

Lewis-Clark State College Business Division

BUS 498 A – Senior Seminar I

Thursdays: 4:30 – 7:00 PM
NIC Molstead Library Room #264

Prerequisite: This course was developed to be taken in the student's second to the last semester. Enrollment in the course is subject to the class standing and the professor's approval. Marketing 321, Management 311 and Accounting 232 should be complete before enrolling in this class.

- ✓ **Professor:** Rachel Kaitz, D.B.A.
- ✓ **Phone:** 208-292-1290
- ✓ **E-mail:** rekaitz@lcsc.edu (preferred method of communication). I check my email at least once a day. I try to get back to students on email within 24 hours M – F. I am not generally available on weekends.
- ✓ **Office:** Harbor Center #144G
- ✓ **Office Hours:** Tuesday 10:30 – 2:30pm, Thursdays 9 – 11am. Other days and times are available by appointment.
- ✓ **Textbook:** Think: Critical Thinking and Logic Skills for Everyday Life, 3rd ed. Boss.

Course Description:

This course is designed to provide a framework of critical thinking skills to apply to a variety of real-world scenarios. Knowledge gained and skills learned in earlier classes will be practiced and refined further with regard to communication, group work, research and critical thinking. Successful completion of this course will prepare students for today's competitive business environment and global marketplace.

Course Objectives:

1. Develop self-awareness and application of critical thinking and decision making skills
2. Promote an understanding and appreciation of team development and group collaboration
3. Utilize technology to plan, develop and deliver an oral presentation with visual aids
4. Discuss, analyze and defend arguments orally and in writing
5. Further refine students' abilities to conduct library research and identify credible sources
6. Prepare students to be successful in BUS 498B – Senior Seminar II

Professor Expectations:

- ✓ High level of commitment and professionalism
- ✓ Consistent and engaged participation (via discussions, group work, etc.)
- ✓ Proper citation/referencing when not your original work (APA style required)
- ✓ Full reading of each assigned chapter in our textbook
- ✓ Respect for others opinions, perspectives and approaches to exploring and understanding course content and topics

Policies:

- ✓ Academic integrity is expected. Academic dishonestly of any type will not be tolerated as per department and school policy
- ✓ I don't accept late assignments. Even one minute past the due date is considered late. If there are extenuating circumstances that cause your work to be late, you need to make arrangements with me before the assignment is due or be prepared to provide appropriate, verifiable documentation of your emergency.
- ✓ All group assignments must be turned in on their due dates before class starts. Each group member must sign off on the work submitted.
- ✓ I do consider whether or not students are regularly absent in my class. Due to the nature of the presentation schedule and the assigned material, it will be difficult for students who are regularly absent to earn a passing grade in this course. Please email me if you will need to be absent from class before class starts. If you do this, I will make sure you get any hand-outs I may distribute in class.
- ✓ Please also do not arrive late to my class, leave class for several minutes, send or receive text messages, or use a laptop for something other than work for this class. If you choose to use a laptop to take notes, you must sit in the front row.
- ✓ If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements, please make an appointment with me as soon as possible.

Method of Evaluation:*Individual and Group Oral Reflections:*

This component of your grade will consist of five, two minute impromptu “in front of the class” presentations per student throughout the course of the semester. Specific questions will be posed to students based on class discussions. Names of presenters will be “drawn” during each class period. Students whose names are drawn and are absent may not recover lost points. These presentations will be 15% of your final grade.

Case Study:

The case study is an introduction to critical and strategic thinking material we will discuss throughout the semester and is worth 5% of your final grade.

Library Research Mini Projects:

Two library mini projects (associated with your Best Practices Presentations) will be assigned during the semester. These projects will familiarize you with searching online academic databases through the library and with proper APA citation formatting. This knowledge will be useful in both parts (I and II) of the capstone. Together the library projects are worth 20% of your final grade.

Group Oral Presentations:

Students will work in groups of up to four members to present best practices in the business world. Topics must be approved by the instructor. These presentations will be up to 15 minutes in length and will also require PowerPoint or Prezi (Approx 10 slides). The presentations will be delivered in class the two weeks prior to the final exam. The group presentation will be worth 15% of your final grade.

Strategic Thinking/Decision Making Paper:

This assignment covers key elements of Critical Decision Making and Strategic Thinking discussed in class during the semester. You will explore these elements as they pertain to a scenario involving a complex decision. More detail will be given in class regarding this assignment and it is worth 15% of your final grade.

Exams

Exams cover material from the lecture and the textbook and together make up 30% of your course grade. Exam II is not cumulative.

Grading:**Grade Scale:**

Oral Reflections	15%	A	92-100
Case Study	5%	A-	90-91
Library Projects (2)	20% (10% each)	B+	88-89
Best Practices Group Pres.	15%	B	82-87
Decision Making Paper	15%	B-	80-81
Exams I and II	30% (15% each)	C+	78-79
NOTE: I do not offer extra credit.		C	72-77
Your course grade will consist of		C-	70-71
The assignments listed above.		D+	68-69

A grade of C or better is considered passing in BUS 498 A and is required to advance to part B of the class.

NIC Resources for LCSC Students:

Library Services: Allow LCSC-CDA students to check out books through the NIC library. LCSC Student ID Required. 208-769-3355

Career Services Center: Provides career counseling services and career resources. 208-769-3297

Writing Center: Provides support for various writing assignments. 208-769-3298

Parking is free on the NIC campus after 5pm. If you park on campus before 5 you will need a permit, or you can walk from the LCSC Harbor Center where parking is free. Pay fees at the NIC Business Office: 208-625-2304.

Course Schedule – Fall 2016

Session 1: August 25

Welcome and Orientation to the class

Think: Chapters 1 and 9 “Critical Thinking: Why It’s Important – Ethics and Moral Decisions”

Decision Making Overview

Session 2: September 1

Guest Lecturer: Dr. Barbara Barnes Instructional Librarian

Decision Making Discussion

Reflection

Case Study Assigned

Session 3: September 8

Think: Chapter 2 – “Reason and Emotion”

Decision Making Discussion (Case Analysis)

Reflection

Best Practices Group Assignments

Session 4: September 15

Think: Chapter 4 – “Knowledge, Evidence and Errors in Thinking”

Decision Making Discussion

Reflection

Best Practices Group Presentation Proposals Due

Session 5: September 22

Think: Chapter 5 – “Informal Fallacies”

Decision Making Discussion

Reflection

Library Research Mini Project #1 Due

Session 6: September 29

Think: Chapter 6 – “Recognizing, Analyzing and Constructing Arguments”

Decision Making Discussion

Reflection

Decision Making Paper Topic Proposals Due

Session 7: October 6

Think: Chapters 7 and 8 – “Inductive and Deductive Arguments”

Decision Making Discussion

Reflection

Library Research Mini Project #2 Due

Session 8: October 13

Exam I

Session 9: October 20

Think: Chapter 10 – “Marketing and Advertising”

Decision Making Discussion

Reflection

Session 10: October 27

Think: Chapter 11 – “Mass Media”

Decision Making Discussion

Reflection

Decision Making Annotated Bibliography Due

Session 11: November 3

Decision Making Discussion

Reflection

Reminder - Spring Registration opens November 14

Session 12: November 10

Decision Making Discussion

Reflection

Decision Making Part 1 Draft Due

Session 13: November 17

Decision Making Discussion

Reflection

November 24 - Thanksgiving Break

Reminder - Application deadline for Graduation: December 1

Session 14: December 1

Group Presentations (slides are due the evening you present)

Decision Making Part 2 Draft Due

Session 15: December 8

Group Presentations (slides are due the evening you present)

Session 16: December 15

Exam II

Decision Making Paper Hard Copy Due by 4:30pm

Final Grades posted to WarriorWeb: December 20

LEWIS-CLARK STATE COLLEGE Syllabus Addendum (AY2016-2017)

Consumer Information

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at www.lcsc.edu/consumer-information/

Disability Accommodations

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities

Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (<http://webdev.lcsc.edu/catalog> and the LCSC Student Handbook (www.lcsc.edu/media/2157659/Student-Handbook.pdf or www.lcsc.edu/student-affairs/student-rights-and-responsibilities/) for more information.

Accidents/Student Insurance

Students participating in LCSC classes normally must look to their personal health insurance policy should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance

Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members may impose their own policies and sanctions regarding academic dishonesty after offering the student an opportunity to explain his or her actions. Sanctions imposed by the faculty member are limited to grades on the assignment(s) in question and/or on the course grade. On matters of academic dishonesty, faculty members do not have the authority to dismiss a student from class indefinitely nor to disenroll a student from a program without corroboration from a Division Chair (or program ethics committee where applicable), the appropriate instructional dean, and the Vice President for Student Affairs. Students who are accused of being academically dishonest may be referred to the Vice President for Student Affairs for official disciplinary action.

Illegal File Sharing

Students using LCSC's computers and/or computer network must comply with the college's appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college's technology policies and its protocols for combating illegal file sharing may be found on the Vice President for Student Affairs' web page (www.lcsc.edu/student-affairs/student-code-of-conduct/ or www.lcsc.edu/consumer-information/).

Diversity Vision Statement

Regardless of race, color, age, sex, religion, national origin, disability, veteran status, gender identity, or sexual orientation, you will be treated and respected as a human being.

Disclosures

During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Student Feedback

Students shall be provided the opportunity to formally evaluate each course in which they are enrolled. Notification of student feedback opportunity and timelines will be made through the official LCSC student email (currently LCMail) or online course learning management (currently Blackboard) systems.

Student Work

Student work for this course (assignments, quizzes, exams, projects, etc.) may be copied and retained for program assessment or accreditation purposes. For more information, speak with the instructor or division chair.

Approved by Vice President for Student Affairs & Provost / Vice President for Academic Affairs June 2, 2016