

First Year Interest Group Seminar – Fall 2007
Exploring Business: “The Business World and You”
01:090:120 Section 66
Thursdays 3:55-5:15 Hickman Hall Room 213 (Douglass Campus)

Peer Instructor: Taryn Rayment

Contact Information:

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Office Hours: Mondays 6:30-7:30 pm in Bishop House Room 308 (College Ave Campus)

Course Description: This course is a one credit class for first-year students. The focus of this FIG Seminar is Business along with getting yourself acquainted with Rutgers University and what it has to offer. We will discuss the process of getting into the Business School, resume writing, interviewing, internship searching, current events, and various other necessary Business related information. Multiple speakers will come in to discuss the Business world further and give students tips to succeed.

Course Goals

1. To aid students' adjustment from High School to College
2. To prepare students for applying to the Rutgers Business School
3. To present the many major options within Rutgers including choices outside of the Business School
4. To encourage students to feel comfortable in the classroom and presenting in front of large groups
5. To have discussions about what is going on in the Business world
6. To learn key, beneficial facts about resume writing, interviewing, and job searching
7. To understand and/or know what major is right for you!

Grading:

This is a pass/ no credit class. You must obtain at least **70** points in order to gain credit.

Weekly Assignments (10 in total for 1 point each) = 10 points

Attendance (2 points per day, -1 if late) = 20 points

Participation (possible 3 points per day) = 30 points

Out of Class Exercise = 10 points

Final Project = 30 points

TOTAL = 100 points

Weekly Assignments: Each week's assignment may vary. Four of them will be to find a Business article and bring it in along with a short summary (no more than 1 page, double spaced). Others include exercises done in class and rough draft of student's resume. Depending on assignment, some will be handed in during class, while others will be turned into SAKAI using the drop box function. This will be specified when assigned.

Attendance and Participation: Attendance and participation are mandatory. There are only 10 classes and participation is necessary for discussions. Each student will receive 2 points for every individual class they attend. If they arrive late, 1 point will be deducted, resulting in 1 point

received for that day. Each student is allowed one excused absence. After missing one class, the student will get 5 points deducted from their final grade for each additional absence. The student will need to show proof of reason (doctor's note, letter from Dean, etc.) to avoid getting the point deduction. While in class, any electronic devices must be on silent and not used.

Out of Class Assignment: Each student will have to set up a "Virtual Mock Interview" at Career Services and send me the video of their interview via email. This service can be found by going to <http://careerservices.rutgers.edu/practiceinterview/index.html> and follow the instructions to set up an interview AT THE KIOSK at Career Services on Busch Campus. A more detailed explanation of how to set up the interview and the location of the building will be given during class.

Final Project: Students will form groups of 3 and choose an article (can be one that they used for a weekly assignment). The project will be to write a paper and do a presentation about how the event in the chosen article has affected a certain industry or company. Research will be done using the Rutgers Libraries, specifically Indexes and Databases. Students can use stocks, events that occurred after the happening, statistics, sales, etc. to discuss if there was a positive or negative impact. Each group will write a report (NO LONGER than 5 pages double spaced) and do a short (NO MORE than 5 minute) presentation including a visual aid.

Grading of Final Project:

Breakdown	Paper	Presentation	Visual Aid
Excellent (10 points)	Perfect grammar, Clear, Concise, Understandable, Correct, Interesting, shows great use of Indexes and Databases	Well-spoken, inclusion of all group members, clear knowledge of information (no note cards, no hesitation, etc.)	Can be read from back of room, clear/colorful graphs included, short sentences indicating important information
Good (7-9 points)	Couple grammar mistakes, does not include as much information as it could, shows use of Indexes and Databases	Well-spoken, inclusion of all group members, knowledge of information being presented (note cards are used)	Somewhat easily read, no color, contains graphs and short sentences about key points
Average (4-6 points)	Couple grammar mistakes, should include more information, shows inclusion of Indexes and Databases but could use more	Not all members present, Need to read off of note cards completely, pretty-well-spoken	Can barely read, not on a poster board, no colors or graphs
Poor (0-3 points)	A lot of grammar mistakes, should include more information, unclear, does not use Indexes and Databases	Not well-spoken at all, not all members are present, presenters do not understand information, not prepared	Do not have a visual aid

Extra Credit: The 5 point optional extra credit assignment that will be available to the students is to interview a Rutgers Business School professor, Xing Zhou during his office hours. The student will then write 2 pages, double spaced, about what they learned that will benefit them in the future, or now. His office hours are Tuesdays and Thursdays from 3:13-4:45 in the Business School building, Levin room 115.

Guest Speakers: Throughout the 10 weeks, there will be multiple guest speakers to familiarize the students with what Rutgers University has to offer and insight into the business world. Career Services will come to speak about what they have to offer as well as interviewing techniques (perfect for the out-of-class assignment!). A student panel of majors (Marketing, Management, Accounting, Economics, Finance, and Sports Management) will come to speak to the class about what they enjoy the most/least, why they chose that major, and what they want/can do with that degree. FIGS students will be able to ask any questions they have in order to gain a better understanding of a possible major for them. The third speaker will be a demonstration at the Library to teach the students about the many research resources available to Rutgers students.

Schedule*

Week- Date	Class	Assignment Due
Week 1- 9/13/2007	Icebreaker, Discuss Syllabus, Survey, Discuss "Out of Class Assignment", Interest Assessment	Hand in Survey
Week 2- 9/20/2007	Icebreaker, Common Questions about Rutgers, Discuss different Business Majors, Requirements for the Business School, FOCUS Assessment, Current Event	Article 1
Week 3- 9/27/2007	Majors Panel, Final Project Explanation, Group Exercise on Diversity	Article 2
Week 4- 10/4/2007	Career Services Speaker, Discuss Group Project/Present	Article 3
Week 5- 10/11/2007	Finish discussing/presenting group project, Resume Writing Internship/Job Search	Article 4
Week 6- 10/18/2007	Peer Review of Resume, , Current Event, Library Presentation	Rough Draft of Resume
Week 7- 10/25/2007	Discuss Current Business Event, Academic Success, Personal Wellness (Good Study Habits, Stress Relief)	Short Summary of Final Project
Week 8- 11/1/2007	Discuss Current Business Event, Interviewing Problems Found/Solving them	"Prediction of My Future"
Week 9- 11/8/2007	Exercise, Present Final Project	Final Project Paper
Week 10- 11/15/2007	Present Final Project, Survey	Hand in Survey

* subject to change