



North Central State College

MASTER SYLLABUS	2025-2026
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- 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.

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>



North Central State College
SYLLABUS ADDENDUM

Academic Division: <u>Engineering Technology, Business, and Criminal Justice</u>	Discipline: <u>Business Management</u>
Course Coordinator: <u>Brandel Boyd</u>	
Course Number: <u>BUSM-2285</u>	Course Title: <u>Seminar</u>
Semester / Session: <u>Summer 2026</u>	Start / End Date: <u>5/26/26 – 7/16/26</u>

Instructor Information

Name: <u>Brandel Boyd</u>	Credentials: <u>PA.Ph.D.; MBA; BA.BTS; BA.AAB; FIN.AAB</u>
Phone Number: <u>419-755-4572</u>	E-Mail Address: <u>bboyd@ncstatecollege.edu</u>
Office Location: <u>233 Kehoe</u>	Office Hours: <u>By Appointment</u>

I. Topical Timeline (Subject to Change):

There is no specific topical timeline for this course. Student tasks will vary based upon internship employment needs. All students must complete 150 hours or more of related work experience in order to receive credit for the course.

Weeks	Topics	Assignment	Due Date
1	Co-Op Topics as Designated by Work Site	Run, Hide, Fight	At the close of week 1
2	Co-Op Topics as Designated by Work Site	Goals, Timesheet, Site Visit Scheduled, Survey	At the close of week 3
3	Co-Op Topics as Designated by Work Site	Timesheet, Survey	At the close of week 5
4	Co-Op Topics as Designated by Work Site	Timesheet, Survey, Peregrine Exam	At the close of week 7
5	Co-Op Topics as Designated by Work Site	Timesheet, Survey	At the close of week 9
6	Co-Op Topics as Designated by Work Site	Timesheet, Survey	At the close of week 11
7	Co-Op Topics as Designated by Work Site	Timesheet, Survey	At the close of week 13
8	Co-Op Topics as Designated by Work Site	Timesheet, Survey, Supervisor Performance Appraisal, Student Feedback, Final Paper, Final Presentation, Professional Soft Skills Self-Assessment	At the close of week 16

II. Course Assignments:

1. 150 or more hours of work experience (as designated in BUSM-2280)
2. Positive review by the employer during faculty member visit
3. Presentation and/or exam

III. 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	0.6%
Goals	1	40	4%
Timesheets	7 Total @ 50 pts. each	350	39%
Site Visit Scheduled	1	20	2%
Weekly Surveys	7 Total @ 10 pts. each	70	8%
Peregrine Exam	1	100	11%
Supervisor Performance Appraisal	1	50	6%
Student Feedback	1	50	6%
Final Paper	1	100	11%
Final Presentation	1	100	11%
Professional Soft Skills Self-Assessment	1	20	2%
Total		905	100%

IV. **Examination Policy:**

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

V. **Class Attendance and Late Assignment Policy:**

1. **Attendance**

In fully online sections of this course, attendance is measured by the **completion of weekly assignments and activities**. Simply logging into Canvas or viewing course materials does **not** count as attendance.

Your attendance may be graded and will be marked each week as one of the following:

- a. Fully attended (submitting all assignments for the weekly module on time).
- b. Partially attended (submitting some portion of assignments for the weekly module on time).
- c. Absent (not submitting any assignments for a weekly module on time).

2. **Late Assignments**

To support consistent learning, time management, and professional responsibility, the following late-work policy applies:

- Late submissions are accepted **up to one week after the due date only**.
- Assignments submitted late will receive a **20%-point deduction**.
- Assignments submitted **more than one week late will not be accepted**.
- **No late assignments are accepted after the last day of the term**.
- Assignments due during **finals week are final** and must be submitted by the posted deadline.

3. **Extenuating Circumstances**

Students experiencing extenuating circumstances are encouraged to **contact the instructor as soon as possible** to discuss potential accommodations. In some cases, **advance notice may be required**.

- Approval of late or make-up work is **not guaranteed** and is determined at the instructor's discretion.
- Requests that do not align with this policy may be denied.

*This policy is supported by the **Dean and Assistant Dean**, who expect students to communicate promptly with their instructor when emergencies arise. This expectation reflects professional workplace standards, where timely communication is required if deadlines or responsibilities cannot be met.*

4. **Advance Communication**

Students who anticipate difficulty meeting a deadline should **contact the instructor prior to the applicable assignment deadline(s)** to determine whether an alternate schedule may be considered.

5. **Excused Absences**

Excused absences include the following circumstances, and may require documented proof for accommodation:

Course Number: BUSM-2285
Semester / Session: Summer 2026

Course Title: Seminar
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- Hospitalization
- Death in the family
- Incapacitating personal illness or illness of an immediate family member
- Military leave
- Employment-related travel

6. Participation Requirements to remain enrolled:

Students must participate within the first week of the term to avoid being dropped for non-attendance. 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, this time for non-participation (another college-wide policy).

VI. 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.

VII. Artificial Intelligence (AI) Policy:

Artificial intelligence (AI) can be a valuable tool for academic purposes. AI may assist with generating ideas, checking grammar, and improving writing skills and other class-related tasks, but it should not be relied upon solely. Students are expected to demonstrate independent thinking and analysis and use AI to supplement their work. AI does not replace critical thinking and relying solely on AI to complete assignments undermines your learning.

Any work submitted must be the student's own, and using AI to generate entire assignments or portions of assignments is strictly prohibited and will result in academic consequences. To promote transparency and accountability, students must document their use of AI in any assignments, including the prompts or instructions they provided to the AI and any additional notes about the AI's output or their analysis. AI is not always accurate and may produce outdated, misleading, biased, or entirely incorrect information. Always verify any AI-generated content with credible academic sources.

Plagiarism, including using AI to generate assignments, not only cheats the student out of learning, but is considered a form of academic misconduct and will result in disciplinary action.