



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Business
- C. Course Number and Title: BUSM2285 Seminar
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 1
- F. Prerequisites: None
Co-requisite: BUSM2280 (must be concurrent)
- G. Last Course/Curriculum Revision Date: Fall 2024 Origin date: 05/30/2017
- 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, end of the term.
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	Cooperative Work Experience, Final Paper, Critical Thinking VALUE rubric, end of the term.
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 term.
2. Present a college level presentation of their experience at their Co-op.	Make a Cooperative Work Experience Presentation at the end of the term.
3. Demonstrate college level writing skills.	Submit a Cooperative Work Experience Paper, at the end of the term.



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SYLLABUS ADDENDUM

Academic Division: Engineering Technology, Business, and Criminal Justice **Discipline:** Business Management
Course Coordinator: Brandel Boyd
Course Number: BUSM-2285 **Course Title:** Seminar
Semester / Session: Fall 2025 **Start / End Date:** 8-11-25 thru 12-6-25

Instructor Information

Name: Brandel Boyd **Credentials:** Ph.D. Public Administration; MBA.HRM
Phone Number: 419-755-4572 **E-Mail Address:** bboyd@ncstatecollege.edu
Office Location: 233 Kehoe **Office Hours:** Mon/Wed 9-11 AM; and Mon 2-3 PM

I. Topical Timeline (Subject to Change):

Weeks	Topics	Assignment	Due Date
1	Run, Hide, Fight	Run, Hide, Fight assignment	At close of week 1 as designated in Canvas
2	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 2 as designated in Canvas
3	Week 3 Check-In	Goals, Week 1 & 2 Timesheet, Site Visit Scheduled, Week 3 Survey	At close of week 3 as designated in Canvas
4	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 4 as designated in Canvas
5	Week 5 Check-In	Week 3 & 4 Timesheet; Week 5 Survey	At close of week 5 as designated in Canvas
6	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 6 as designated in Canvas
7	Week 7 Check-In	Week 5 & 6 Timesheet; Week 7 Survey; & Peregrine Exam	At close of week 7 as designated in Canvas
8	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 8 as designated in Canvas
9	Week 9 Check-In	Week 7 & 8 Timesheet; Week 9 Survey	At close of week 9 as designated in Canvas
10	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 10 as designated in Canvas
11	Week 11 Check-In	Week 9 & 10 Timesheet; Week 11 Survey	At close of week 11 as designated in Canvas
12	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 12 as designated in Canvas
13	Week 13 Check-In	Week 11 & 12 Timesheet; Week 13 Survey	At close of week 13 as designated in Canvas
14	Co-Op Work	Continue working at Co-Op Site & Tracking Hours	At close of week 14 as designated in Canvas
15	Week 15 Check-In	Week 13 & 14 Timesheet; Week 15 Survey	At close of week 15 as designated in Canvas
16	Co-Op Completion Presentation and Report	Supervisor Performance Appraisal; Student Feedback; Final Paper; Final Presentation; & Professional Soft Skills Self-Assessment	At close of week 16 as designated in Canvas

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II. Grading and Testing Guidelines:

Assignments will be graded within one week after the due date. Students can work ahead, but assignments will not be graded until after they are due in case a student wants to revise and resubmit that assignment.

Activity	Qty	Points	Percentage
Run, Hide, Fight	1	5	.8%
Goals	1	40	6.4%
Site Visit Scheduled	1	20	3.2%
Timesheets (7 @ 10 points each)	7	70	11.2%
Weekly Surveys (7 @ 10 points each)	7	70	11.2%
Peregrine Exam	1	100	16%
Supervisor Performance Appraisal	1	50	8%
Student Feedback	1	50	8%
Final Paper	1	100	16%
Final Presentation	1	100	16%
Professional Soft Skills Self-Assessment	1	20	3.2%
Total		625	100%

III. Examination Policy:

Personal integrity (i.e. doing one's own work) in the submitted assignments is the standard.

IV. Class Attendance and Homework Make-Up Policy:

Attendance

There are no face-to-face attendance requirements. It is anticipated that students will be logging into the course frequently (many times each week).

Your attendance will be marked each week as

- fully attended (submitting all assignments for the module);
- partially attended (submitting some portion of assignments for the module); or
- absent (not submitting any assignments for a module).

Homework/Participation Requirements

Students must participate within the first week of the term in order to avoid being dropped for non- participation. This is a college-wide policy. Students must also participate in and achieve at least 67% success by the point of mid-term grade reporting to again avoid being dropped from the course for non- participation (another college-wide policy).

Homework can only be made up in extenuating circumstances that are approved in advance by the instructor. Assignments submitted late without instructor approval may not be graded.

If an assignment is approved to be submitted and graded late, a 20% minimum penalty will be applied.

There are no extensions past the last day of the term.

V. Classroom Expectations:

If you have concerns of any kind, it is your responsibility to come to me about those concerns. It is my responsibility to be attentive to your needs whenever possible. Clear and respectful communication is an expectation of both teachers and students.

- M. Recommended Grading Scale:
This class is pass/fail:

100-70	P
69- below	NP

- N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>