

Export Policies and Procedures

Course name and number	Export Policies and Procedures, INB 345
Instructor	Paula Chelminska
Email	pchelminska@cottey.edu
Semester and year	Summer 2019
Semester hour credit	3
Office hours	By email

Required materials:

- 1) Textbook: *The Global Entrepreneur: Taking Your Business International*
James F. Foley
Jamric Press, Third edition
ISBN: 978-0-9753153-1-6;
ISBN:0-9753153-1-5

Learning Outcomes:

Upon completion of a program of study and engagement in co-curricular programs at Cottey, students will be able to demonstrate the following:

- 1) An understanding of the importance of Export/Import in today's global business operations.
- 2) Knowledge and skills in four areas: Global Business Management, Global Marketing, Supply Chain Management, and Trade Finance.
- 3) Awareness and understanding of cultural, social, economic, legal and political differentiations between nations, regions, cities, industries and companies.
- 4) Detail knowledge of exporting procedures, policies, and restrictions that shape companies' exporting operations.
- 5) Familiarity with most of the Global organizations, such as EU, OPEC, NATO, NAFTA, and more.

Teaching methods:

Students will be provided with tools on eLearning such as: (1) PowerPoint for each chapter, and (2) Homework. Students will be responsible for reading the chapters and completing the assignments. The official communication is through Cottey email. The announcements will be made by email so, students are responsible to check their emails daily. Any questions about the materials, assignments and examinations, students should send directly to the instructor.

Below, students will find the Class Schedule with assigned chapters, homework and quizzes. The due dates are provided (all in Missouri time zone). The suggested date for starting reading a chapter is also given.

Grading system:

The textbook is divided into 4 sections. Disregard that. For the purposes of this class, the textbook will be divided into **8 sections**. Each section will conclude in taking a quiz that will cover the material in that section. Also, each section can have 1-2 homework assigned. See the Schedule below.

Quizzes

There will be eight (8) quizzes. They will be over what is in the textbook, however, it will be beneficial to go over the PowerPoints and handouts (if provided) as well. The Quiz Schedule is provided below. Quizzes can be over 2-3 chapters and are due on a deadline day at 10 p.m. (see Schedule below; all in Missouri time zone). Each will be timed (it could be anything from 30 minutes to 1 hour long).

They will be posted under ASSIGNMENTS. Question types: mostly short answers; essay. Once you start, you cannot stop and retake the quiz. **MAKE SURE YOU ANSWER EACH QUESTION THOROUGHLY (the more the better!)** If you have any issues, email the instructor as soon as possible.

Homework

There will be ten (10) assignments during the summer semester and all will be individual work. Homework **MUST** be typed and prepared in **WORD document**. Homework can be due on the same day as the quiz, but it does not have to. The homework will be posted under **HOMEWORK** and they need to be submitted under **ASSIGNMENTS**. The deadlines for homework are posted in the Class Schedule (all in Missouri time zone). **NO LATE SUBMISSION WILL BE ALLOWED. Students need to submit the homework on eLearning before the deadline. MAKE SURE YOU ANSWER EACH QUESTION THOROUGHLY (the more the better!)**

Exporting Business Plan

You are charged with developing a business plan that will describe how a company (real or your invention) will export a product out of United States to a country of your choice. Supply detailed work and use information learned in the class. **Due date: July 5th, Friday, by email.** Detailed instructions are provided separately. Parts that need to be included are:

1. Company and product description (Home Country)
2. Selecting Target Country (Host Country)
3. Entry Mode
4. Regulations
5. Logistics (Incoterms)
6. Mode of Payment
7. Documentation

Plagiarism

It is forbidden to copy other people's work – from Internet, books, and even your own work from previous assignments without proper citation. Please check APA format citation rules.

First warning – 0 points for the whole assignment.

Second time – subject to grievance being filed against the student that will be reviewed by the Judicial Board of the College.

Quizzes (8x)	450
Homework (10 x 20)	200
Project	100
Total	750 points

A	750 – 675 Pts. (100% - 90%)
B+	674.9 – 660 Pts. (89.9% - 88%)
B	659.9 – 600 Pts. (87.9% - 80)
C+	599.9 – 585 Pts. (79.9% - 78%)
C	584.9 – 525 Pts. (77.9% - 70%)
D+	524.9 – 510 Pts. (69.9% - 68%)
D	509.9 – 450 Pts. (67.9% - 60%)
F	449.9 – 0 Pts. (59.9% - 0%)

Disability system:

Cottey College complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you have a documented disability that impacts your academic performance and wish to seek accommodations, please contact the Coordinator of Disability Services within the first couple of days of the semester in order to provide adequate time to process your request and ensure appropriate accommodations are in place. Before meeting with your professor, you must obtain the proper paperwork from the Coordinator of Disability Services, Stephanie McGhee, located in the Kolderie Center on the first floor of the Rubie Burton Academic Center (RBAC 164). You may contact her by phone at (417) 667-8181 ex. 2131 or by email at smcgee@cottey.edu. All information and discussions are confidential.

Tentative schedule

	Topics	Deadlines
Chapter 1	Why go global?	Start Reading (SR) June 3
Chapter 2	When is a company ready to go global?	
Chapter 3	Harmonized Codes – Classifying your export products	
	HW#1: on eLearning, under Homework (HM)	June 6 @ 10 p.m.
	Quiz #1: Ch1/Ch2/Ch3	June 6 @ 10 p.m.
Chapter 4	Which foreign markets will be successful for your product?	SR – June 7
Chapter 5	Selecting foreign markets	
	HW#2: HM	June 9 @ 10 p.m.
	Quiz #2: Ch4/Ch5	June 9 @ 10 p.m.
Chapter 6	Sources of international marketing data	SR – June 10
Chapter 7	Two key decisions before going global	
	HW#3: HM	June 12 @ 10 p.m.
	Quiz #3: Ch6/Ch7	June 12 @ 10 p.m.
Chapter 8	Finding your partners for indirect exporting	SR – June 13
Chapter 9	Finding your partners for direct exporting	
Chapter 10	International business across cultures	
	HW#4: HM	June 16 @ 10 p.m.
	Quiz #4: Ch8/Ch9/Ch10	June 16 @ 10 p.m.
Chapter 11	International pricing	SR – June 17
Chapter 12	Legal considerations	
Chapter 13	Tax and accounting issues	
	HW#5: HM	June 19 @ 10 p.m.
	HW#6: HM	June 21 @ 10 p.m.
	Quiz #5: Ch11/Ch12/Ch13	June 21 @ 10 p.m.
Chapter 14	Logistics	SR – June 22
Chapter 15	Documentation	
Chapter 16	Financial risk, payment methods, and trade finance	

	HW#7: HM	June 25 @ 10 p.m.
	Quiz #6: Ch14/Ch15/Ch16	June 25 @ 10 p.m.
Chapter 17	Setting a pace for your export growth, and assessing your export progress and success	SR – June 26
Chapter 18	Managing international channels of distribution	
Chapter 19	International advertising, public relations, and trade missions/shows	
	HW#8: HM	June 28 @ 10 p.m.
	Quiz #7: Ch17/Ch18/Ch19	June 28 @ 10 p.m.
Chapter 20	Key to success: a customer orientation	SR – June 29
Chapter 21	Sustaining success through clear communication and managing change	
Chapter 22	The internet and international trade	
	HW#9: HM	June 30 @ 10 p.m.
	HW#10: HM	July 2 @ 10 p.m.
	Quiz #8: Ch20/Ch21/Ch22	July 2 @ 10 p.m.
	Bonus Points due	July 5 @ 10 p.m.
Last week	Project due	July 5 @ 10 p.m.

Disclaimer: Instructor reserves the right to change the topic covered or order in which they are covered at her discretion after notifying the class in advance.