



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF BUSINESS ADMINISTRATION

**Cornerstone Lab
GEB 3031L –Syllabus Fall 2008
Sections 29 & 30**

Lab Instructor: **April Edwards**
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Office Hours: After class and by appointment only
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Instructor Contact:

I welcome any and all questions related to Cornerstone; however I do request that your first point of contact be through email. Phone calls should be used on an emergency basis. When sending an email, all messages **must** include your class, section number, and general topic in the subject line. If you follow these instructions, it will allow me to pinpoint student e-mails and make them my first priority. E-mails not appropriately identified will not be opened.

Assignments:

All written assignments must be Typed, Stapled, and include a Cover Page with at least the following information:

- ✓ **Your name(s)**
- ✓ **Your lab section (include lab time)**
- ✓ **Assignment title**
- ✓ **Date submitted**

Please read the assignments carefully and completely. Failure to follow guidelines for content and/or format will result in your paper being returned with a large point reduction. Double-check your work carefully; each error in content, spelling, grammar, or format will result in a reduction in your grade.

LATE ASSIGNMENTS: All assignments must be turned in at the beginning of class. Late assignments will not be accepted. Only in the case of extreme emergency will exceptions be considered at the instructor's discretion.

**For complete lab assignment instructions see the Cornerstone website
(www.bus.ucf.edu/cornerstone)**

Students are responsible for obtaining the lecture syllabus, assignment descriptions, and all other course materials found on the Cornerstone Lab website and in the e-text.

	<i>Team Assignments</i>	Points	Due Date
1	Project Selection Process: Students will utilize teamwork skills to assess project options and negotiate with each other to select preferred projects.	10 points once project is approved	9-9-08 at 11:00 a.m.
2	<p>Project Initiation Blueprint: This report includes five documents.</p> <ul style="list-style-type: none"> • Statement of Purpose (Cornerstone Website) • SMART Goal (Cornerstone Website) • Signed Client Agreement Form (Cornerstone Website) • Worksheet for Identifying Project Objects (Text) • The 10 Worst Things That Could Happen (Text) <p>All documents must be typed. Staple the Project Initiation Grade Sheet (found on my website) as your cover sheet.</p>	45	Week 4 9-16-08
3	<p>Worksheet for Tracking Project Implementation: Find this document in your e-text and complete it. It must be typed. Staple the Project Implementation Grade Sheet (found on my website) as your cover sheet. You will also submit a finalized version of this document in your Reflections Report in Week 14.</p>	10	Week 6 9-30 <i>and</i> Week 14: 11-25
4	<p>Midterm Peer Evaluation: Find the peer evaluation form on my website, and also attach your completed "Team Audit: How Are We Doing?" form found in your e-text.</p>	Pass/Fail – lose 15 points.	Week 7 10-7-08
5	<p>Preliminary Planning Worksheet: Find this form in your e-text. If you fail to submit this form this week, you will lose 5 points off your grade for the Reflections Presentation in Week 15. Staple a cover sheet to it before turning it in.</p>	Pass/Fail – lose 5 points if not completed.	Week 13 11-18
6	<p>Project Outcome Reflections Report: Find complete instructions for this assignment on the Cornerstone Website. Attach:</p> <ul style="list-style-type: none"> • Meeting Agendas (text) for every team meeting. • Meeting Minutes (text) for every team meeting. • Form for Capturing Lessons Learned (text) • Worksheet for Tracking Project Implementation (See Week 6: finalized sheet submitted with Reflections Report) • Worksheet for Developing High Level Estimates (see Individual Assignments) finalized sheets submitted with Reflections Report. <p>All documents must be typed. Staple the Reflections</p>	45	Week 14 11-25

	Report Grade Sheet (found on my website) as your cover sheet.		
7	Reflections Presentation: Find complete instructions for this assignment on the Cornerstone Website.	40	Weeks 14 & 15 11-25, 12-2

	<i>Individual Assignments</i>	Points	Due Date
1	Progress Report Presentations: Each project manager will report to the class on team progress by using the team's website as a device for guiding the class through your report. Turn in updated "Worksheet for Tracking Project Implementation" found in your e-text each time a project manager reports, and turn in a finalized version of this form with your Reflections Report due Week 14. Staple the Project Implementation Grade Sheet as your cover sheet found on my website.	Pass/Fail – lose 30 points if not completed.	Weeks 5, 7, 10, and 12
2	Worksheet for Developing High-Level Estimates: Find this document in your e-text. This worksheet must be updated and used by project managers throughout the term. This document must be typed. Staple the High-Level Estimates Grade Sheet (found on my website) as your cover sheet.	10	Week 5 or 6
3	Reflections Statement Business Letter: Find complete instructions for this on the Cornerstone Website. Staple the Business Letter Grade sheet as your cover sheet, and attach your Final Peer Evaluation (found on my website.)	40	Week 14 11-25

Assignment of Letter Grades Based on Points Earned

A = 558 to 600 (93%)	A- = 540 to 557 (90%)
B+ = 528 to 539 (88%)	B- = 480 to 497 (80%)
C+ = 468 to 479 (78%)	C- = 420 to 437 (70%)
D+ = 408 to 419 (68%)	D- = 360 to 377 (60%)
F = 0 to 359 (< 60%)	

Caution: All team assignments are subject to a Peer Evaluation impact grade. See Dr. Cameron Ford's syllabus for details.

Course Grading:

Exam Performance (3 @ 100 points)	300 pts
Virtual Leader Performance	100 pts
Service Learning/Lab Performance (weighted by peer evaluations)	<u>200 pts</u>
Total Points	600 pts

Individual Exams and Virtual Leader Simulation:

Refer to Dr. Cameron Ford's lecture syllabus for additional information.

Attendance:

Students must attend the entire class period and sign every attendance sheet provided during the class period on that date, and must also take each exam when scheduled. You must arrive on time and stay until class is dismissed. *It is the student's responsibility to sign the attendance sheet; if it is not passed to you, you must ask to sign it before you leave class.*

Lab Attendance Policy:

- 1 absence = 0 points deducted
- 2 absences = 20 points deducted
- 3 absences = 40 points deducted
- 4 absences = 60 points deducted

Personal Items:

Turn off your cell phones! All beepers or pagers must be turned off or set on vibrate only. If your cell phone/pager goes off during class, you may lose points towards your grade. Laptop computers or PDAs may be used in the classroom ONLY during team meetings BEFORE or AFTER class.

Turnitin.com:

Several items in this lab must be submitted via turnitin. To submit, please visit www.turnitin.com and use the following,

- Class ID: 2364212
- Password: edwards

*Additions, deletions, or other revisions will be made to this syllabus addendum by the instructor as necessary.