

## **Welcome to Bellevue University (BU)!**

Hello, YIEP students! My name is Dr. David Byers, but please feel free to call me David, or Professor, or if you prefer to be formal, Dr. Byers will do. I am the Program Director for the undergraduate Business (BUSC) degree program. I have been teaching for over 30 years with about half of that time being here at BU where I started out as an adjunct (part-time) professor for a few years before I was hired to be a full-time Professor.

I enjoy getting to know each of my students and I look forward to helping each of you earn your bachelor's degree. You'll learn more about me during our courses together as I will be your instructor for 7 of your 9 BUSC courses. After our first two courses together, I will introduce you to one of my adjunct professors who will teach the third and fourth courses; I will then return to teach your final five courses!

The BUSC is the largest program at Bellevue University with in-class courses offered at 10 different locations throughout Nebraska and Iowa, as well as on site for various organizations that hire BU to teach their employees. The program is also offered online with a mixture of students from all over the United States and the world.

You all will be taking your classes online with only YIEP students so you can enjoy the benefit of taking your courses with your peers. In addition, Rabbi Lerner coordinates with BU so that the course schedule includes breaks to support your observation of Jewish holidays.

The BUSC is taught using a cohort model, which means that the students stay together through the entire program. In a cohort, students take the courses in a specific order rather than selecting when they take each course. A benefit of taking the courses in a specific order is that it enables you to acquire the knowledge and to develop the skills you need to be successful for each new week, each new assignment, and each new course in the program.

Once you are enrolled, you will get your BU email address, which you will need to use throughout your program in order to communicate with your professor and to get important information from your professor and from BU. As soon as you get your BU email address, please check your BU email at least 1-2 times daily as that is where you will receive important information from your instructors and from the University. Please do not forward your BU email to other email addresses as sometimes the mail will get lost or blocked and you'll never know what you are missing.

Your first course, BUSC 309, begins on February 20, 2017. You will be able to access each new course the night before it begins by going online and then, via the BU website, logging in to Blackboard, which is our Cyberactive Learning area. Your entire course will be online via Blackboard, as noted above.

If you've never taken a class online, you're in for a surprise about how effective a tool it is for teaching and learning. There isn't anything we would do in a face-to-face class that we can't do online. In fact, students discover that it becomes their preferred method for taking courses! The advantage of online learning is that it is asynchronous, which means you don't have to be logged on at any particular day or time to take class. You'll have deadlines for your work each week, but with 24/7 access to the course, you can work on your assignments anytime you want.

When you get access to the course, you will find the Discussion Board, which is where you will share your work (in a way similar to writing an email) and engage in your weekly discussions with your peers and your instructor. Some assignments are emailed to your instructor. In Blackboard, you will find your course syllabus, supplemental reading materials (Course Documents), Grade Center, the BU email addresses of your peers in the course, and much more.

Rabbi Lerner will provide you with the book list for your courses. In some courses you have one book, in some you use two, and in your final BUSC course you don't have a text at all! We use some of the books in more than one course to help you save money. Before each new course, I will remind you

about which books to purchase and when each new course will begin. Please have your text(s) at least a week before the course begins.

Some of the books you can buy from the BU bookstore or other online dealers. However, other books you will purchase online from the publishing company, Flatworld. Your book list will provide the link you need to buy the correct version of the book you need for your BUSC courses. Flatworld customizes texts for schools; therefore, there are multiple versions of the same book sold on their site, which is why you will need to use the link provided in the book list to purchase the correct version for your course. From Flatworld, you can choose to buy your book in different formats, including eBook, PDF, printed black and white, or printed in color—it's up to you depending on what you want to spend and how you like to read your books.

Please use the link below to purchase the first text for the course. If you can't click on it, copy/paste the link into your web browser bar. Please use this link so you get the correct text as the publisher sells other books by this name, but the one you'll find with the link has been customized for us in the BUSC program. Each "Flatworld" text that is for our courses will say Adapted by Professor James Smith. <https://students.flatworldknowledge.com/course/1674185>

The second text to purchase for the course is listed below. You will use this book in BUSC 309 and BUSC 319.

Daniel Goleman

Working with Emotional Intelligence Reprint Edition (January 4, 2000)

978-0553378580 Bantam

BUSC 309 & BUSC 319

**Buy from BU bookstore or online retailers**

Hopefully, you will find the information in this letter to be useful for not only helping you with key information you need to know, but to help you feel more excited than nervous. I'm here to serve

you, so please don't hesitate to ask questions. To get in touch with me, email is your best option as I'm not in the office every day. If you do call my office phone and leave a message, I get that message via email, too, so I can provide you with as quick a response as possible!

I'm excited to see you take this first step in your journey, which is an investment in your future! I wish you all the best. Thank you!

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Stimulus without strong content is not education.

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