

MR. KAFKA'S INTRODUCTION TO BUSINESS COURSE

Memo

Contact Info

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To: Class Associates, Team Members

From: Mr. Kafka, Team Leader

Date: 8/18-8/19/2003

Re: Welcome to Class

WELCOME to Introduction to Business. I am very excited to work with you through this coming school year. Your contract with this class is enclosed and as we discussed, you will be paid \$55,000 this year for working with the "company." However, after taking into account your taxes, textbook fees, teacher appreciation costs, materials expenses, and classroom ordinance fees...you will walk away with an overabundance wealth of knowledge and no physical money. ☺

COURSE DESCRIPTION

Today's world revolves around business. In this class students will learn what it takes to start a business, how government plays a part in our economy, and basic life skills such as: understanding credit, balancing a checkbook, and creating a stock portfolio. This course satisfies the state consumer education requirement. This course is strongly recommended for business career oriented students, or as preview to the business courses.

COMPANY POLICIES

- No food or drink allowed in class.
- No CD players, Walkmans, Discmans, portable gaming systems, or cell phones allowed in class – if I see it, it's mine or it will be turned over to the school.
- No use of the teacher computer or phone at any time.
- Classes will start on time. Associates are expected to be prepared, organized and in his/her seat when the bell rings. We will work hard, work calmly, work organized and work smart.
- If you bring a backpack to class, leave it at the door...this is not camping 101!
- Leave the room the way you found it
 - Please pick up any scraps of paper, put desk back in the right spot
 - Please do not leave a mess for the janitors – they have enough to do
 - Please respect the room and do not damage any property
- If you are absent from class, **you** are responsible for coming to get your make up work the **next** day you are in school. (*Examples...*)
- Associates are encouraged to participate in class discussions and offer opinions. Respectful debate and negotiation are healthy exercises and great platforms for learning.
- Plagiarism and other forms of cheating are completely unacceptable and will not be tolerated. Any assignment found violating this rule will receive an automatic zero
- Associates are encouraged to have fun with the course! Respectful and professional humor is appreciated.
- Associates are encouraged to schedule time with me to discuss concerns or questions. I have an open door policy and will take any necessary time to assist you.
- Respect each other!

MATERIALS

- **Text:** Introduction to Business, 5th Edition – Glencoe. Authors: Brown, Betty J., Clow, John E.
- **Workbook:** You are **NOT** to write in your workbook. All exercises will be handwritten in your notebooks/binder and your workbook will be handed in blank at the end of the year.
- **Binder/Notebook:** All Associates are requested to have a binder **or** subject notebook (with pockets) for the class where you can keep your notes, handouts, homework, quizzes, exams, notes, etc. **Organization is key.**

GRADING POLICIES

The grading for this course will work as follows:

- **15% Daily Work/Participation**
- **25% Homework/Class work**
- **25% Projects**
- **35% Quizzes/Tests**

*** opportunities for “extra credit” will exist at various times throughout the course***

GRADING SCALE	
97-99 A+	87-89 B+
93-97 A	83-87 B
90-93 A -	80-83 B-
77-79 C+	67-69 D +
73-77 C	63-67 D
70-73 C -	60-63 D-
59 and ↓ F	

- Parents and Students, please note the following codes if you try to check your grades through “PARENT CONNECT” over the Internet:
 - **NHI** = “Not Handed In = 0 points” This signals that a student **had the opportunity** to hand an assignment in before the due date, but chose not to.
 - **OMIT** = “OMIT” might be used signaling that a student’s grade has been configured “without” calculating the OMIT items. OMIT will be issued if a student was given an additional opportunity to finish work (extended absence, circumstances). OMIT work is **NOT** calculated into the final grade.

LATE WORK

- My golden rule with handing work in is: “you are 100% responsible for yourself.” You need to communicate with me when you are or plan to be absent.
- I will only accept work that is one day (not period) late for half credit. If you come to class unprepared or you did not finish an assignment, you must bring me the completed work the NEXT day by the beginning of first hour (7:45) for half credit only.
- **Absences:**
 - I follow the guidelines established in the student handbook in relation to excused and unexcused absences. If you have an **unexcused absence**, you will receive a “zero” for any work that was to be handed in or completed in class that day. If you have an **excused absence** (*called in sick, personal reason, field trip*), it is your responsibility to find me and find out what you missed and complete within the allotted time expressed.
 - Field Trips – see me ahead of time, or you will receive a “zero” for the work
 - **DO NOT** come to class the next day and expect to pick up the work then.
 - **DO NOT** come to class and say, “*I tried to find you but you weren’t here.*”
 - Leave me a note under my door if my door is closed and it appears I am gone. Email me while you are at home sick. Call my classroom phone.
 - In extreme cases, I will work with you to develop make up work schedules.
 - **BE RESPONSIBLE FOR YOURSELF** or it could affect your grade.

CLOSING REMARKS

I am very excited for the year and hope to offer you an exciting, entertaining and stimulating year in INTRO TO BUSINESS. My door is always open to you, so please see me with any concerns or questions you might have.