****

**BOH4M – COURSE OUTLINE**

**Mrs. J. Maurina – Essex DHS❖ Email:** [**jennifer.maurina@publicboard.ca**](mailto:jennifer.maurina@publicboard.ca) **❖ Twitter: @mrsmaurinaedhs**

**UNITS OF STUDY**

1. **Leadership**
2. **Team Building**
3. **The Role of Management**
4. **Motivation and Personality**
5. **Diversity and Ethics**
6. **Event and Small Business Planning**

**COURSE WEBSITE:** [**maurina.weebly.com**](http://maurina.weebly.com)

The course website will be updated often with important information about the course. Course notes, assignments, due dates, relevant links and handouts will be posted.

**REMIND:**

You can subscribe via text message at **(705)230-0075** with the message **@boh2015**

**SUCCESS CRITERIA AND EXPECTATIONS**

* Show up to class – this is very important for this course
* Show leadership in all aspects
* Work together with your team on projects
* Be reliable – other people are depending on you
* Collaborate with business owners and community members
* Keep up to date on lecture material and readings

**COURSE EVALUATION**

Your course evaluation will be based on the learning goals as outlined in the Business Studies curriculum (See Learning Goals handout). These learning goals are divided into five separate strands:

1. Foundations of Management
2. Leading
3. Management Challenges
4. Planning and Controlling
5. Organizing

**Missed Evaluation Policy:** Any student who is aware of the possibility of future absenteeism (field trip, parental request, game, etc.) must notify the subject teacher at least two days prior to the test date or due date. Missed evaluations must be made up as soon as possible upon the students’ return to class. It is the responsibility of the student to find out what test(s) or assignment(s) she/ he has missed and to arrange a suitable time to complete them.

**Late Policy:**  Assignments will be penalized by a deduction of 5% per day for up to five days to a maximum of 25%. Note: late penalties may be waved under special circumstances – please speak with me first if you require special consideration

**Note:** Any student who, for no valid reason misses a test or fails to complete an assignment will receive a mark of zero.

**Extra Help:** Extra help is always available upon request. It is the responsibility of the student to seek extra assistance before he/she is experiencing serious difficulties. I am available before school, during lunch, as well as during period 1 most days. Please do not hesitate to ask for extra help.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/ Guardian Signature**  **Student Signature Date**