Teacher Appointment Criteria  
Business W100 — Principles of Business Administration

Statement of Intent
This document is intended to be a planning resource for the prospective instructor and the IPFW Department Representative (“faculty liaison”) who mentors and supervises the IPFW School-Based Program.

The course taught at IPFW (BUS W100) is a first-year general business administration course – an introduction to functional areas of business, tracing the evolution of business, business forms, the role of government and society, relationships between administrators and employees, ethical issues, and the globalization of world markets. It is ideal for pre-business students or students of any major desiring a basic understanding of business.

Requirements
1. Any instructor who teaches this course must first be certified by the Department of Management and Marketing by meeting the qualifications as established by the department; specifically, an instructor must possess (i) at least a Masters-level degree in business, or a Master level degree in another area with 18 graduate level credit hours completed in Business (ii) at least three (3) years’ experience teaching business classes at the high school level or higher, and (iii) a demonstrated commitment to continuing education in business (continuing academic work, attendance at seminars, meetings, workshops, and the like, which have a focus on business and/or the teaching of business).
2. The IPFW Department of Management and Marketing, through its department representative, reserves the right of approval of the syllabus, primary textbook and any substantive materials to be used in this course.
3. Students seeking credit for BUS W100 must receive comparable instruction in business to that received by students at other locations taught by IPFW faculty. In addition, students must achieve the same level of subject mastery; the latter will be assessed by the student’s performance on a 50-multiple choice question exit exam prepared by the Management and Marketing department (which may be administered in, or after, the final examination) for the School-Based Program course. A student must score at least a 70% on this exit exam to qualify for earning an A, B, or C in the class. The student’s score on the exit examination is independent of the student’s grade in the course.
4. At least once in any semester or term, the Department of Management and Marketing representative will visit the high school to observe (and upon invitation to do so, participate in) the class session.