerequisites

This course does not require any prerequisites.

Course Setup

- HFT 2220 online will be broken down into "Modules" during the term. Students must complete all assignments listed within the Module each week. Some weeks may contain more than one Module or chapter in the book. Work from the course **Schedule and Scoring Guide (https://online.valenciacollege.edu/courses/215541/files/53310779?wrap=1)** ↓ **(https://online.valenciacollege.edu/courses/215541/files/53310779/download?download_frd=1)** .
- Modules will become available to students as they move through the course each week. You will not be permitted to work ahead.
- During each week which will run from Monday at 8am through Sunday at 11:59pm EST, students will be responsible for completing all required assignments, discussions, case studies, quizzes and tests. The student must complete the required Module's work during the 7 day time period, to earn credit for completion. Students may complete work at any time during the time frame that a Module is open. It is important to pay close attention to each assignment's due date.
- Once an assignment passes the due date, coursework can no longer be submitted.
- Please carefully review the **Schedule and Scoring Guide (https://online.valenciacollege.edu/courses/215541/files/53310779?wrap=1)** ↓ **(https://online.valenciacollege.edu/courses/215541/files/53310779/download?download_frd=1)** and dates that each Module of work will be due .
- It is recommended that each student set aside a minimum of three to nine hours each week to complete all of the Module activities required.
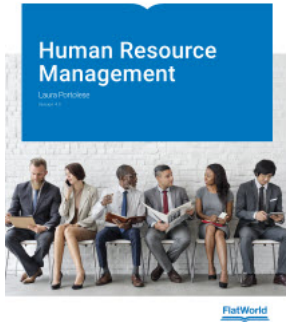
Professor Expectations

To successfully complete this course, all students are expected to actively engage in the online learning environment each week.

All students are expected to:

- Read and become familiar with the course syllabus and expectations.
- Keep up with assignments and readings and complete all "Units" of work assigned within the allotted time frame. Units will open on Mondays at 8am and close on Sundays at 11:59pm.
- Ask for clarifications about material or course expectations.
- Analyze assigned readings and offer thoughtful interpretations.
- Actively participate in weekly courseroom discussions. Create substantive posts which add to and advance the quality of the discussion.
- Engage other students by contributing substantive responses to their posts.
- Be respectful of diverse perspectives and refrain from making inappropriate comments in course discussions and personal interactions.

Textbook & Required Materials

**Human Resource Management**, _version 4.0,_ **Laura Portolese. © 2022-23, FlatWorld (by Boston Academic Publishing), Boston: MA. ISBN (Digital): ISBN (Digital): 9781453399323**

Step 1: Create a FlatWorld Account (**Note: you must use your Valencia College email address when registering**)

1. Go to **https://FlatWorld.com** **(https://FlatWorld.com)**
2. Locate the blue box found on the top right-hand of screen labelled **"SIGN UP"**
3. Choose **"STUDENT"**
4. ****IMPORTANT**** - Type in your Valencia College email address and additional information requested
5. Click **REGISTER**

Step 2: Purchasing your digital textbook **(2 Options)**

(Option 1) Directly from flatworld.com
1. Click on your course link: **https://students.flatworldknowledge.com/course/2609667** **(https://students.flatworldknowledge.com/course/2609667)**
2. Choose your preferred purchase option
3. Click **"ADD TO CART"**
4. Fill in Personal Information, Delivery & Payment, Order Confirmed
5. Once order is confirmed you will receive an emailed receipt.

(Option 2) Through Bookstore: **UCF & Valencia College Downtown Campus Official Virtual Bookstore** **(https://ucf-vc.bncollege.com/)**
1. Purchase an access pass or digital access pass through the bookstore.
2. Click on this course link: **https://students.flatworldknowledge.com/course/2609667** **(https://students.flatworldknowledge.com/course/2609667)**
3. Scroll to bottom of the page- click **REDEEM CODE**
4. Type in the access pass code or bookstore code on the page.

Once logged in, click on: **> My Bookshelf >Read Book Online**
    This will launch open the eBook
    You can additionally access it through your Canvas Course once registered

Helpful Articles for Students

- **How to upgrade your purchase/Redeem your Book** **(https://support.flatworldknowledge.com/en/articles/5704123-how-to-purchase-redeem-your-book-student)**
- **How to upgrade your purchase (get a print version)** **(https://support.flatworldknowledge.com/en/articles/6746086-how-to-upgrade-your-purchase-student)**
- **How to read your book** **(https://support.flatworldknowledge.com/en/articles/5695264-how-to-read-view-your-book-student)**
- **How to navigate your online book** **(https://support.flatworldknowledge.com/en/articles/5082530-how-to-navigate-your-online-textbook-student)**
- **What is FlatWorld's refund policy?** **(https://support.flatworldknowledge.com/en/articles/5704123-how-to-purchase-redeem-your-book-student)**

Need additional assistance? **Customer Support Website** **(https://support.flatworldknowledge.com/en/articles/5268516-customer-support-hours)**
Please contact our Customer Service team through the blue live chat logo at the bottom right of your screen, call us at 877-257-9243, or email **support@flatworld.com** **(mailto:support@flatworld.com)**

HFT 2220- Dr. Rapp - FlatWorld Purchasing Directions Fall 2024.pdf **(https://online.valenciacollege.edu/courses/215541/files/53310777?wrap=1)** ⤓ **(https://online.valenciacollege.edu/courses/215541/files/53310777/download?download_frd=1)**

Technology Requirements & Skills

Computer Equipment Requirements

Students should verify **computer software and hardware requirements** **(https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php)** to ensure course work can be submitted successfully. Students have free access to computers at all Valencia campuses.

Canvas lists **minimum computer specifications** ⤷ **(https://community.canvaslms.com/docs/DOC-10721)** and **supported browsers** ⤷ **(https://community.canvaslms.com/docs/DOC-10720)** to ensure compatibility. The **Chrome browser** ⤷ **(https://www.google.com/chrome/browser/desktop/index.html)** is recommended.

Students are also encouraged to install the Canvas app on their **Android** ⤷ **(https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en)** phone or **iPhone** ⤷ **(https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8)** in order to receive mobile notifications and to access your courses via your mobile device.

Note: Students have free access to computers at all Valencia campuses.

Technology Access/Skills

Students should consider the **basic computer skills** ⤷ **(https://www.gcflearnfree.org/subjects/technology/)** needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

Canvas 101 (http://valenciacollege.edu/canvas/canvas101) is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.

Course Policies

Attendance Policy

Punctual and regular attendance is mandatory in this course. Students are responsible for all material covered in class.

Attendance will be taken online through the use of weekly discussion postings. Punctual and regular attendance is mandatory in this course. You should plan to engage in the Canvas course several times a week in order to complete all assignments due.

Valencia's policy is that a student will be present for all class meetings. **For an online course, this means participating in all weekly discussions and turning in all assignment before the due date.** A student with excessive absences, normally viewed as **3 or more absent discussions**, will receive a grade based only on the work submitted on time and due date extension will not be granted. See Late Work/Makeup policy below.

No-show Withdrawal

Valencia's policy is that any student that does not come to class during the first week will be withdrawn. Since this is an online course, you must complete the first week assignments or you will be withdrawn.

Late Work/Makeup Policy

There are no make-up exams, homework, discussions or other assignments. All assignments must be completed by Sunday, before midnight at 11:59 (except for the Final Exam which is due on the Wednesday of the final week). Discussions require an initial post and two replies. To receive full credit, **your initial post is due by Thursday of that week (unless otherwise noted) to make sure others have enough time to reply to your work**. See **Course Set-up** above for more information. ***Note: technological issues,** *e.g. "the system was down,"* **is not a valid excuse so please plan to complete the lessons a day or two before the due date.** Late work will only be accepted only if a student makes a reasonable attempt to communicate with the professor and provides written documentation of a **medical emergency** or ongoing medical condition that is submitted on the first day of the student's return to the course.

Classroom Policy

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it's important to connect what we learn to your "real world." This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

Academic Integrity Policy

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F. Please see the college policies on Academic Honesty and Plagiarism found below for more detail and explanation.

Communication Policy

Expectations of Student

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- Students can expect to devote 3-9 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through **Our Practice of Respect and Community Building (https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)** . Some highlights from these principles are:
  - Create a hospital and accountable community
  - Suspend judgment
  - All voices have value

Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments in a timely fashion. Under normal conditions, assignments will be graded within one week of the due date. Term projects may take additional time because of the breadth of these assignments.
- The Instructor will address students following the guidelines as indicated in **Our Practice of Respect and Community Building (https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)** .
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some **guidelines for behaviors (https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php)** .

All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

Contacting Your Instructor

You may contact me in various ways during this semester.

- You may contact me through the People Tab in Canvas. I will respond to your messages Monday-Friday, normally within 24-48 hours with the exception of days and times when the college is closed.
- If I do not respond to you in Canvas within 48 hours, or if your issue is time sensitive, you may email me at **crapp1@valenciacollege.edu (mailto:crapp1@valenciacollege.edu)**
- In your messages, please indicate your course number (CRN) so that I may better assist you.
- If you prefer to speak to me directly, my Valencia phone number is (407) 582-5617, and I will be happy to talk to you during my office hours in person or through Zoom.

Extra Credit Policy

Extra credit is not normally offered in this course. Extra Credit assignments, if offered, will be designed to extend the material learned in class. Extra Credit assignments will never be made available to a single individual student without being extended to the entire class. Due dates for extra credit will be strictly enforced. Late extra credit will receive no credit regardless of the lateness policy.

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the **Family Educational Rights and Privacy Act (FERPA) (http://valenciacollege.edu/ferpa/)** , including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

  - **(http://valenciacollege.edu/privacy/) Valencia College privacy policy (http://valenciacollege.edu/privacy/)**
  - **Big Interview Privacy Policy** ⤷ **(https://www.biginterview.com/privacy-policy)**
  - **Canvas privacy policy** ⤷ **(https://www.instructure.com/policies/privacy)**
  - **Kaltura privacy policy** ⤷ **(https://corp.kaltura.com/privacy-policy/#:~:text=Kaltura%20Privacy%20Notices&text=processes%2C%20protects%2C%20and%20discloses%20information,Websites%20and%20the%20Kal**
  - **Flatworld privacy policy** ⤷ **(https://catalog.flatworldknowledge.com/privacy)**
  - **Turnitin Services Privacy Policy** ⤷ **(https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm)**

Intellectual Freedom and Viewpoint Diversity

As your professor, I'm committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers' permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

Final Exam Policy

You must complete the final exam to pass this course. Failure to attempt the final will result in a failing grade for this course regardless of the total points earned during the semester.

Grading Scale

A: 900-1000 points

B: 800-899 points

C: 700-799 points

D: 600-699 points

F: Below 600 points

Grading Breakdown

Assignment	#	Unit Points	Total Points	
Homework:				%
Syllabus Quiz	1	1	15	1.50%
Intro Discussion	1	1	15	1.50%
Chapter Glossary Term Blogs	14	5	70	7.00%
Read Chapter/Practice Quizzes	14	10	140	14.00%
Weekly Chapter Discussions	14	15	210	21.00%
		Total Homework	450	45.00%
Exams (50 Questions Each)				
Exam 1	1	50	50	5.00%
Exam 2	1	50	50	5.00%
Exam 3	1	50	50	5.00%
Exam 4	1	50	50	5.00%
		Total Exams	200	20.00%
Final Exam (50 Questions)	1	150	150	15.00%
Term Project/Case Study	1	200	200	20.00%
			290	

Total   1000   100.00%

Institutional Core Competencies

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think**, **Value**, **Communicate**, and **Act**.

THINK – Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.

VALUE – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.

COMMUNICATE – Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

ACT – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

College Policies

Attendance Policy (http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus.

You are expected to know the professor's specific attendance policy as stated in the syllabus for each professor's course. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

No Show Policy (http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course."

Withdrawal Policy

If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

Per **Valencia policy (http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/)** a student who withdraws from class before the established deadline for a particular term will receive a grade of "W" and will not receive credit for the course. The "W" will not be calculated into the grade point average; however, the enrollment will count in total attempts. Any student who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." Please note that tuition and fees are not refunded for withdrawals.

A student **is not permitted** to withdraw after the withdrawal deadline. Students have the full responsibility to withdraw themselves from classes **by the Student-Initiated Withdrawal Deadline**, which is published in the **Academic Calendar (https://valenciacollege.edu/academics/calendar/)** and listed in this Syllabus under Important Dates. **Faculty cannot withdraw students for any reason.**

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the **Student Code of Conduct (https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)** .

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. **Academic dishonesty (https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf)** includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

Plagiarism

Plagiarism is the act of taking another individual's writings or ideas and passing them off as your own. This includes directly copying even a small portion of the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to the source (meaning both with signal phrases and in-text parenthetical citations), using papers written in previous courses (self-plagiarism), and using another individual's research without the correct attribution. Any act of plagiarism or academic dishonesty will result in an automatic failing grade on the assignment, no matter how small the infraction; to clarify, this means the assignment will receive no points. Additional action may be taken with the college's administrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about what constitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately and we will discuss the matter. Remember, once the assignment has been submitted, there is no distinction between unintentional plagiarism and intentional plagiarism – it's just intentional in my eyes. Students' work will be submitted through Canvas's plagiarism assessment tool.

Internet Research Statement

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable. Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs. For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs. However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. **The Office for Students with Disabilities (OSD) (http://valenciacollege.edu/osd/)** determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. **BayCare Behavioral Health Student Assistance Program (SAP) (http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/)** services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Learning Support Centers

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the **Learning Support (https://valenciacollege.edu/students/learning-support/)** website.

BrainFuse

As a Valencia student, you have free access to an online academic support program that is available 24/7 through your Atlas account. You can get live online tutoring, as well as receive feedback on your essays and research papers, among other support services. For more information, view the **Learning Support (https://valenciacollege.edu/students/learning-support/)** website or click on the Canvas Tutoring link on the navigation menu.

Distance Tutoring & Technology Support at Valencia

You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email.   Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit **https://libguides.valenciacollege.edu/distancetutoring (https://libguides.valenciacollege.edu/distancetutoring)**. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

College Links

College Catalog (http://valenciacollege.edu/catalog/)

Valencia Policy Manual (https://valenciacollege.edu/about/general-counsel/policy/)

Student Handbook (https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf)

Microsoft Office Instructions for free software (https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php)

Course Support (http://valenciacollege.edu/learning-support/) **:** onsite, online tutoring, writing help, etc.

Disclaimer Statement

Changes to this syllabus, schedule, and or policy may be made at any time during the course per instructor discretion. These changes will be reasonable and made in the best interest of student learning. Students will be notified of any changes either in class, through Announcements, and/or via the Canvas Inbox conversations tool. Students who have any concerns, with any changes, should discuss it with the instructor as soon as reasonably possible.

Course Summary:

Date	Details	Due
Thu Aug 22, 2024	🔁 **Intro Discussion: Initial Post Due by Thursday, Replies Due by Sunday Before Midnight** (https://online.valenciacollege.edu/courses/215541/assignments/5976565)	due by 11:59pm
	🚀 **Syllabus Quiz: Required Academically-Related Activity** (https://online.valenciacollege.edu/courses/215541/assignments/5976511)	due by 11:59pm
Sun Aug 25, 2024	📝 **Course Materials Access/Purchase-submit proof of purchase/access** (https://online.valenciacollege.edu/courses/215541/assignments/5976566)	due by 11:59pm
	📅 **Intro Discussion Replies Due** (https://online.valenciacollege.edu/calendar?event_id=513894&include_contexts=course_215541)	11:59pm
Thu Aug 29, 2024	🔁 **Chapter 1 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976551)	due by 11:59pm
Sun Sep 1, 2024	📅 **Chapter 1 Discussion Replies Due** (https://online.valenciacollege.edu/calendar?event_id=513897&include_contexts=course_215541)	11:59pm
	🔁 **Chapter 1 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976537)	due by 11:59pm
	🚀 **Chapter 1 Practice Quiz** (https://online.valenciacollege.edu/courses/215541/assignments/5976512)	due by 11:59pm
Thu Sep 5, 2024	🔁 **Chapter 2 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976552)	due by 11:59pm
Sun Sep 8, 2024	📅 **Chapter 2 Discussion Replies Due** (https://online.valenciacollege.edu/calendar?event_id=513904&include_contexts=course_215541)	11:59pm
	🔁 **Chapter 2 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976538)	due by 11:59pm
	🚀 **Chapter 2 Practice Quiz** (https://online.valenciacollege.edu/courses/215541/assignments/5976514)	due by 11:59pm
Thu Sep 12, 2024	🔁 **Chapter 3 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976553)	due by 11:59pm
Sun Sep 15, 2024	📅 **Chapter 3 Discussion Replies Due** (https://online.valenciacollege.edu/calendar?	11:59pm

Date	Details	Due
	event_id=513896&include_contexts=course_215541)	
	🗩 **Chapter 3 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976539)	due by 11:59pm
	🗡 **Chapter 3 Practice Quiz** (https://online.valenciacollege.edu/courses/215541/assignments/5976522)	due by 11:59pm
Thu Sep 19, 2024	🗩 **Chapter 4 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976554)	due by 11:59pm
Sun Sep 22, 2024	📅 **Chapter 4 Discussion Replies Due** (https://online.valenciacollege.edu/calendar? event_id=513909&include_contexts=course_215541)	11:59pm
	🗩 **Chapter 4 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976540)	due by 11:59pm
	🗡 **Chapter 4 Practice Quiz** (https://online.valenciacollege.edu/courses/215541/assignments/5976517)	due by 11:59pm
	🗡 **Exam 1, Chapters 1-4** (https://online.valenciacollege.edu/courses/215541/assignments/5976515)	due by 11:59pm
Mon Sep 23, 2024	📝 **Extra Credit-Unit One Reflection (15 possible bonus points)** (https://online.valenciacollege.edu/courses/215541/assignments/5976568)	due by 11:59pm
Thu Sep 26, 2024	🗩 **Chapter 5 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976555)	due by 11:59pm
Sun Sep 29, 2024	📅 **Chapter 5 Discussion Replies Due** (https://online.valenciacollege.edu/calendar? event_id=513908&include_contexts=course_215541)	11:59pm
	🗩 **Chapter 5 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976541)	due by 11:59pm
	🗡 **Chapter 5 Practice Quiz** (https://online.valenciacollege.edu/courses/215541/assignments/5976520)	due by 11:59pm
Thu Oct 3, 2024	🗩 **Chapter 6 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976556)	due by 11:59pm
Sun Oct 6, 2024	📅 **Chapter 6 Discussion Replies Due** (https://online.valenciacollege.edu/calendar? event_id=513900&include_contexts=course_215541)	11:59pm
	🗩 **Chapter 6 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976542)	due by 11:59pm
	🗡 **Chapter 6 Practice Quiz** (https://online.valenciacollege.edu/courses/215541/assignments/5976513)	due by 11:59pm
Thu Oct 10, 2024	🗩 **Chapter 7 Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976557)	due by 11:59pm
Sun Oct 13, 2024	📅 **Chapter 7 Discussion Replies Due** (https://online.valenciacollege.edu/calendar? event_id=513906&include_contexts=course_215541)	11:59pm
	🗩 **Chapter 7 Glossary Term Blog (Discussion)** (https://online.valenciacollege.edu/courses/215541/assignments/5976543)	due by 11:59pm

Date	Details	Due
	🚀 **Chapter 7 Practice Quiz** **(https://online.valenciacollege.edu/courses/215541/assignments/5976530)**	due by 11:59pm
	🚀 **Exam 2, Chapters 5-7** **(https://online.valenciacollege.edu/courses/215541/assignments/5976510)**	due by 11:59pm
Mon Oct 14, 2024	📝 **Extra Credit-Unit Two Reflection (15 possible bonus points)** **(https://online.valenciacollege.edu/courses/215541/assignments/5976570)**	due by 11:59pm
Thu Oct 17, 2024	🗨 **Chapter 8 Discussion** **(https://online.valenciacollege.edu/courses/215541/assignments/5976558)**	due by 11:59pm
	📅 **Chapter 8 Discussion Replies Due** **(https://online.valenciacollege.edu/calendar?** **event_id=513905&include_contexts=course_215541)**	11:59pm
Sun Oct 20, 2024	🗨 **Chapter 8 Glossary Term Blog (Discussion)** **(https://online.valenciacollege.edu/courses/215541/assignments/5976544)**	due by 11:59pm
	🚀 **Chapter 8 Practice Quiz** **(https://online.valenciacollege.edu/courses/215541/assignments/5976519)**	due by 11:59pm
Thu Oct 24, 2024	🗨 **Chapter 9 Discussion** **(https://online.valenciacollege.edu/courses/215541/assignments/5976559)**	due by 11:59pm
	📅 **Chapter 9 Discussion Replies Due** **(https://online.valenciacollege.edu/calendar?** **event_id=513898&include_contexts=course_215541)**	11:59pm
Sun Oct 27, 2024	🗨 **Chapter 9 Glossary Term Blog (Discussion)** **(https://online.valenciacollege.edu/courses/215541/assignments/5976545)**	due by 11:59pm
	🚀 **Chapter 9 Practice Quiz** **(https://online.valenciacollege.edu/courses/215541/assignments/5976532)**	due by 11:59pm
Thu Oct 31, 2024	🗨 **Chapter 10 Discussion** **(https://online.valenciacollege.edu/courses/215541/assignments/5976560)**	due by 11:59pm
	🗨 **Chapter 11 Discussion** **(https://online.valenciacollege.edu/courses/215541/assignments/5976561)**	due by 11:59pm
Sun Nov 3, 2024	🚀 **Chapter 11 Practice Quiz** **(https://online.valenciacollege.edu/courses/215541/assignments/5976531)**	due by 10:59pm
	📅 **Chapter 10 Discussion Replies Due** **(https://online.valenciacollege.edu/calendar?** **event_id=513902&include_contexts=course_215541)**	11:59pm
	🗨 **Chapter 10 Glossary Term Blog (Discussion)** **(https://online.valenciacollege.edu/courses/215541/assignments/5976546)**	due by 11:59pm
	🚀 **Chapter 10 Practice Quiz** **(https://online.valenciacollege.edu/courses/215541/assignments/5976516)**	due by 11:59pm
	📅 **Chapter 11 Discussion Replies Due** **(https://online.valenciacollege.edu/calendar?** **event_id=513901&include_contexts=course_215541)**	11:59pm
	🗨 **Chapter 11 Glossary Term Blog (Discussion)** **(https://online.valenciacollege.edu/courses/215541/assignments/5976547)**	due by 11:59pm
	🚀 **Exam 3, Chapters 8-11**	due by 11:59pm

Date	Details	Due
	[(https://online.valenciacollege.edu/courses/215541/assignments/5976529)](https://online.valenciacollege.edu/courses/215541/assignments/5976529)	
Mon Nov 4, 2024	📝 **Extra Credit-Unit Three Reflection (15 possible bonus points)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976569)](https://online.valenciacollege.edu/courses/215541/assignments/5976569)	due by 11:59pm
Thu Nov 7, 2024	🗨 **Chapter 12 Discussion** [(https://online.valenciacollege.edu/courses/215541/assignments/5976562)](https://online.valenciacollege.edu/courses/215541/assignments/5976562)	due by 11:59pm
Sun Nov 10, 2024	📅 **Chapter 12 Discussion Replies Due** [(https://online.valenciacollege.edu/calendar?event_id=513903&include_contexts=course_215541)](https://online.valenciacollege.edu/calendar?event_id=513903&include_contexts=course_215541)	11:59pm
	🗨 **Chapter 12 Glossary Term Blog (Discussion)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976548)](https://online.valenciacollege.edu/courses/215541/assignments/5976548)	due by 11:59pm
	🚀 **Chapter 12 Practice Quiz** [(https://online.valenciacollege.edu/courses/215541/assignments/5976533)](https://online.valenciacollege.edu/courses/215541/assignments/5976533)	due by 11:59pm
Thu Nov 14, 2024	🗨 **Chapter 13 Discussion** [(https://online.valenciacollege.edu/courses/215541/assignments/5976563)](https://online.valenciacollege.edu/courses/215541/assignments/5976563)	due by 11:59pm
Sun Nov 17, 2024	📅 **Chapter 13 Discussion Replies Due** [(https://online.valenciacollege.edu/calendar?event_id=513895&include_contexts=course_215541)](https://online.valenciacollege.edu/calendar?event_id=513895&include_contexts=course_215541)	11:59pm
	🗨 **Chapter 13 Glossary Term Blog (Discussion)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976549)](https://online.valenciacollege.edu/courses/215541/assignments/5976549)	due by 11:59pm
	🚀 **Chapter 13 Practice Quiz** [(https://online.valenciacollege.edu/courses/215541/assignments/5976534)](https://online.valenciacollege.edu/courses/215541/assignments/5976534)	due by 11:59pm
	📝 **Written Case Analysis** [(https://online.valenciacollege.edu/courses/215541/assignments/5976580)](https://online.valenciacollege.edu/courses/215541/assignments/5976580)	due by 11:59pm
Thu Nov 21, 2024	🗨 **Chapter 14 Discussion** [(https://online.valenciacollege.edu/courses/215541/assignments/5976536)](https://online.valenciacollege.edu/courses/215541/assignments/5976536)	due by 11:59pm
Sun Nov 24, 2024	📅 **Chapter 14 Discussion Replies Due** [(https://online.valenciacollege.edu/calendar?event_id=513899&include_contexts=course_215541)](https://online.valenciacollege.edu/calendar?event_id=513899&include_contexts=course_215541)	11:59pm
	🗨 **Chapter 14 Glossary Term Blog (Discussion)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976550)](https://online.valenciacollege.edu/courses/215541/assignments/5976550)	due by 11:59pm
	🚀 **Chapter 14 Practice Quiz** [(https://online.valenciacollege.edu/courses/215541/assignments/5976509)](https://online.valenciacollege.edu/courses/215541/assignments/5976509)	due by 11:59pm
	🚀 **Exam 4, Chapters 12-14** [(https://online.valenciacollege.edu/courses/215541/assignments/5976525)](https://online.valenciacollege.edu/courses/215541/assignments/5976525)	due by 11:59pm
	📝 **Extra Credit Term Project Self-Reflection and Feedback (20 Bonus Points)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976578)](https://online.valenciacollege.edu/courses/215541/assignments/5976578)	due by 11:59pm
	📝 **Video Mock Interview Presentation using The Big Interview (no extensions available)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976579)](https://online.valenciacollege.edu/courses/215541/assignments/5976579)	due by 11:59pm
Mon Nov 25, 2024	📝 **Extra Credit-Unit Four Reflection (15 possible bonus points)** [(https://online.valenciacollege.edu/courses/215541/assignments/5976567)](https://online.valenciacollege.edu/courses/215541/assignments/5976567)	due by 11:59pm
Wed Dec 4, 2024	🚀 **Final Exam**	due by 11:59pm

Date	Details	Due
	(https://online.valenciacollege.edu/courses/215541/assignments/5976528)	
	🗗 **Just Ask Anything About the Course Discussion** (https://online.valenciacollege.edu/courses/215541/assignments/5976564)	

(https://online.valenciacollege.edu/courses/215541/assignments/5976528)