

Course Syllabus

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Course Information

This course is offered collaboratively through the UW MBA Consortium.

Course Title: MBA 700 - Defining your Plan for Success: The MBA Mindset

Course Section: 841

Credit Hours: 1.0

Course Term: Fall 2023

Delivery Mode: Online

Course Dates: September 11, 2023 – October 29, 2023

If you are considering dropping this course, having a conversation with your academic advisor is a good place to start. You should also let the instructor know what your plans are. Click the following links, based on your home campus, to learn more about dropping this course: [Consortium/UW-Eau Claire](#)Links to an external site. | [UW Oshkosh](#)Links to an external site. | [UW-Parkside](#)Links to an external site.

Instructor Information

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Course Description

This course provides an overview of resources that will help you navigate your degree requirements. You will create personal and professional goals to pursue during your program and beyond. You will also explore topics from both academic and business perspectives that will help you grow into a successful business leader.

Course-Level Learning Outcomes

Upon completion of this course, you will be able to:

- Navigate resources to access technology tools and services to successfully complete program requirements.
- Maintain a dynamic Individual Development Plan (IDP) to set and reach personal and professional goals in part through the UW MBA Consortium program.

- Apply academic writing conventions in the context of the UW MBA Consortium program.

Required Course Materials

There is no required textbook for this course. Instructional materials in the form of articles, websites, and videos will be available in the unit overview pages.

During Unit 2, you will be required to complete the following self-assessment activities:

- StrengthsFinder 2.0
- 16 Personalities

You can purchase the [StrengthsFinder 2.0 assessment on the Gallup site for \\$19.99](#)[Links to an external site.](#) You are not required to begin working on these self-assessments until Unit 2, but you are welcome to get started as soon as you purchase the assessment. The 16 Personalities assessment is free and can be accessed at any time with the link posted in the Unit 2 materials.

Technology Requirements

[Access to a computer and high speed internet that is capable of accessing Canvas.](#)[Links to an external site.](#)

Please review the minimum technology requirements and recommendations in the Online Course Resources link in the left-hand Course Navigation menu. To set yourself up for success, pay special attention to the sections on Your Responsibilities, Strategies for Success, Tech Tips, and Tech Support.

We will also provide documentation and practice activities in Unit 1 to help you get started with Canvas if this is your first class using the tool.

Course Topical Outline

Unit 1: Getting Acquainted

Unit 2: Getting to Know Ourselves

Unit 3: Writing in the MBA Mindset

Unit 4: Motivation, Goals, and Your Why

Unit 5: Personal Board of Directors

Unit 6: Receiving Feedback

Unit 7: Finalizing Our Plans and Setting Them Into Action

Assignments and Activities

The activities in this course will do two things:

1. Provide you with an orientation to our program and the online learning environment.
2. Guide you in preparation of an Individual Development Plan (IDP) that we hope you will use throughout your MBA career and beyond.

The activities will be in the form of quizzes, discussions, and individual assignments. All activities will take place in the Canvas classroom.

The final grade for this course will be based on the overall percentage of points you earn in the following activities or assignments.

Breakdown of assignment points.

Activities	Points
Discussions	
Introduction Discussion	30
Research Article Discussion	50
Share Your Why Discussion	15
EDI Discussion	15
Receiving Feedback Discussion	20
Knowledge Checks	
Online Course Resources Knowledge Check	10
Academic Writing and Integrity Knowledge Check	10
Assignments	
Degree Plan Assignment	15
Taking Your Self Assessments Assignment	40

SWOT Analysis Assignment	50
MBA Program Feedback Survey	15
Why Statement Assignment	25
Goals Matrix Assignment	25
Personal Board of Directors Assignment	25
MBA Future Needs Survey	20
Individual Development Plan (IDP) Assignment	100
Total Points	465

A comprehensive list of all course activities is listed in the calendar with correlating due dates.

Grading rubrics can be found in the assignment details.

Final Letter Grade Scales

Final letter grade scale.

Percentage	Letter Grade
93-100%	A
90-92.9%	A-
87-89.9%	B+
83-86.9%	B
80-82.9%	B-
77-79.9%	C+
73-76.9%	C

70-72.9%	C-
67-69.9%	D+
63-66.9%	D
60-62.9%	D-
0-59.9%	F

Consortium's Excused Absence Policy

UW MBA Consortium students will follow the [UW-Eau Claire Authorized Absence Policy](#). [Links to an external site.](#)

If your absence falls into the excused absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you.

Late Work Policy

The assignments in the course build on each other from week to week. We also have a number of discussion activities that require student interaction by the course deadlines. Therefore, it's important that you meet all assignment deadlines. I do understand, however, that you are juggling a lot between school, work, and life. Individual assignments and quizzes may be turned in up to two days past the deadline with a 25% deduction. Due to the interactive nature of discussions, late discussion posts will receive a zero.

What You Can Expect from Me

If you email me, I will respond within 24 hours during the week and within 48 hours to messages received on a Saturday or Sunday. The same applies to questions you pose in the Raise Your Hand discussion (although a classmate may answer you before that).

I will grade your assignments in a timely manner, within one week after the due date. If I can't do that, I'll let you know in an Announcement.

Assignment Feedback Videos

I may provide feedback on your writing assignments using video. If you prefer that feedback be delivered in writing **for any reason** please let me know.

What I Expect from You

I want you to log in at least once every day and check the Announcements for any updates. Complete any required reading assignments, including commentaries, and be prepared so that you can contribute fully in required activities. Make your first discussion post(s) early so that there can, in fact, be a discussion.

I want you to contact me if you are having difficulty understanding any of the material or if you are having difficulty accessing it. I want you to succeed in this course and can help you do so if I am made aware of your concerns.

Academic Conduct

To foster a productive learning environment, all students are required to accept and adhere to the Student Code of Conduct agreement in order to participate in this course.

Academic Integrity Policy

All class materials are the intellectual property of the instructor and may not be shared outside of this course (e.g., to commercial "study sites") without my permission.

All work that you turn in to me for this course should be completed individually unless I specify otherwise. The sentence structure, wording, and content for your assignments and discussions must be your original work. In Unit 2, we will explore academic integrity in more detail. To get you started, academically dishonest behaviors include (but may not be limited to) the following:

- Intentionally or unintentionally presenting someone else's ideas or words as your own, either as a direct quote or paraphrased or summarized material, without the proper citation. All quotes and direct references must include citations. Remember to use APA format for citations. See the [OWL website from PurdueLinks to an external site.](#) for APA citation guidelines. **We use Turnitin to check the originality of assignments.**
- Submitting work that is identical to or so similar to that of another's in its wording, sentence structure, and content that it cannot be considered original.
- Plagiarizing yourself by submitting work for evaluation in this course that was previously graded or otherwise evaluated in another course. You can cite your previous work. If you want to use your previous work, contact me first.
- Making up data or citations.
- Consulting resources to complete a graded course assessment other than those allowed in the assessment directions. If you are unsure what is considered as an authorized resource, consult with your instructor.
- Helping someone else engage in academically dishonest behavior, including posting course materials online.
- Violating copyright laws. In some cases, citing a source is not sufficient; you also have to obtain permission from the original source for the materials you use. Likewise, if you use any materials from this course outside this course,

you may need permission to use them (e.g., in your company’s training manuals, publications, or style guides).

Any investigation into any form of academic misconduct will result in a report to the dean of students and in student academic disciplinary sanctions as established by the UW System Board of Regents ([UWS Chapter 14](#)[Links to an external site.](#)).

Disciplinary procedures from the student’s home campus dictate the disciplinary action against students who engage in academic misconduct.

Generative AI Use

To create a shared understanding regarding the use of generative AI in this course, this course’s policy on the “Generative AI Use” page is available in the [Course Information](#) module. Keep in mind that other instructors may have different expectations based on their course outcomes, so be sure you always check before you use generative AI in your classes.

Please note that the UW MBA Consortium owns the copyright to all course and program materials. You may not share program or course materials in any way in any generative AI platform. Likewise, this course will not require you to share program or course content or your work in a generative AI platform. You are encouraged to ask any questions you have regarding the policy.

Accommodation for Students with Disabilities

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Canvas is [compliant with W3C's Web Accessibility Initiative](#)[Links to an external site.](#) and with [Section 508](#)[Links to an external site.](#) guidelines. Additionally, Canvas was certified as a [substantially conformant LMS](#)[Links to an external site.](#) by WebAIM, a third-party authority in web accessibility. If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at BIZHelp@uwec.edu and we will work with you to find a reasonable accommodation.

Course Summary:

Date	Details	Due
Mon Sep 11, 2023	Calendar Event Complete the Student Code of Conduct	12am

Date	Details	Due
	Page 1.0 Unit 1 Overview	to do: 11:59pm
Thu Sep 14, 2023	Discussion Topic 1.4 Video Introduction Discussion	due by 11:59pm
	Assignment 1.5 Create Your Draft Degree Plan	due by 11:59pm
Sun Sep 17, 2023	Quiz 1.6 Online Course Resources Knowledge Check	due by 11:59pm
	Page 1.4a Complete your response posts for the Introduction Discussion	to do: 11:59pm
Tue Sep 19, 2023	Page 2.0 Unit Overview	to do: 11:59pm
Thu Sep 21, 2023	Assignment 2.4 Taking your Self Assessments	due by 11:59pm
	Assignment 2.5 SWOT Analysis	due by 11:59pm
Sun Sep 24, 2023	Discussion Topic 2.6 Optional Discussion: Self Assessment Results	to do: 11:59pm
Tue Sep 26, 2023	Page 3.0 Unit 3 Overview	to do: 11:59pm
Thu Sep 28, 2023	Discussion Topic 3.5 Research Article Discussion	due by 11:59pm
	Quiz 3.6 Academic Writing and Integrity Knowledge Check	due by 11:59pm
Sun Oct 1, 2023	Assignment 3.7 Provide Feedback to the MBA Program on Course Preferences	due by 11:59pm

Date	Details	Due
	Page 3.5a Post a Response to the Research Article Discussion	to do: 11:59pm
Tue Oct 3, 2023	Page 4.0 Unit 4 Overview	to do: 11:59pm
Thu Oct 5, 2023	Assignment 4.3 Why Statement	due by 11:59pm
	Discussion Topic 4.4 Share Your Why Discussion	due by 11:59pm
Fri Oct 6, 2023	Page Midterm Course Evaluation	to do: 11:59pm
	Assignment 4.5 Create Your Individualized Goals (Goal Matrix)	due by 11:59pm
Sun Oct 8, 2023	Page 4.4a Complete Your Response Posts for the Share Your Why Discussion	to do: 11:59pm
	Discussion Topic 4.6 Optional Discussion: Motivational Resources	to do: 11:59pm
Tue Oct 10, 2023	Page 5.0 Unit 5 Overview	to do: 11:59pm
Thu Oct 12, 2023	Discussion Topic 5.3 EDI Discussion	due by 11:59pm
Sun Oct 15, 2023	Assignment 5.4 Personal Board of Directors Individual Assignment	due by 11:59pm
	Page 5.3a Complete Your Response Posts for the EDI Discussion	to do: 11:59pm
Tue Oct 17, 2023	Page 6.4 Optional Webinar: What's Next with Paula Lentz	to do: 12pm

Date	Details	Due
	Page 6.0 Unit 6 Overview	to do: 11:59pm
Thu Oct 19, 2023	Discussion Topic 6.2 Receiving Feedback Discussion	due by 11:59pm
Sun Oct 22, 2023	Page 6.2a Complete Your Response Posts for the Receiving Feedback Discussion	to do: 11:59pm
Tue Oct 24, 2023	Page 7.0 Unit 7 Overview	to do: 11:59pm
	Assignment 7.2 Complete Your IDP	due by 11:59pm
Sun Oct 29, 2023	Assignment 7.3 MBA Future Needs Assessment Survey	due by 11:59pm
	Page Final Course Evaluation	to do: 11:59pm
	Assignment Final Grade	