

## COURSE SYLLABUS

BMGT1168,1169, 2168, 2169 (1:0:10)

Practicum – Business Administration and Management, General
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Business

Business Administration Department

Technical Education Division

Levelland

SOUTH PLAINS COLLEGE

Lauren Gregory

Spring 2016

Levelland

## COURSE SYLLABUS

COURSE TITLE: BMGT Practicums – Business Administration and Management, General

INSTRUCTOR: Lauren Gregory

OFFICE LOCATION

AND PHONE/E-MAIL: Technology Center = #104B 806-716-2249

[lwgregory@southplainscollege.edu](mailto:lwgregory@southplainscollege.edu)

OFFICE HOURS: To be posted on office door

### SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

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#### I. GENERAL COURSE INFORMATION:

Course Description. Prerequisite: Enrollment is by approval of the program advisor.

This course gives the student practical general workplace training supported by an individualized learning plan developed by the employer, college, and student.

A. Course Learning Outcomes. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the workplace; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communications in the workplace.

B. Course Competencies.  
The student will be able to apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

C. Academic Integrity. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

1. **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.  
Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.
2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

D. Verification of Workforce Competencies.

## II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

A. Textbook and Other Materials. No textbook is routinely assigned. Seminar leaders may, at their options, assign a textbook, and/or readings and reports.

B. Class Attendance:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the

student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

- C. **Assignment Policy.** Students are required to complete reading assignments, homework assignments, and exams as assigned by the instructor. The instructor will designate makeup policies on homework and examinations.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.

- D. **Grading Policy/Procedure and/or methods of evaluation.** The student's grade will be determined by performance on examinations and/or other course work as assigned by the individual instructor.
- E. **Special Requirements.** The SPC Learning Center provides students free tutoring, computer services and study skills information. The Learning Center is located on the third floor of the library building. Call 894-9611 ext. 2241 for help. All students are expected to follow computer lab policies posted in computer labs.

### III. ACCOMMODATIONS -

- A. **EQUAL OPPORTUNITY:** South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.
- B. **SPECIAL SERVICES:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.
- C. **ELECTRONIC ASSIGNMENTS:** This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.
- D. **DISCLAIMER:** "This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We

disclaim all liability for data, information or opinions expressed in these forums.

BMGT 1168, 1169, 2168, 2169 Learning Outcomes

Demonstrate, in an individualized plan, the concepts of marketing and management.

Identify learning goals as agreed upon with the employer and the instructor.

Develop personal skills of time management and stress management.

Demonstrate knowledge of entry level job qualifications utilizing a workplace experience and/or research project.

Research and prepare a final report on: what was accomplished, when it was accomplished, how it was accomplished, and how the accomplishment was measured.