

Class Overview:

In **Global Business** we will discuss effective communication, collaboration skills, teamwork, and the importance of a positive, productive work ethic in a global/international environment, while identifying how culture impacts international communication.

Teacher Promotion Expectations:

The student will:

- earn 70% or better in the CTE class Business Information Management
- do all class projects and 'job' assignments;
- participation fully during class and
- contribute outstanding effort to the learning process.

Benchmark Testing and Learning Surveys:

- Pre and Post Benchmark testing
- Semester Projects
- Certification testing

College and Career Readiness skills and expectations

- Career Planning and Management
- Use of Technology Applications/Tools
- Problem Solving and Critical Thinking
- Responsibility and Flexibility
- Ethics/ Legal Responsibilities (Online Safety/Digital Citizenship)
- Leadership and Teamwork
- Technical Knowledge and Skills
- Demonstration and Application

Assessments:

Project-based assessments

- Microsoft Office Use & proficiency
- OneDrive Account Use & proficiency
- Schoology learning management system

• Quizzes/Tests

• Teacher Observation of activities

Supplies

*Optional:* box of Kleenex, box of Clorox wipes, bottle of sanitizer

Resources:

*There is no single textbook for this course. Students will use numerous sources listed in Schoology/Clever App*

*Students will use a variety of software including, but not limited to, the following:*

- Microsoft Office
- Presentation/Multimedia tools
- Graphic design software (ie. Canva)

Term Grading:

Category name	% Weight
Daily Grades	50%
Major Grades	50%

Classroom ExpectationsCampus/Classroom Behavior Management

\*\*Points may be subtracted for disruptions or off task behavior. It will be assumed that you are having a hard time and you need a reminder to respect the classroom environment. A verbal reminder of the appropriate behavior will be given to you. It will be your signal that you are in charge of your own behavior. If you choose to continue to disrupt the class you will be asked to move seats. If you can manage to get back on track, there will be no consequences. Further disruptions to the learning environment will result in written documentation per the following:

**CONSEQUENCES**

**Intervention(s) 1-3:** Verbal Warning (3)/Lunch Detention

**Intervention 4:** Parent/Teacher Conference/ Detention-ISS

**Intervention 5:** Office Referral (Skyward Referral)

Daily Routines:

Students are expected to...

- Go to the Restroom *BEFORE* class
- When entering the classroom...
  - ✓ READ the agenda projection screen
  - ✓ login to personal account
  - ✓ begin with **DO NOW: 10 minute typing warm-up** /Bell-Ringer Activity
  - ✓ Login to Schoology Group and continue with assigned activity once instructions have been given.
- During teacher's class discussion, "**Thumbs Up/Thumbs Down**" —During/after discussion teacher will ask Thumbs Up/Down to check for understanding; If you have 'Thumbs Down' wait until the teacher comes to you to help.
- You are required to be on your **assigned work** and **not on any other program, online game or watching videos**, unless it is part of the class/teacher-approved.

Professionalism:

- Please arrive to class ON TIME.
- If you are late, it will be marked in Skyward. Three tardies result in detention.
- Respect Teacher, Students, Visitors, and school property. **Track the speaker:** 'Eyes and ears' on teacher only, instead of being busy with your computer.
  - ✓ No talking or getting up while teacher is lecturing. No talking while others are presenting.
- NO PROFANITY. We are practicing professionalism and expected to act as such.
- During group work, discussion is encouraged. Everyone participates!

Classroom Management

- **RESTROOM PASS:** Each student will be allowed restroom EMERGENCY ONLY passes. Students are expected to use the nearest restroom *BEFORE* class.
  - Restroom passes **will not** be allowed the **first/ last 10 minutes** of class.
- After completing your assigned work, save it to your class OneDrive folder with a proper name. Works which are not saved or not properly named will have points taken off.
- Students who have completed assignment earlier will have privilege of choice activities.

- *When you are dismissed by the teacher, you are to save any unsaved work, log off your account, leave the mouse and keyboard neatly, **push your chair back to its place before you leave the class.** Remember, the teacher, not the bell, will dismiss you. **Do not leave without teacher's permission.***
- *If you are absent, it is your responsibility to ask how to make up your missing work.*

**Student:**

I, \_\_\_\_\_ have read the attached classroom guidelines and course expectations for Ms. Robinson's class and I agree that it is important to play an active role in my education.

**Date:** \_\_\_\_\_

Signature \_\_\_\_\_

Approximate Dates	Unit	Unit Description
08/8-8/9	Intro	<b>Introduction &amp; Syllabus</b> 'Getting to Know You,' Classroom expectations; School policies; Success agreements; Respect agreements; Digital learning agreement; Syllabus review/acknowledgement.
8/12	Ch.1	We Live in a Global Economy
8/19	Ch.2	Our Global Economy
8/28	Test	Ch.1: We Live in a Global Economy & Ch. 2: Our Global Economy Combined
8/30	Ch. 3	Cultural Influences on Global Business
9/17	Test	Ch. 3: Cultural Influences on Global Business
9/23	Ch 4	Government and Global Business
9/25	Test	Ch. 4: Government and Global Business Test
10/1	Ch 5	Structures of International Business Organizations
10/7	Test	Structures of International Business Organizations Chapter Test
10/9		<b>End of 1st 9 Weeks</b>