**IB Business Management Syllabus 2023 – 2024**

Instructor: Mr. Jonathan Lambert

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Classroom: 22-101

Office Hours: Monday: 2:30 – 3:00

**Course Description:**

Welcome to IB Business Management (SL)! This course will have **five (5)** different units or sections. Those units will be Introduction to Business Management, Human Resource Management, Finance & Accounts, Marketing, Operations Management. Throughout the course of the school year, along with the **five (5)** units listed above, we will be completing an internal assessment, I will explain what this consists of within the first week of the school year and we will begin working on this before winter break in December. At the end of this course, you will have your IB exam which will consist of **two (2)** papers. Towards the end of the class, we will spend time reviewing for your end of year exam. Throughout the year there will be activities and exams to ensure you understand the concepts taught.

**Teacher Introduction:**

Hello everybody, my name is Mr. Lambert, and I will be your teacher on this course. I am originally from Pennsylvania and moved down to Florida in 2021 with my parents and fiancée. I graduated from Kutztown University of Pennsylvania with a Bachelor of Science in Secondary Education. In Pennsylvania I student-taught with a focus on Economics and Government both in-person and online. Currently I am attending UCF studying to get a master's in public administration. In my free time I like to play and listen to music, go to the beach, and hang out with my family and friends. Since my first job I have worked in various types of businesses including various types of retail stores, warehouses, and even theme parks, which gives me a multitude of experience in the types of business we will study throughout this course. This class will be full of real-life scenarios using real-life businesses and business models and I am excited to bring my knowledge from the experiences I had to the classroom.

**Office Hours & Available Times:**

I will be available on Mondays in-person after school from 2:30 to 3:00 in my room, 22-101. I will also be available during my lunch period Monday – Friday by appointment only. The best way to contact me after school hours and my office hours is by email, listed above. I will usually respond within 24 hours unless it is a weekend, school break or otherwise specified.

**Required Materials:**

* Textbook: Surridge, M., & Gillespie, A. (2022). *Business management for the IB Diploma*. Hodder Education.
* 3-ring Binder
* Notebook
* Pencils, Pens and Highlighters

**Grading Policy:**

This course is meant to challenge you to be a better student and prepare you for your future, whether that is college, technical school, or going right to the workforce. You will need to put the appropriate effort and time into this class to receive a passing grade. Throughout this course you will be faced with challenging course materials and advanced topics that you would find in a college setting. You are expected to always be prepared for class, be organized, complete all readings and complete all assignments on time. Remember grades are not given, they are earned.

**Grading**

Each assignment in class will be assigned a certain point value, this point value will be determined based off the difficulty and rigor of the assignment. Each assignment will mostly fall into one of the following categories:

* Exams/Tests/IA Final Materials
* Classwork
* Internal Assessment Components
* Homework
* Bell work/Warmups

When you receive a test or a component for your IA it will be worth up to 7 points reflecting the grading scale for IB overall. Below will be the way that I will be grading:

7 – 100% - 93%

6 – 92% - 85%

5 – 84% - 72%

4 – 71% - 60%

3 – 59% - 40%

2 – 39% - 20%

1 – 19% - 0%

**Course Expectations:**

This year I have very high expectations for all of you. You will work hard in this course, and you must plan to stay on top of everything. During this course I will challenge you to be the best student possible. There may be points in this course where you do not do so well on an assignment, you will have the chance to correct these assignments in some cases to improve your grade. I am here to prepare you for life after high school whether that is college, a trade school, or going right into the workforce, I want you to succeed, not fail. In my classroom I expect you to all be considerate and respectful of one another. Remember the Golden Rule: Treat others how you want to be treated.

**Important Dates:**

* December 8th, 2023 – Universal Studios Orlando Field Trip
* April 8th, 2024 – Internal Assessment
* TBD – Paper 1
* TBD – Paper 2

**Work Ethic:**

I expect every single one of you to turn in your assignments ON TIME. Throughout this class you must become accountable and responsible. Plan and complete your assignments appropriately and on time. **DO NOT PROCRASTINATE!!!**

\***If you have an emergency, come talk to me or email me and we will discuss your academic situation. We will come up with a way for you to turn in your assignment later. \***

**Cell Phone Policy:**

CELL PHONES WILL NOT BE PERMITTED IN THE CLASSROOM. CELLPHONES NEED TO BE PUT AWAY IN YOUR BOOKBAG AND CANNOT BE ACCESSED DURING SCHOOL DAY. THIS IS PER FLORIDA LAW AND OSCEOLA COUNTY SCHOOL BOARD RULE 8.63: STUDENT USE OF PERSONAL DEVICES. IF I DO SEE IT, I MUST CONFISCATE IT AND HOLD IT FOR THE REMAINDER OF THE DAY. THERE ARE NO EXCEPTIONS TO THIS RULE.

**Late Work Policy**

All classwork is expected to be completed on time on the day it is due. The due date will be listed in multiple places (whiteboard, Canvas, PowerPoint, etc.) as well as being announced by me in class. If you miss a due date you will have a total of 5 days to get a 50% or higher on the assignment. For example: 1st day – 90%, this is the highest grade you can now earn; 2nd day – 80%; 3rd day – 70%; 4th day – 60%; 5th day up to 5 days prior to the end of the quarter will be 50%. **Also, late work will not be graded immediately, it will take some time to grade it and put it in the gradebook.**

**Absent Policy:**

If you miss a day, please check with fellow classmates to see what you missed. You can also check Canvas for any assignments you may have missed. You will be given the same number of days you were absent to make up for missing work. Missed tests will be on a case-to-case basis.

**Discipline Policies and Scale**

* **Tardy**: Students must arrive to class on time. Class changes are for using the bathroom and getting to class. It is not social hour. If you were with a teacher or in the office, be sure to get a note, otherwise you will be marked tardy and receive the appropriate consequences.
* **Classroom Disruption**: Students must not disturb the proceedings of the classroom. Any student interfering with the learning of the class as a whole or that of an individual student will receive appropriate consequences.
* **Academic Honesty**: Plagiarizing or otherwise being similarly dishonest will result in a no-questions-asked zero. Remember, copying and pasting without citation counts as plagiarism! I do not tolerate any type of lying, cheating, or plagiarism. All I ask is you be honest to yourself, your fellow classmates and me.