DePaul University Kellstadt Graduate School of Business – Winter 2016
ACC505 – Language and Business Culture
FIN500 – University Experience: Language & Business Culture

CLASS HOURS
ACC 505-215: Tu/Th 11:50-1:20 – DPC 5901
FIN 500-201: Tu/Th 1:30-3:00 – DPC 5901
FIN 500-202: Tu/Th 3:10-4:40 – DPC 5901

INSTRUCTOR
Christina Gamiño  Telephone: 312.362.6465 (landline, not cell phone)
Office: DPC 6032  Email: cgamino1@depaul.edu (** preferred contact method)**
Office Hours: Mon 1-2pm AND by appointment (** by appointment is preferred**)

COURSE DESCRIPTION:
The objective of this course is to develop an understanding of how to be successful in the U.S., both academically and professionally. The course covers the concepts, methods and tools necessary to face the challenges of studying and working in the U.S. Students will improve their skills in oral communication, practical business writing, and delivering presentations. Students will also gain knowledge of the career search process. Recommended to be taken concurrently with ACC500/FIN555. PREREQUISITE(S): Graduate standing and approval of ACC500/FIN555 professor and administration.

COURSE OBJECTIVES: By the end of the quarter, students will be able to:
- Identify stages of cultural adjustment, and determine one’s cultural adjustment progress;
- Demonstrate and utilize strategies to manage culture shock
- Analyze differences between U.S. culture and others, including cultural values, interpersonal relationships, educational philosophy, and classroom culture/etiquette
- Identify strategies to be successful in the U.S. academically, professionally, and socially
- Explain what constitutes plagiarism and cheating, and identify consequences
- Communicate clearly, with grammatical accuracy and appropriate discourse strategies
- Incorporate culturally appropriate discourse strategies in using electronic communication
- Identify features of U.S. corporate culture and accounting/finance fields
- Describe the U.S. hiring culture and process, identify career search resources, write an effective résumé according to U.S. corporate culture standards, and explain effective networking strategies and resources
- Create, design, and deliver effective and concise presentations (formal and informal)
- Describe current local/national events and hot topics in business/accounting/finance fields

COURSE MATERIALS:
Power Ties: The International Student’s Guide to Finding a Job in the United States (2009), Beaudry, D.

Other supplemental materials will be handed out during our class sessions and/or posted on D2L.

... It is your responsibility to check D2L. ...

COURSE ASSESSMENT:
Student achievement of course objectives will be assessed using the following methods and criteria:
- Participation/Engagement (in-class & online) 20%
- Homework/Projects 50%
- Final Projects/Tests 10%
- Presentations 20%
GRADING:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – 94%</td>
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<td>A-</td>
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CAREER ADVISING ACTIVITY REQUIREMENT:
As an adjunct faculty of the School of Accountancy & MIS and the Department of Finance, Prof. Qiang Fitzgerald, a career development consultant specializing in working with international students, will assist you on your résumé assignment and provide you career development advice. Each student is required to set up a 60-minute advising session with Qiang during the first half of the course to work on your résumé and address career related concerns. Prof. Fitzgerald’s email is qfitzger@depaul.edu. Advising sign-up sheet will be sent out in Week 2.

EXPECTATIONS of Students:
- **100% Effort. Come to every class on time.** Be prepared for each class by doing all readings and all assignments before class.
- **Be fully engaged in each class.** Participate in classroom exercises, activities, and discussions. (Physical presence is not enough; you must be mentally present – prepared and ready to actively learn.)
- **If you miss a class – you are responsible to determine what was covered and what is due.** Feel free to call me, email me, or come to my office. Please email me if you know you’re going to be absent.
- **It is YOUR responsibility to keep up with the class and assignments.** Even if I didn’t talk about the homework in class, you need to know about it by checking D2L, the syllabus, and/or emailing me.
- **I do not accept late homework assignments.** If you don’t submit your homework to the D2L Dropbox by the due date, you will receive a “0” for that assignment. It does not matter if you have internet connectivity problems. There are no excuses for late assignments.
- **If you have a question about anything, email me.** If you don’t, I don’t know what questions you have.
- **Do NOT be on your phone.** I do not want to see or hear your phone in class. Make sure it is on silent (not vibrate) or turn it off. I will deduct points from your participation grade if you’re on your phone.
- **Give your opinion in class in a respectful and civil manner (raise your hand first).** I want to hear your opinion, or I might think that you have not done the assignment or read the material.
- **Be respectful of other students, guests, and instructor.** Listen well to others’ comments. Seek to understand others’ viewpoints before disagreeing or jumping to conclusions.
- **Do your own work.** This is very important because there are serious consequences! Please see the Academic Integrity section below.
- **Do you have the contact info. for someone in class?** If not, find someone in class, and ask them for their email: Classmate’s information: ______________________________________

EXPECTATIONS of Instructor:
- **100% Effort.** Prepared for all classes.
- **Be respectful of all students and their experiences.** Learn from the students.
- **Bring in real world examples of areas covered in class – either personal experience or other knowledge.**
- **Respond to student inquiries (calls/emails) in a timely manner: within two business days.**
- **Graded and other materials will be returned to the students by the following week.**
- **Anything else? Add it here and ask me about it:____________________________________
ASSISTANCE WITH WRITING: The Writing Center

Please visit the Writing Center (http://www.depaul.edu/writing/) to discuss your assignments for this course or any others. You may schedule appointments (30 or 50 minutes) on an as-needed or weekly basis, scheduling up to 3 hours of appointments per week. All writing center services are free, and they have offices on both campuses. In the Loop, the Writing Center is in Lewis 1600.

Writing Center tutors are specially selected and trained graduate and undergraduate students who can help you at almost any stage of your writing. They will not do your work for you, but they can help you focus and develop your ideas, review your drafts, and polish your writing. They can answer questions about grammar, mechanics, different kinds of writing styles, and documentation formats. Obviously, the tutors won’t necessarily be familiar with every class or subject, but they are able to provide valuable help from the perspective of an interested and careful reader as well as a serious and experienced student-writer. Schedule your appointments with enough time to think about and use the feedback you’ll receive. Bring your assignment handout and other relevant materials to your appointments.

You can also sign up for Conversation Partner appointments with tutors in the Writing Center for free. This is a great way to practice your English, meet people, and learn more about DePaul and the U.S.

The Writing Center Weekly Events for English Language Learners:

- **Language Café**: Every Tuesday: 3:15pm – Lewis 1600
- **Game Club**: Every Wednesday: 12:30pm – Lewis 1600
- **Conversation & Culture Club**: Every Friday: 1pm – Lewis 1600

The Writing Center is a wonderful, free resource for all DePaul students, including you. Make sure to take advantage of this free resource.

SEXUAL & RELATIONSHIP VIOLENCE:

As a DePaul community, we share a commitment to take care of one another. Classroom relationships are based on trust and communication. Sometimes, material raised in class may bring up issues for students related to sexual and relationship violence. In other instances, students may reach out to faculty as a source of help and support. It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to DePaul’s Title IX Coordinator.

Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussion does not constitute a formal report to the University and will not begin the process of DePaul providing a response. Students seeking to report an incident of sexual or relationship violence to DePaul should contact Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400) or the Dean of Students and Title IX Coordinator (Lincoln Park: 773-325-7290; Loop: 312-362-8066 or titleixcoordinator@depaul.edu).

Students seeking to speak confidentially about issues related to sexual and relationship violence should contact a Survivor Support Advocate in the Office of Health Promotion & Wellness for information and resources (773-325-7129 or hpw@depaul.edu).

More information is available at [http://studentaffairs.depaul.edu/hpw/shvp.html](http://studentaffairs.depaul.edu/hpw/shvp.html). Students are encouraged to take advantage of these services and to seek help around sexual and relationship violence for themselves as well as their peers who may be in need of support.
HONOR CODE & ACADEMIC INTEGRITY:
DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; and academic misconduct. Academic integrity entails absolute honesty in one's intellectual efforts. The DePaul Student Handbook details the facets and ramifications of academic integrity violations, but all students should be especially aware of the policies on cheating and plagiarism.

Cheating is any action that violates University norms or an instructor's guidelines for the preparation and submission of assignments. Such actions may include using or providing unauthorized assistance or materials on course assignments, or possessing unauthorized materials during an examination.

Plagiarism involves the representation of another's work as your own, for example: (a) submitting as one's own any material that is copied from published or unpublished sources such as the Internet, print, computer files, audio disks, video programs or musical scores without proper acknowledgement that it is someone else's; (b) paraphrasing another's views, opinions or insights without proper acknowledgement or copying of any source in whole or in part with only minor changes in wording or syntax even with acknowledgement; (c) submitting as one's own work a report, examination, paper, computer file, lab report or other assignment which has been prepared by someone else. Plagiarism also includes copying one or more sentences out of the course textbooks for your homework assignments.

Please refer to your Student Handbook or visit the Academic Integrity website at DePaul http://academicintegrity.depaul.edu for further details. Also refer to the Code of Conduct and Academic Integrity information that you received at your Student Orientation. In order for you to be successful at DePaul, it is absolutely necessary that you understand these policies. It is your responsibility to ask your professors instructions if you have questions about this.

Group work - In this class, you are permitted to work in groups only for designated 'group projects,' which you are to submit as a group. All other assignments are to be prepared individually. Violations of these policies may result in the failure of the assignment, failure of the course, and/or additional disciplinary actions, including expulsion from DePaul University.

DEAN OF STUDENTS – WHO ARE THEY AND WHAT DO THEY DO?:
The Dean of Students Office (DOS) helps students in navigating the university, particularly during difficult situations, such as personal, financial, medical, and/or family crises. DOS assists students with Absence Notifications to faculty, Late Withdrawals, and Community Resource Referrals. They also have resources and programs to support health and wellness, violence prevention, substance abuse and drug prevention, and LGBTQ student services.
You may contact DOS at http://studentaffairs.depaul.edu/dos/.

STUDENTS WITH DISABILITIES:
Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations that can provide you with enrollment information, or inquire via email at csd@depaul.edu.

• Loop: Lewis Center #1420 - (312) 362-8002 & Lincoln Park Campus: Student Center #370 - (773) 325-1677
Students are also invited to contact me privately to discuss your challenges and how I may assist in facilitating the accommodations you will use during this course. This is best done early in the term and our conversation will remain confidential.
## Tentative Class Schedule (subject to change) – Winter 2016

<table>
<thead>
<tr>
<th>WEEK</th>
<th>CONTENT / ACTIVITY / ASSIGNMENT</th>
<th>WORKSHOPS / EVENTS TO ATTEND (OUTSIDE CLASS)</th>
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</thead>
</table>
| EVERY WEEK | **REMEMBER** that every week you need to be doing this:  
**Sponge Assignment:** Observe and Learn about your new culture/home:  
See Discussion Board for more information.  
**Practice your spoken English & listening comprehension:**  
See Module 1 PowerPoint for more information.  
**Current Events Assignment:** Chicago Tribune, NY Times, WSJ, Red Eye, (and other news sites for local, national, and international news) | |
| MODULE 1  
WEEK 1:  
1/4 – 1/8 | **WE WILL COVER:**  
Introductions, Syllabus/Expectations  
Participation Report  
Conversation Partner Assignment – Introduce  
Current Events Assignment – Introduce  
Résumé Writing Assignment – Introduce  
Writing Center  
**ASSIGNMENTS:**  
(See D2L Dropbox for information and specific due dates)  
Introduce yourself: Post to Discussion Board AND by email to Prof. Gamiño  
KWL Culture & Generalizations Assignment  
Résumé V1 AND V2  
Current Events Assignment (read news sites for local/national/int’l news)  
**READINGS TO DO BY 1/22:**  
*Guide to Cross-Cultural Communication*: Preface, Ch. 1-8  
*Power Ties*: Preface, Ch. 1-7, Conc.  
*U.S. Classroom Culture* booklet  
*Introduction to American Life* booklet  
*Core Cultural Values & Culture Mapping* - handout  
*The Values Americans Live By* - handout | 1/6: CMC: 1-2pm  
International Students Résumé Workshop  
(REQUIRED: SIGN UP ON HANDSHAKE)  
1/6-1/27: CMC Résumé Reviews: REQUIRED (15 min each – you must sign up on Google doc)  
1/8: ISEE Kick-Off |
| MODULE 2  
WEEK 2:  
1/11 – 1/15 | **WE WILL COVER:**  
Concept of Culture:  
Iceberg Model of Culture / Culture Shock  
Generalizations / Stereotypes  
Understanding values underlying cultural differences  
Linking Behaviors to Values  
Intercultural Competence: O → D → I → S  
Culture Values Presentation & Discussion Assignment: Introduce  
DePaul Involvement / Volunteer Resources  
**ASSIGNMENTS:** (See D2L Dropbox for information & specific due dates)  
Culture Shock Videos (Columbia University)  
Plan to Get Involved  
Culture Shock Stages: Post to Discussion Board  
Résumé Assignment (keep working on V3 – due 1/22)  
Meet with your Conversation Partner/Write Reflection Journal  
Current Events Assignment (read news sites for local/national/int’l news)  
Prepare Cultural Values Presentation | 1/6-1/27: CMC Résumé Reviews (15 min each – you must sign up on Google doc)  
1/13: International Students Campus Employment Workshop (see flyer to RSVP)  
1/15: Global Carnival |
### Module 3
**Week 3:** 1/18 – 1/22

**Readings to Do by 1/22:**
- **Guide to Cross-Cultural Communication**: Preface, Ch. 1-8
- **Power Ties**: Preface, Ch. 1-7, Conc.
- **U.S. Classroom Culture** booklet
- **Introduction to American Life** booklet
- **Core Cultural Values & Culture Mapping** - handout
- **The Values Americans Live By** - handout

**U.S. Academic Culture:**
- Classroom Etiquette
- Professor Panel
- Academic Integrity & Plagiarism

**Assignments:**
- Conversation Partner Journal #1-2
- Résumé Assignment V3
- Culture Values Presentation (group project)
- Current Events Assignment (read news sites for local/national/int’l news)

### Module 4
**Week 4:** 1/25 – 1/29

**Culture Values Presentations & Discussions:**
- Tues, 1/26:
  - Individualism / Collectivism
  - Polychronic Time / Monochronic Time
  - Equality / Hierarchy
  - Meritocracy / Ascription
- Thurs, 1/28:
  - Activity / People
  - Change / Stability
  - Formality / Informality
  - Directness / Indirectness
  - Fate and Destiny / Personal Efficacy

**Assignments:**
- What Would You Do? Assignment
- Intercultural Communication Scenarios Assignment
- Culture Values Discussions: Post questions and comments to Discussion Board
- Meet with your Conversation Partner/Write Reflection Journal
- Résumé Assignment: Meet with Prof. Qiang Fitzgerald
- Current Events Assignment (read news sites for local/national/int’l news)

### Module 5
**Week 5:** 2/1 – 2/5

**Intercultural Competence**
- Intercultural Communication Scenarios
- What Would You Do? Assignment
- Review: O → D → I → S
- **Outsourced** - film

**Assignments:**
- Summary of Advice Assignment: Social, Academic, and Professional

1/6-1/27: CMC Résumé Reviews (15 min each – you must sign up on Google doc)
1/20: Deadline to apply for Meal with DePaul
1/22: Global Coffee Hour – How to Survive a Chicago Winter

**Writing Center Events:**
- Fridays
  - 1/22: Book Club (1pm)
  - 1/22: Conversation & Culture Club (1pm)

**Writing Ctr Events: Tuesdays**
- 1/19: English Cafe (3:30pm)

1/27: ASK Breakfast
1/29: OISS: Bon Appetit Lunch

2/7: DePaul Chinese New Year Celebration
| MODULE 6 | **WEEK 6:** 2/8 – 2/12 | **Communicating Effectively & Appropriately**  
| Writing Academic & Professional Emails  
| Business Expressions & Idioms  
| **ASSIGNMENTS:**  
| Business Vocabulary to Know  
| Email Homework V2  
| Résumé V4  
| Possible Differences in Hiring Culture  
| Meet with your Conversation Partner/Write Reflection Journal  
| Current Events Assignment (read news sites for local/national/int’l news)  
| **Watch these videos before 2/12:**  
| 3) CMC’s videos on youtube: Kellstadt CMC Intro, Kellstadt CMC Resume Video: [https://www.youtube.com/depauldriehaus](https://www.youtube.com/depauldriehaus)  
| 4) ALL of the videos on this link: [http://careercenter.depaul.edu/advice/videos.aspx](http://careercenter.depaul.edu/advice/videos.aspx)  
|  |  |  | **2/12:** DePaul Winter Internship Fair (see Handshake for details)  
|  |  |  | **2/12:** Global Coffee Hour – Explore Chicago through Service  
| MODULE 7 | **WEEK 7:** 2/15 – 2/19 | **U.S. Hiring Culture**  
| Features / Possible Differences with Other Cultures  
| Soft Skills  
| Elevator Pitch (30 Second Speech)  
| Networking: ASK / LinkedIn  
| Interviewing Skills  
| **ASSIGNMENTS:**  
| Elevator Pitch – V1  
| Conversation Partner Journals #1-5  
| Current Events Assignment (read news sites for local/national/int’l news)  
| **Watch these videos before 2/12:**  
| 5) CMC’s videos on youtube: Kellstadt CMC Intro, Kellstadt CMC Resume Video: [https://www.youtube.com/depauldriehaus](https://www.youtube.com/depauldriehaus)  
| 6) ALL of the videos on this link: [http://careercenter.depaul.edu/advice/videos.aspx](http://careercenter.depaul.edu/advice/videos.aspx)  
|  |  |  | **2/17:** ASK Breakfast  
| MODULE 8 | **WEEK 8:** 2/22 – 2/26 | **U.S. Corporate Culture & Hiring Culture:**  
| Interviewing Skills - Continued  
| Networking Practice  
| **Other International Students’ Perspectives:** 2/23: 3:10-4:40  
| Guest Speakers (ALL STUDENTS ATTEND 3:10-4:40 CLASS)  
|  |  |  | **2/26:** OISS: Bon Appetit Lunch  
| 2/23: ALL STUDENTS ATTEND 3:10-
| **4:40 Class**  
| **(Location TBD)** | **Assignments:**  
| | Elevator Pitch – V2  
| | Meet with your Conversation Partner/Write Reflection Journal  
| | Current Events Assignment (read news sites for local/national/int’l news)  
| **Module 9**  
| **Week 9:**  
| **2/29 – 3/4**  
| **(All Classes Attend 3:10-4:40pm – Location TBD)** | **Assignments:**  
| | **For ACC505: Accounting Field Information & Advice: 3/1**  
| | Guest Speaker: Prof. Margaret Tower  
| | *FIN500 students are welcome to attend this session, from 11:50-1:20, because it will be helpful advice/info for anyone, but it is not required.*  
| | U.S. Corporate Culture & Networking: 3/1  
| | **U.S. Corporate Culture & Networking: 3/3**  
| | Guest Speaker: Prof. Qiang Fitzgerald (All Classes Attend 3:10-4:40pm – Location TBD)  
| **Assignments:**  
| | Final Presentation PowerPoint – V1  
| | Meet with your Conversation Partner/Write Reflection Journal  
| | Current Events Assignment (read news sites for local/national/int’l news)  
| **Module 10**  
| **Week 10:**  
| **3/7 – 3/11** | **Assignments:**  
| | **Academic Skills:**  
| | Presentation Skills Workshop: 3/8  
| | Nonverbal Communication  
| | **3/10: Last Class:**  
| | Wrap-up / KWL  
| | Receive take-home final projects  
| | **Assignments:**  
| | Final Presentation PowerPoint – V2  
| | Conversation Partner Journals #1-8  
| | Current Events Assignment (read news sites for local/national/int’l news)  
| **Final Presentations & Final Reflection Projects** | **Final Presentations on Date of Final Exam:**  
| | (in regular classroom)  
| | ACC505 → 3/15, 11:30am  
| | FIN500-201 → 3/17, 11:30am  
| | FIN500-202 → 3/15, 2:30Pm  
| | (Submit Final Version of Final Presentation PPT to D2L)  
| | **Final Reflection Projects Part 1 & Part 2 Take-Home Due:** 3/16 (No Late Submissions Accepted)  
| | **3/9: ASK Breakfast**  
|