



Course Syllabus – BGEN 440-700 – Business & the Environment – Spring 2024

Instructor

Jessie Perius, Ph.D.

Class time: online

Office: College of Education Room 201

Drop-in Student Support Hours (office hours): TBD

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Course Format

This course is offered as a HyFlex course. During Weeks 6-11 of the course, students will participate in a Collaborative Online International Learning (COIL) project with two partner universities, Green River College in Washington, USA and Universitas Pelita Harapan in Tangerang, Indonesia. Students will work with other students from the partner institutions.

Students will have the option to travel with COIL classmates to UPH in Indonesia at the conclusion of the semester.

Required Text

There is no required text for this course. The instructor will assign a variety of Open Educational Resources (OER), videos, podcasts, and articles (academic and news) for students to utilize.

Course Description

BGEN 440 – Business and the Environment Investigates the interaction between business and its physical environment. Material comes from a variety of sources and perspectives, including ecology, economics and public policy. Emphasis is on the evolving concept of sustainability, and emerging best practices in areas of eco-efficiency, product/service design, and closed loop manufacturing. Prerequisite: Admission to upper division standing and BMGT 335 or consent of instructor.

Learning Outcomes

Upon completion of the course, a student will be able to:

- Demonstrate awareness of key environmental issues and the ways in which businesses are addressing environmental concerns;
- Critique different analyses of business and environmental interactions;
- Explain the complexity of environmental and regulatory issues and business responses;
- Define the concepts related to sustainability, and the ways in which some businesses are adopting and implementing these concepts.

Course Performance Objectives

The “A” student will also demonstrate proficiency in the skills listed below.

- **Communication (oral and written):** Students should be effective communicators in business and professional settings.
 - Oral communication.** Oral communication will be emphasized when student groups work with one another if they choose to do so verbally. With this being an online course, very little oral communication is required.
 - Written communication.** Writing skills will be demonstrated through contributions in online class discussions, exams, and written assignments.
- **Problem Solving:** Students should be able to determine optimal solutions to business problems.
 - Quantitative skills.** Quantitative business analysis is not a core focus of this course but may be demonstrated in the student’s analysis of financial and accounting related sustainability concepts.
 - Critical thinking.** Students will be expected to apply critical thinking skills to all the written assignments. Further evidence of critical thinking may be demonstrated in current event discussions and the final project.
 - Technology.** Students will demonstrate technology use as they work in teams. Common technology used includes GoogleDocs, PowerPoint, and recording technologies for final presentations.
- **Ethical Decision Making:** Students should be sensitive to the ethical ramifications of business activities.

Ethical decision making of managers is discussed in various topics of the course. Frameworks are provided to students to help weigh pros and cons of business decisions that affect the natural environment. Discussions and analysis using these frameworks is applied to different course topics.
- **Global Mindset:** Students should be knowledgeable about globalization and cultural differences for businesses.
 - Global Issues, Markets and Operations, and Cultural Differences** Issues relating to global considerations of business and the environment is evident throughout the course. Furthermore, students will work in global teams to address sustainability issues using the tourism industry for analysis.
- **Business Knowledge.** Students should possess fundamental knowledge in all core business disciplines.

Students will be required to share and apply what they have learned related to sustainable business practices in their COIL project and presentation. This project will require them to analyze the tourism industry using the pillars of sustainability and requires them to recall and apply their current business knowledge to the project.

Communication

Because this is an online course, regular communication is instrumental in the learning process. This course relies on D2L for content delivery. Make sure you can log-in and navigate the platform. This will be where assignment instructions are given, group discussions take place, and where tests and assignments will be submitted. Successful students access D2L a minimum of twice per week.

Email Policy

Email is part of the everyday business environment. It is expected that you use proper email etiquette when interacting with the instructor and your classmates. All emails must include a subject (with the course you are asking about), a greeting, a message, and a signature from you – the sender. The first email the instructor receives without all four (4) parts will be sent a response asking that you – the sender re-send the email with the missing information. After the first re-send request, the email will not receive a further response unless the follow-up adheres to the policy. If you do not understand what is missing, please call me with your questions. *Emails will be returned within 24-36 business hours.*

Performance Evaluation and Grading Policies

Successful students **participate** in the learning process in a **positive manner**. Experience indicates student success is based on ***keeping current through reading, completing all assignments when due, studying for quizzes, and participating in class activities.*** In addition, when an unforeseen circumstance occurs, successful students communicate with the instructor as soon as possible so reasonable accommodations can be made. If the instructor is not aware of something, no assistance can be provided. Keep in communication with the instructor when needed.

Student Participation

This is an online course, therefore, communication between the student, instructor, and classmates will be critical for success. You are **EXPECTED** to conduct yourself in a professional manner at all times. Disrespectful behavior in the online and physical classroom **WILL NOT** be tolerated. The structure of the course is based on student participation, interaction, and critical thinking. The instructor's role is to facilitate the learning process. Students are expected to be prepared to discuss assigned readings, participate in online discussions, and complete all assignments on time.

Written Assignments

Written assignments are evaluated on grammar, content, completeness, clarity, and format. Proofreading, use of active voice, correct sentence structure, and clearly communicating ideas are important business skills. Writing skills are developed with practice and by making corrections based on feedback. Students are encouraged to use appropriate tools, like spell check to enhance their ability to communicate in writing. Written assignments **must** be *word processed* and will **only be accepted electronically** through the D2L dropbox. Emailed documents will **not** be graded.

Late Policy

Any assignment that is turned in late, (1 minute – 24 hours after the deadline) will receive a 10% point deduction from the grade earned on the assignment. Any assignment turned in 24:01 hours late or more, after the deadline will receive zero (0) points, resulting in an "F" on the assignment. Late assignment submissions will be handled on a case by case basis at the instructor's discretion.

Grading Turnaround

Points are posted in the Grade Book in the week of the assignment. If you completed an assignment and do not see a grade posted within 10 days **after the due date**, please send an email to the instructor. Please contact the instructor with any questions or concerns about grades.

Final grades in this course will be determined on a standard academic scale and recorded as follows:

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	Less than 60%

Course Work Points Breakdown

The point totals for the graded components of the course are shown below:

	Points	% of grade
Introductory and Closing Assignments		
Introduction Discussion	20	4%
Syllabus Quiz	10	2%
Get to Know You Assignment	20	4%
Course Reflection	20	4%
Reading & Lecture Reflections		
Reading & Lecture Reflections (6)	180	36%
COIL Project		
Weekly Notes & Check in (5)	50	10%
Final Project & Presentation	100	20%
Assignments & Papers		
Case Study Assignment	25	5%
Film Analysis Paper	50	10%
Mission Zero Assignment	25	5%
Total	500	

University Policies:

All students are expected to take all exams during the scheduled time. Assignments are due on the scheduled due dates.

Incomplete “I” Grade will follow the University Policy as published in the general catalog.

Incomplete “I” Grade: An Incomplete is given only when a student has attended for at least three-fourths of the semester but has been prevented by circumstances beyond his/her control from completing all of the requirements of the course. A student must provide adequate evidence to the instructor as to the reason why he/she was unable to complete the requirements for the course. If a grade of “I” Incomplete has been given, the instructor shall advise the Office of Admissions and Records in writing what the student must do to remove the deficiency. An Incomplete must be made up within one calendar year. An “I” grade is not included in the computation of the GPA. An Incomplete grade not made up in the prescribed length of time automatically becomes an “F” grade. Once the grade of Incomplete has been converted to an “F” grade, the course must be repeated in order for the grade to be changed.

Academic & Behavioral Misconduct:

Will be handled according to the MSU Billings [Student Affairs Policies and Procedures Handbook](#) Part XII, B, 1.

Academic misconduct includes **all acts** of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

Cheating - using or attempting to use unauthorized materials, information, study aids, or computer-related information.

Plagiarism - representing the words, data, works, ideas, **computer program or output***, or anything not generated in an authorized fashion as one’s own. For the purposes of this policy, a student’s own papers submitted to one course are considered ‘published,’ and submitting them to a second or subsequent course without substantial modification or citation would constitute plagiarism (See APA, 2010).

Fabrication - presenting as genuine any invented or falsified citation or material.

Misrepresentation - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and/or misrepresenting personal identification in an online course, which includes, but is not limited to, another person completing course requirements.

When academic dishonesty is alleged to have occurred, the instructor has the right and obligation to take appropriate action, which may include a verbal or written reprimand or warning, a grade of “F” (failure) for the assignment or test involved or a grade of “F” for the course. To initiate this process, the instructor must discuss the alleged violation with the student at the time of discovery and prior to taking formal action so the student has an opportunity to respond. The instructor may also refer the incident for possible institutional review, as outlined in Part IX, B, 4. If a student wishes to appeal his/her grade, he/she must follow the grade appeal process.

When misconduct of a behavioral nature occurs in the classroom (onsite or online), the instructor has the right and obligation to take appropriate action, which may include a verbal or written reprimand or warning that the behavior may be in violation of the Code of Student Conduct Part IX, B, 2, F (Actions Against Persons or Groups, 4. Disorderly conduct or behavior). Furthermore, failure to comply with a request to cease the disorderly behavior may result in an additional

violation Part IX, B, 2, P (Failure to comply with Directions of University Officials). In such case that disorderly behavior continues in the classroom, the instructor may elect to refer the incident for institutional review as outlined in Part IX, B, 4.

*Use of AI tools to replace your work is not acceptable in this course. To provide an example, AI can be used to help you create an outline of ideas but it may not be used to write a paper or complete an assignment for you. This is plagiarism and action will be taken as outlined by the Student Affairs Policies and Procedures Handbook guidelines.

Support Services:

Students with Disabilities

MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (657-2283; located in the College of Education, Room 135). We can then plan how best to coordinate your accommodations.

Academic Support Center

The ASC is committed to ensuring that MSUB's students achieve their educational objectives by offering a comprehensive collection of programs and services designed to promote improved academic performance. The University Campus ASC (located in the Student Union Building) and the City College ASC (located in the Tech Building) are open Mon-Fri from 9am-4pm.

The ASC provides free tutoring at both locations (and online through our virtual platform), with Drop-in Tutoring for Math and Writing available at all times during regular operating hours and Tutoring by Appointment available to assist with a variety of specialty subjects. The ASC also offers Supplemental Instruction to support targeted courses and sponsors a Peer Mentoring program.

For more information about all ASC resources, please call us at 406-657-1641, email us at academicsupportcenter@msubillings.edu, or visit our website at www.msubillings.edu/asc

Student Support Services TRIO

SSS TRIO provides support for students seeking academic development and assists students with basic college requirements by motivating students toward successful completion of their college careers. Eligible students are working toward a bachelor's degree at MSUB and must be low income (Pell grant eligible), first generation (neither mother nor father have a bachelor's degree, or disabled (physically, mentally, emotionally). We provide the following free services: peer mentoring, tutoring (one-on-one or group), equipment check-out, free printing and copying, access to computers, referrals to community organizations and agencies, workshops, study skills, and much more. Visit us in the Library Room 141, call 406-657-2162, email l.gittingscarlson@msubillings.edu, or visit <http://www.msubillings.edu/sss/> to learn more.

Veterans Upward Bound (VUB)

VUB is an education program that assists veterans with the process of enrolling in college and then **provides support and services while they are enrolled. We are here to make the transition from soldier to student a little easier and to help veterans who are new to MSUB, and City College connect with other student veterans on campus.** We offer academic refresher classes and supplemental tutoring, help in navigating the college enrollment process, and guidance in applying for VA educational benefits and financial aid. We conduct workshops, host summer day trips, and sponsor local activities. We make referrals to help veterans connect with community resources. All of our services are free to veterans enrolled in our program and

any supplies necessary are provided. **VUB is located on the first floor of Cisel Hall** (between the parking garage and tennis courts on North 27th) on the MSUB campus. Please stop by, check out our study areas and student/staff break room, and learn more about our services. Contact us at 406-794-3244 or visit our webpage at www.vubmt.com for complete program information.

Military and Veterans' Success Center

The Military and Veterans' Success Center assists military affiliated students throughout their college career. Military affiliated students include active duty, Guard, and Reserve members, veterans, and dependents of veterans. We provide military affiliated students with support services and connect them to resources to aid in their college success. We have a veterans' lounge on both MSU Billings and City College campuses where veterans can relax, study, eat lunch and meet other veterans. Lounges are equipped with comfortable furniture, refreshments, and printers and scanners for free student use. Veterans can connect with other veterans and discover the support services that are available to them. On MSUB campus, we are located on the first floor of the **College of Education, Room 106** and in the **Tech Building on City College campus**. For more information call 406-657-2968 or email msubvets@msubillings.edu.

Native American Achievement Center (NAAC)

The staff helps American Indian students succeed by providing advocacy and assistance in navigating campus and community services. The Center also provides students with a Native inspired setting that serves as a home away from home.

Read & Write

MSUB IT has purchased a campus-wide license for Read&Write. MSUB students can use Read&Write on all MSUB owned computers or download to use at home. Read&Write is a software solution that provides accessibility and literacy assistance for students, readers, writers, or individuals with learning disabilities and English language learners. Read&Write includes support tools that can be used from school, work, or home. Go to the following link for more info <http://www.msubillings.edu/it/is/software/readwrite/>

Office 365 ProPlus!

Office 365 ProPlus is a license that provides all MSUB students, staff, and faculty the latest version of Microsoft Office for PC, Mac, and mobile devices. Office 365 ProPlus will stay active and licensed as long as you are a current student or employee of MSUB.

To download Office 365 ProPlus, log into <http://portal.office365.com> with your email address (usually firstname.lastname@msubillings.edu) and the password used to log into computers on campus or D2L. On the welcome page, click the Install Office apps button on the upper right corner of the window and then click Office 2016 to begin the installation

Student Health Services

Student Health Services provides high-quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success. The Student Health Center has a mental health counselor available to all students.

University Campus – 2nd Floor Petro Hall; City College Campus – 2nd Floor Tech Building