



## Course Syllabus

### Course Description

The purpose of ENES472 is to provide you with an understanding of the cultural aspects pertaining to engineering and global business and develop the cultural understanding, attitudes, and communication skills needed to function appropriately in a global working environment. At no point do we assume we can learn everything through an article or presentation about the culture of a place. Instead, the course is one part of a long journey towards self-improvement and cultural understanding.

Students will develop self-awareness and explore their identity; explore culture, how it is conceptualized and how culture affects the way we perceive and make meaning; understand the relationship between culture and business and examine cultural practices elsewhere in the world; and practice communication skills and negotiation.

ENES472 fulfills a requirement for the minors in International Engineering and Engineering Leadership Development. With departmental or college approval, engineering students may count the course as a technical elective. The course fulfills the General Education Cultural Competence requirement and also fulfills a requirement for the Global Studies Minors Program.

### Instructor

Jane Fines  
1131 Glenn L Martin Hall  
[jfines@umd.edu](mailto:jfines@umd.edu)  
301.405.3857  
Office hours by appointment

### Teaching Assistant

Lena Kavaliauskas Crain  
1131 Glenn L Martin Hall  
[lkavalia@umd.edu](mailto:lkavalia@umd.edu)  
301.405.8921  
Office hours: Wednesdays 2-5 pm and by appointment

### Course Site

We are using ELMS/Canvas as the Learning Management System at [www.elms.umd.edu](http://www.elms.umd.edu). This is a blended class with online and required in-class components.

### Course Structure

ENES472 is a blended learning course with in-class and online components. The class meets in person 1 hour and 45 minutes per week. It is anticipated that you will have at least 45-60 minutes of online work per week as well as homework that can take 3-6 hours per week depending on your reading speed, assignments due, effectiveness of your team, etc. The course includes practical application exercises, case studies, discussions, simulations, and in-class research as a way to work with the material covered for the class.

## Required Textbook

- The Cultural Dimension of Global Business. 7th Edition. Prentice Hall. 2013. Gary Ferraro and Elizabeth K. Briody. ISBN: 978-0205835591.
- Additional required readings and videos for the course will be posted on the ELMS/Canvas course site at [www.elms.umd.edu](http://www.elms.umd.edu).

## Learning Objectives

Through this course, students will have the opportunity to:

- Increase self-awareness through the exploration of values, beliefs, culture and identity.
- Describe the concept of culture and think critically about how culture influences our perceptions and relates to business.
- Explain how cultural beliefs influence behaviors and practices at the individual, organizational, or societal levels.
- Compare and contrast differences among two or more cultures and examine business behaviors, attitudes and values of the countries with the largest growth in engineering industry.
- Gain knowledge of the theoretical framework pertaining to intercultural communication and its importance to global business and engineering.
- Practice intercultural communication skills and skills to negotiate cross-cultural situations or conflicts, particularly as applied to business situations.

The engineering programs at the University of Maryland are accredited by ABET, formerly known as the Accreditation Board for Engineering and Technology. The following are ABET student outcomes specifically addressed by this course.

- (d) An ability to function on multidisciplinary teams
- (f) An understanding of professional and ethical responsibility
- (g) An ability to communicate effectively
- (h) The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- (i) A recognition of the need for, and an ability to engage in life-long learning
- (j) A knowledge of contemporary issues

## Course Expectations

ENES472 is a 3-credit, 400-level course and, as such, all students are expected to meet or exceed general standards of responsibility and self-discipline appropriate for such as class. This includes standards for attendance, completion of assignments, and overall participation in the learning environment as noted below.

### Academic Integrity

Academic integrity is taken very seriously in this class and everyone shares responsibility for maintaining the integrity of the course. The student-administered Honor Code and Honor Pledge prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents, and forging signatures. See the UMD Code of Academic Integrity <http://www.president.umd.edu/policies/docs/III-100A.pdf> for more details on the policy.

## Assignments

Students are expected to be aware of the deadlines for assignments and submit assignments on time. Students/teams submitting assignments after the deadline will be penalized partial or full points for late assignments unless the student/team received prior approval and has appropriate documentation (e.g., medical documentation—see course Policies and Procedures).

## Discussion and Respect

A quality learning experience in this course rests heavily upon the interaction and exchange of ideas among students and instructors. It is important that we establish an atmosphere of mutual respect. We will not always agree, and in fact we will learn better from different viewpoints. With this in mind, we must expect from each other that all discussion will be conducted with civility and integrity.

## Attendance

Regular attendance and participation is an integral part of this class and is expected for all students at all classes. If you are going to be late or need to miss class due to an illness, religious holiday, or emergency, you must **notify us in advance** by phone or e-mail. Proper documentation is required for any absence. It is your responsibility to contact us or a classmate to find out what you missed in class.

Students with an unexcused absence will receive zero points for that day. Two unexcused absences will severely impact your class engagement grade and if you have more than two unexcused absences, you will receive a zero for participation in this course. Attendance will be taken at the beginning of class. See Course Policies and Procedures for more information on the Attendance and Assessment/Examinations Policy for excused absences.

## Class Engagement

ENES472 is designed for you to engage with the course material and apply it to a variety of situations as well as practice skills that will benefit you in your career and personal life. Your participation is essential for your knowledge and skill development. Your attendance and full participation in class is expected at all times. Class engagement grades will be based on:

- attendance (see attendance policy)
- class attentiveness (no reading of newspapers, falling asleep, checking email, etc.)
- active engagement in class activities and discussions
- quality of contributions to class activities and discussions
- scores for graded class activities
- demonstrated preparedness for class including completion of readings and videos prior to class
- team member feedback

Because this is a discussion-driven and hands-on class, the quality of the class for everyone is in large part dependent on the quality of preparation and visible engagement of each participant. Your ability to contribute to class discussions thoughtfully and to integrate course readings will be heavily weighted in determining final grades. In class, you will work in pairs or small teams to discuss readings, engage in simulations, and use theory to enhance practice through group activities. Being quiet or an introvert is not an excuse for a lack of engagement within the classroom environment. You may be well prepared for the class and listening to others; however, if you do not actively demonstrate your preparation and ideas in discussion, we have no way to observe and evaluate the quality of your preparation and participation. Equally, speaking the most does not constitute significant participation and engagement,

rather we are interested in the quality of your engagement. Should you be someone who is not comfortable speaking in the larger group, we expect that you will reach beyond your comfort zone to engage in the course content with your peers. You can also use other medium to engage with the course content such as submitting thoughts and reflections to the course discussion boards.

Class engagement is 25% of your final grade.

### Major Graded Assignments

Unless otherwise noted, assignments are due by 6:00 pm on the Wednesday before our Thursday class.

Assignments	Due Date	Percentage
Country Culture Poster Fair (individual or team) <ul style="list-style-type: none"> <li>• Proposal</li> <li>• <b>Poster</b></li> <li>• <b>Presentation</b></li> </ul>	September 17, 2015 by 6 pm <b>October 14, 2015 by 6 pm</b> <b>October 15, 2015</b>	25%
Weekly Online Discussions [WOD] (individual) <ul style="list-style-type: none"> <li>• 13 WODs during the semester</li> <li>• WOD #13 is required</li> <li>• We will use the top 10 scores of the other 12 WODs to determine your final WOD grade</li> <li>• WODs not completed will receive a zero (0)</li> </ul>	Weekly on Wednesday by 6 pm	25%
Class Engagement (team/individual) <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation and grades for class activities (e.g., mini-presentations, case studies, negotiation simulation)</li> <li>• Class participation (e.g., discussions, research)</li> <li>• Evaluation meeting with Lena</li> <li>• Team peer evaluations</li> </ul>	Throughout the semester unless otherwise noted.	25%
<b>Final exam (individual)</b>	December , 2015 (date/time to be confirmed)	25%

### Final Grades

Final grades are not negotiable: once determined, your overall grade in the class will not be changed unless a mistake was made in the grading of the final exam. Requests for bonus points, extra credit assignments, etc. are unfair to your classmates and will not be met. Questions concerning the grading of particular assignments must be presented prior to the last day of class; grades (other than the final exam) will not be reviewed after the last day of class.

## Final Grading Scale

Percentage	Grade
100 to 98	A+
97.9 to 94	A
93.9 to 90	A-
89.9 to 87	B+
86.9 to 84	B
83.9 to 80	B-
79.9 to 77	C+
76.9 to 74	C
73.9 to 70	C-
69.9 to 60	D
59.9 to 0	F

## Course Policies and Procedures

### Arrangements for Students with Disabilities

Any student who has a documented disability and requires academic accommodation for this course should notify the instructor immediately. To receive accommodations, students must first have their disabilities documented by the [UMD Disability Support Services](#) office. Additional information and support is available through Disability Support Services at 301-314-7682 or [www.counseling.umd.edu/DDS](http://www.counseling.umd.edu/DDS).

### Attendance and Assessment/Examinations Policy

The general attendance policy on excused absences is consistent with the University's policy, which allows students to be excused for the following causes:

- Illness of the student or illness of a dependent as defined by the Board of Regents policy on family medical leave
- Religious observance (where the nature of the observance prevent the student from being present during the class period)
- Participation in University activities at the request of University authorities
- Compelling circumstances beyond the student's control

Students claiming an excused absence must apply in writing, and furnish documentary evidence for their assertion that the absence resulted from one of these causes. Attending your sister's recital, student organization officer elections, Greek events, and other activities are not excused absences and may adversely impact your Class Engagement grade.

### **Medically Necessitated Absence**

In the case of illness and in accordance with the University of Maryland Policy for a Student's Medically Necessitated Absence from Class (<http://www.president.umd.edu/policies/v100g.html>), students may provide a self-signed note when missing a single class period, with the understanding that providing false information is prohibited under the Code of Student Conduct. Self-signed notes are not accepted during "Major Scheduled Grading Events." Non-consecutive medically necessitated absences from more than a single class period will require a self-signed note from the student explaining the absence and medical documentation may be required as well.

Students who require a prolonged absence from classes and/or absence from a major scheduled grading event should notify the instructor immediately so that alternative arrangements can be made. Documentation from the Health Center or from an outside health care provider will be required to verify dates of treatment and indicate the time frame that the student was unable to meet his/her academic responsibilities. No diagnostic information is required.

Whenever possible, the instructor will make a reasonable effort to reschedule in-class presentations for students with an authorized excused absence. However, due to the interactive nature of the course and team aspect of most presentations, rescheduling is not always feasible.

### **Inclement Weather**

In the event of inclement weather, please call 301-405-SNOW (7669) to find out if the University is officially closed. Classes will be in session unless the University has officially cancelled classes. However, assignments are still due. In case of a lengthy closure, the course will be held online using Canvas/ELMS. Some adjustments to assignments and due dates may need to be made.

### **Religious Observances**

Care will be taken to avoid scheduling deadlines or events on major holidays. If a student needs to make additional arrangements because a class or an event coincides with participation in religious observances, notify the instructor in writing immediately, and certainly before the end of the schedule adjustment period.

### **Classroom Climate**

The University of Maryland values the diversity of its student body and is committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate. (See Statement on Classroom Climate, <http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1541>)

### **Electronics**

Out of courtesy to classmates and instructors, please turn off or silence cell phones during class. Students are encouraged to have Wi-Fi enabled devices available during class for note-taking and conducting in-class research. Surfing the internet, checking email, and texting during class is rude and distracting, please don't do it.

## **Food**

Due to the timing of the course, students are allowed to eat during class as long as food is allowed in the classroom space, it is not distracting, and you clean up after yourself. Please trash/recycle your food wrappers, soda cans, water bottles, etc.

## **Copyright Notice**

Course materials that exist in a tangible medium, such as written or recorded lectures, PowerPoint presentations, handouts and tests, are copyright protected. Case studies in electronic format are also copyrighted. Students may not copy and distribute such materials except for personal use and with the instructor's permission.

## **Student Assistance**

The University of Maryland offers a variety of services for students in need of either educational or psychological assistance. If you are experiencing difficulties in keeping up with the academic demands of this course, please take advantage of these services.

- [Learning Assistance Service](http://www.counseling.umd.edu/LAS/) (<http://www.counseling.umd.edu/LAS/>) 2202 Shoemaker Building, 301-314-7693, for free assistance with time management, reading, math learning skills, note-taking and exam preparation skills.
- For assistance at all stages of the composing process, visit the [Writing Center](http://www.english.umd.edu/academics/writingcenter) (<http://www.english.umd.edu/academics/writingcenter>) McKeldin Library, room 2101, 301-405-3785.
- If you are experiencing personal stress that is interfering with your ability to succeed, please consider contacting the [Counseling Center](http://www.counseling.umd.edu/) (<http://www.counseling.umd.edu/>) at Shoemaker Hall (301-314-7651) or the [Mental Health Service](http://www.health.umd.edu/) (301-314-8106) at the [University Health Center](http://www.health.umd.edu/) (<http://www.health.umd.edu/>).
- National Suicide Prevention Lifeline, 1-800-273-TALK (8255)