

# Strategy and Competition

## BUSN-6200

S2 2021 Section JC 3 Credits 03/15/2021 to 05/14/2021 Modified 02/06/2021

### Meeting Times

Class meeting time:

Thursday's 5:30 PM to 9:30 PM, Orlando Downtown Campus, FL

First class meeting- March Thursday 17th

### Contact Information

Name: Jackson Musyimi, DBA, PMP, PMI-ACP.

Phone: 386 307 5528

Email: [musyimja@webster.edu](mailto:musyimja@webster.edu)

### Description

The student examines the conceptual and practical aspects of business policies and policy decision making by utilizing all the concepts, theories, and tools that were presented in the previous courses. The student should be able to analyze and recommend a comprehensive and workable approach to the situation. The course should cover current business issues and developments.

#### Requisites

Completion of all other required courses in the MBA.

**A \$99 lab fee will be applied to student's Webster billing account.**

### Outcomes

Outcome	Expectation
1. Students understand the important facts, terminology, concepts, principles, and theories in the area of Strategy.	Students can discuss the results of research that links strategic variables to firm performance (e.g. The PIMS findings).  Students can describe the various models and methods used to conduct external and internal analysis (e.g. SWOT, BCG, Porter, etc.)
2. Students can conduct industry analysis to assess the relative market position of a firm or product division.	Students can prepare a written analysis of a business situation, including market structure, within the parameters of the Porter 5 Forces Model or standard Economic Market Structures to assess market conditions.

<p>3. The student will be able to use accounting and financial information to assist in their strategic analysis.</p>	<p>Students can determine the relative well-being of the firm and identify specific performance problems (e.g. inventory management, debt load, etc.) based on financial statements.</p> <p>Students can determine whether the financial condition of the firm will allow the firm to pursue a desired strategy.</p>
<p>4. The MBA will be able to use quantitative tools to assist in the analysis of the strategy of the firm.</p>	<p>Students can discuss quantitative tools that can be used to assess competitive position and strategy.</p> <p>Students can identify situations when these quantitative tools can be helpful in the analysis. They can apply the tools and interpret the results.</p>
<p>5. The MBA can address unstructured business problems that span multiple functional areas.</p>	<p>The MBA will, when faced with an unstructured business situation (through a case or simulation), be able to identify the key factors driving problem or situation, the additional information needed to understand the situation, and to set priorities for decision and action.</p>

## Required Textbook

### Strategic Management for the Capstone Business Simulation: Analysis and Assessment

Author: Michael Pettus

Publisher: Michael Pettus

ISBN: Digital Version (Purchase through Capsim)

## Materials

**Instructor will provide a link to the Capsim digital textbook (listed above) for their students.**

## Deliverables

The Capstone course is based on Scholarship in Action and rests upon three foundations: Pedagogy, the Harvard Entrepreneurial Model, and Reality Testing. Similarly, course assessment encompasses three demonstrable performance measures graded as follows:

## Evaluation

### Criteria

Course Grading: Business Plan

Final Plan 345

Final Presentation- 50

395 points

Assignments (2) 100

Assignments Presentations (2) 30

Capsim Practice Round (1)	20
Capsim Competitive Rounds (6)	120
Class Participation (9)	135
	405 points
Interactive Evaluations	
Comp XM Final Exam	100 points
<b>Total Points Available</b>	<b>900 points</b>

## EVALUATION

BUSINESS PLAN IN ACCORDANCE WITH THE PROVIDED TEMPLATE. FULLY DEVELOPED AND FULLY DOCUMENTED. ORIGINAL CONTENT IS REQUIRED. APA FORMAT IS REQUIRED.

CAPSIM AND OTHER RELATED TEAM BASED ASSIGNMENTS REQUIRE FULL PARTICIPATION. LESS THAN FULL PARTICIPATION WILL RESULT IN GRADE REDUCTION.

IT IS IMPORTANT THAT WE REMAIN ON SCHEDULE.

Grade	Range	Grade	Range
A	96 – 100	A-	91 – 95
B+	87 – 90	B	82 - 86
B-	78 - 81	C	70 – 77
F	69 or below		

I Work that is incomplete but will be completed within the next 9 week term. This requires prior approval from the Instructor and University.

The GRADUATE catalog provides these guidelines and grading options:

- **A/A-** Superior graduate work *Instructors may choose not to use the pluses and minuses.*
- **B+/B/B-** Satisfactory graduate work *Instructors may choose not to use the pluses and minuses.*
- **C-** Work that is barely adequate as graduate-level performance
- **CR** - Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.
- **NC** - Unsatisfactory graduate work (School of Education only)
- **F\***- Work that is unsatisfactory \*The School of Education (MAT, MA and EdS) does not utilize the "F" Grade.
- **I** - Incomplete work
- **ZF**- An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal.
- **IP** - In progress
- **W** - Withdrawn from the course
- **WF**- Unofficial Withdrawal: A student enrolled for the course, did not withdraw, and failed to complete course requirements. Used when, in the opinion of the instructor, there is insufficient completed work to evaluate academic performance. WF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal

Type	Weight	Topic	Notes
DETERMINATION OF GRADES IS BASED ON THE FOLLOWING CRITERIA:			<p><b>DETERMINATION OF GRADES IS BASED THE FOLLOWING CRITERIA:</b></p> <p><u>Minimum Requirements:</u></p> <p>Products (papers, case studies, projects) must be on time, in the correct format corrected for spelling and grammar, appropriate materials included and referenced to-the-point and on topic and conclusions must be supported.</p> <p>Examinations must be complete, accurate, neat, evidence clear thought, and exhibit concise and to-the-point responses.</p> <p>Behavior in class discussions and group activities should be responsible, should exhibit open communication, be constructive, and helpful.</p> <p><u>Mastery Level (Grade of "B"): Professional Achievement</u></p> <p>Products must meet the requirements stated above for minimum requirements and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included. Presentations should be logical, organized, and comprehensive.</p> <p>Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject /topic through application of principles.</p> <p>Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.</p> <p><u>Mastery Level Plus (Grade of "A"): Creative Achievement</u></p> <p>Products must meet all requirements stated above and additionally meet creative criteria. These criteria include unique topic or subject selection, synthesis of ideas, evaluation of subject matter and positions found in the literature, be creative in approach, establish new relationships with ideas and provide new insights.</p> <p>Examination responses indicate insightfulness of understanding, a synthesis of information and unique ideas, and rationale for application of principles following careful analysis.</p> <p>Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.</p> <p>The grade of "A" represents the best work of students, accomplished in a unique and professional manner.</p>

## Schedule

Week 1	<p>Topics this week:</p> <p>Review World Classroom</p> <p>Discuss Course Syllabus and Expectations.</p> <p>CAPSIM Introduction</p> <p><b><u>Read CAPSIM Team Member Guide.</u></b></p> <p>Discuss Practice Rounds</p> <p>Business Plan Overview</p>
--------	---

Week 2	<p>Topics this week:</p> <p>CHAPTER 1: INDUSTRY ANALYSIS</p> <p>CHAPTER 2 :UTILIZING INTERNAL ANALYSIS TO BUILD COMPETITIVE ADVANTAGE OVER RIVALS</p> <p>Assignment #1 – Assigned</p> <p><b><u>Deliverables due 1/24 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Business Idea due in class</i></li> <li>• <i>Capsim Practice Round</i></li> </ul>
--------	--

Week 3	<p>Topics this week:</p> <p>CHAPTER 3 :BUSINESS LEVEL STRATEGY</p> <p>CHAPTER 4 :ANALYSIS OF MARKETS AND POSITIONING</p> <p><b><u>Deliverables due 3/31 by 11:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Assignment #1</i></li> <li>• <i>Assignment #1-Presentations in class</i></li> <li>• <i>Capsim Competitive Round #1</i></li> </ul>
--------	--

Week 4	<p>Topics this week:</p> <p>CHAPTER 5: GROWTH BY INTERNAL DEVELOPMENT</p> <p>CHAPTER 6 :CORPORATE LEVEL STRATEGIES AND RESTRUCTURING</p> <p>Assignment # 2 - Assigned</p> <p><b><u>Deliverables due 4/7 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Class Discussions</i></li> <li>• <i>Capsim Competitive Round #2</i></li> </ul>
--------	--

<p>Week 5</p>	<p>Topics this week</p> <p>CHAPTER 7 :GROWTH VIA STRATEGIC ALLIANCES</p> <p>CHAPTER 8 :ACQUISITION STRATEGIES</p> <p><b><u>Deliverables due 4/14 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Assignment # 2</i></li> <li>• <i>Assignment # 2- Presentations in class</i></li> <li>• <i>Capsim Competitive Round #3</i></li> </ul>
<p>Week 6</p>	<p>Topics this week:</p> <p>CHAPTER 9 :INTERNATIONAL STRATEGIES</p> <p>CHAPTER 10 :STRATEGIC LEADERSHIP DECISION MAKING</p> <p>CHAPTER 11 :WEALTH CREATION</p> <p><b><u>Deliverables due 4/ 21 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Capsim Competitive Round #4</i></li> <li>• <i>Class Discussions</i></li> </ul>
<p>Week 7</p>	<p>Topics this week:</p> <p>Discretionary</p> <p><b><u>Deliverables due 4/28 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Capsim Competitive Round #5</i></li> <li>• <i>Class Discussions</i></li> </ul>
<p>Week 8</p>	<p>Topics this week:</p> <p>Review of Strategy</p> <p><b><u>Deliverables due 5/5 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Capsim Competitive Round #6</i></li> <li>• <i>Class Discussions</i></li> <li>• <b>PLEASE COMPLETE ONLINE COURSE EVALUATION!</b></li> </ul>

Week 9	<p>Topics this week:</p> <p><b><u>Deliverables due 5/12 by 5:00PM</u></b></p> <ul style="list-style-type: none"> <li>• <i>Business Plan</i></li> <li>• <i>Business Plan Presentation in class</i></li> <li>• <i><b>Due on 5/14</b></i></li> <li>• COMP XM Final Exam (To be done in CAPSIM.COM)</li> </ul> <p>• <b>Online Assessment to meet the following SLO's.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <table border="1"> <thead> <tr> <th style="text-align: center;">Outcome</th> <th style="text-align: center;">Expectation</th> </tr> </thead> <tbody> <tr> <td>1. Students understand the important facts, terminology, concepts, principles, and theories in the area of Strategy.</td> <td> <p>Students can discuss the results of research that links strategic variables to firm performance (e.g. The PIMS findings).</p> <p>Students can describe the various models and methods used to conduct external and internal analysis (e.g. SWOT, BCG, Porter, etc.)</p> </td> </tr> <tr> <td>2. Students can conduct industry analysis to assess the relative market position of a firm or product division.</td> <td>Students can prepare a written analysis of a business situation, including market structure, within the parameters of the Porter 5 Forces Model or standard Economic Market Structures to assess market conditions.</td> </tr> <tr> <td>3. The student will be able to use accounting and financial information to assist in their strategic analysis.</td> <td> <p>Students can determine the relative well-being of the firm and identify specific performance problems (e.g. inventory management, debt load, etc.) based on financial statements.</p> <p>Students can determine whether the financial condition of the firm will allow the firm to pursue a desired strategy.</p> </td> </tr> <tr> <td>4. The MBA will be able to use quantitative tools to assist in the analysis of the strategy of the firm.</td> <td> <p>Students can discuss quantitative tools that can be used to assess competitive position and strategy.</p> <p>Students can identify situations when these quantitative tools can be helpful in the analysis. They can apply the tools and interpret the results.</p> </td> </tr> <tr> <td>5. The MBA can address unstructured business problems that span multiple functional areas.</td> <td>The MBA will, when faced with an unstructured business situation (through a case or simulation), be able to identify the key factors driving problem or situation, the additional information needed to understand the situation, and to set priorities for decision and action.</td> </tr> </tbody> </table>	Outcome	Expectation	1. Students understand the important facts, terminology, concepts, principles, and theories in the area of Strategy.	<p>Students can discuss the results of research that links strategic variables to firm performance (e.g. The PIMS findings).</p> <p>Students can describe the various models and methods used to conduct external and internal analysis (e.g. SWOT, BCG, Porter, etc.)</p>	2. Students can conduct industry analysis to assess the relative market position of a firm or product division.	Students can prepare a written analysis of a business situation, including market structure, within the parameters of the Porter 5 Forces Model or standard Economic Market Structures to assess market conditions.	3. The student will be able to use accounting and financial information to assist in their strategic analysis.	<p>Students can determine the relative well-being of the firm and identify specific performance problems (e.g. inventory management, debt load, etc.) based on financial statements.</p> <p>Students can determine whether the financial condition of the firm will allow the firm to pursue a desired strategy.</p>	4. The MBA will be able to use quantitative tools to assist in the analysis of the strategy of the firm.	<p>Students can discuss quantitative tools that can be used to assess competitive position and strategy.</p> <p>Students can identify situations when these quantitative tools can be helpful in the analysis. They can apply the tools and interpret the results.</p>	5. The MBA can address unstructured business problems that span multiple functional areas.	The MBA will, when faced with an unstructured business situation (through a case or simulation), be able to identify the key factors driving problem or situation, the additional information needed to understand the situation, and to set priorities for decision and action.
Outcome	Expectation												
1. Students understand the important facts, terminology, concepts, principles, and theories in the area of Strategy.	<p>Students can discuss the results of research that links strategic variables to firm performance (e.g. The PIMS findings).</p> <p>Students can describe the various models and methods used to conduct external and internal analysis (e.g. SWOT, BCG, Porter, etc.)</p>												
2. Students can conduct industry analysis to assess the relative market position of a firm or product division.	Students can prepare a written analysis of a business situation, including market structure, within the parameters of the Porter 5 Forces Model or standard Economic Market Structures to assess market conditions.												
3. The student will be able to use accounting and financial information to assist in their strategic analysis.	<p>Students can determine the relative well-being of the firm and identify specific performance problems (e.g. inventory management, debt load, etc.) based on financial statements.</p> <p>Students can determine whether the financial condition of the firm will allow the firm to pursue a desired strategy.</p>												
4. The MBA will be able to use quantitative tools to assist in the analysis of the strategy of the firm.	<p>Students can discuss quantitative tools that can be used to assess competitive position and strategy.</p> <p>Students can identify situations when these quantitative tools can be helpful in the analysis. They can apply the tools and interpret the results.</p>												
5. The MBA can address unstructured business problems that span multiple functional areas.	The MBA will, when faced with an unstructured business situation (through a case or simulation), be able to identify the key factors driving problem or situation, the additional information needed to understand the situation, and to set priorities for decision and action.												

## \* Course Policies

### Course Requirements:

### **Course Attendance:**

The University reserves the right to drop students who do not attend class the first two weeks of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused

absences.

#### Conduct:

Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories:

1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.
3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.
4. Theft of or damage to property of the University. Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place.

Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.

#### Course Contact Hours:

Unless a course has enrolled fewer than four students, faculty has a contractual obligation to meet the full complement of contact/meeting hours (32 for undergraduate courses; 36 for graduate courses). Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University's accreditation by The Higher Learning Commission, a commission and membership in the North Central Association of Colleges and Schools, and its licensure by the State of Florida. Finally, course meetings which are missed for any reason must be made up.

#### NOTE:

To achieve the objectives of his course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

## Institutional Policies

---

### Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

#### [Undergraduate Studies Catalog](#)

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>)



## Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>)

## Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>)

## Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

## Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

## Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/) ([http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/))

## Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely

- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

*Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>  
[\(http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics\)](http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)

*Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>)

## Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

## Important Academic Resources

### Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or [disability@webster.edu](mailto:disability@webster.edu) (<mailto:disability@webster.edu>).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

### Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) (<http://www.webster.edu/arc>) or Loretto Hall 40 on the main campus for more information.

### Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <http://www.webster.edu/success/students.html> (<http://www.webster.edu/success/students.html>).

### University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu/>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

## Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester,

students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

*Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>)

*Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>)

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/>  
(<http://www.webster.edu/academics/academic-calendar/>)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster’s Academic Catalogs:

*Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>)

*Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>)

## Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>)

### Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<http://www.webster.edu/sexual-misconduct/> (<http://www.webster.edu/sexual-misconduct/>)

## Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<http://www.webster.edu/irb/index.html> (<http://www.webster.edu/irb/index.html>)

## Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

## Important Technology Information

### Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are

expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<http://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>)

### WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>)

### Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

<http://www.webster.edu/technology/services/webster-alerts/> (<http://www.webster.edu/technology/services/webster-alerts/>)

## Campus Information

---

### Campus Information:

The Following Is Information Regarding The Metro-Orlando, Florida USA Campus That All Students Should Know:

- 1) The Webster Downtown Campus Is Located At 501 West Church, Orlando, Florida 32805
- 2) Access To The Secured Parking Garage And Entry Into The Building Requires A Webster Photo ID Security Badge. Badge Can Be Obtained By Contacting The School Staff At 407-869-8111
- 3) The Students Photo ID Badge Must Be Visible And Worn At All Time While In The Building.
- 3) Webster Has A Four-Day Academic Week, Holding Evening Classes Monday- Thursday From 5:30 – 9:30 PM
- 4) Each Class Meets One Evening Per Week For A Nine-Week Semester, (36 Contact Credit Hours)
- 5) Webster Utilizes The World Classroom (Canvas Platform) And Hybrid Virtual Cisco WebEx, Online Webnet + Classes.
- 6) All Correspondence With Webster University (Students/Faculty/Staff) Must Be Done Over The Webster E-Mail System
- 7) Students Must Know Building Emergency Protocols For Fire, Medical, Natural And/Or Manmade Disasters.