



North Central State College  
MASTER SYLLABUS  
2019-2020

A. Academic Division: Business, Industry and Technology

B. Discipline: Business

C. Course Number and Title: BUSM2285 Seminar

D. Course Coordinator: Lynn Jones  
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

E. Credit Hours: 1

F. Prerequisites: None  
Co-requisite: BUSM2280 (must be concurrent)

G. Syllabus Effective Date: Fall, 2019

H. Textbook(s) Title: None

I. Workbook(s) and/or Lab Manual:

J. Course Description: This course is taken concurrently with BUSM2280 Cooperative Work Experience. Students will discuss their work place experiences that occur during their Co-op Work Experience. Students must get permission of the instructor in order to enroll in this class. This class is Pass/No Pass (P/NP).

K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	Cooperative Work Experience Final Paper, Communication – Written VALUE Rubric, week 15
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	Cooperative Work Experience, Final Paper, Critical Thinking VALUE rubric, week 15
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Participate in discussion on topics pertaining to their Cooperative Work Experience.	Participate in discussion weekly throughout the semester.
2. Present a college level presentation of their experience at their Co-op.	Make a Cooperative Work Experience Presentation at the end of the semester.
3. Demonstrate college level writing skills.	Submit a Cooperative Work Experience Paper, at the end of the semester.

M. Topical Timeline (Subject to Change):

1. Review Skills learned at NCSC
2. Develop a Professional Attitude
3. Employers expectations
4. Provide feedback on their work experience
5. Discuss work place issues

N. Course Assignments:

1. Discussions
2. Research
3. Presentation
4. Final paper

O. Recommended Grading Scale:

This class is pass/fail:

100-70            P  
69- below        NP

P. Grading and Testing Guidelines:

[Click here to enter text.](#)

Q. Examination Policy:

[Click here to enter text.](#)

R. Class Attendance and Homework Make-Up Policy:

[Click here to enter text.](#)

S. Classroom Expectations:

[Click here to enter text.](#)

T. College Procedures/Policies:

**Important information regarding College Procedures and Policies can be found on the [syllabus supplement](https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>**

**The information can also be found** Choose an item.