

# MGNT 4900, Spring 2019: Senior Capstone Seminar

**BE PROFESSIONAL. BE HONEST. BE POLITE. BE KIND. BE OUTSTANDING!**

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This class is 100 per cent online.  
There is no requirement to meet on campus.  
However, OPTIONAL meetings will be held at  
6:00pm on Jan. 16, Feb. 13, March 27, and May 1

## Course Description

The Senior Seminar provides a forum for students to carry out the BSMA degree capstone project requirement of either an internship or a research project in a rigorous academic and intellectual framework which integrates their projects with the overall BSMA curriculum and frames them in a broad context of business and society.

## Prerequisite

Students must be scheduled to graduate with the BS in Management and Administration in May or August, 2019,, as verified by a completed graduation application.

## Student Learning Objectives/Outcomes

- Apply management concepts to either a research or an applied environment, reflected in the capstone project
- Demonstrate analytic and communications skills at the baccalaureate level, reflected in the capstone portfolio.
- Appreciate the diversity of entities, both business and nonprofit, to which management concepts pertain, reflected in participation on the online and/or optional face-to-face discussions.
- Refine self-actualization proficiencies promoting academic and professional success, reflected in the resume, capstone portfolio, and final presentation.

## Course Requirements

**Read the course requirements and review the class calendar and checklists carefully!! As most of you know, an online environment requires strict adherence to schedules and requirements. Your grade in the capstone seminar will depend on your participating and finishing requirements on time, and failure to complete class requirements will adversely affect your graduating on time.**

### Capstone Project (40% cent of final grade)

Each student will complete a capstone project in accordance with either the Internship Option or the Research Option as described below.

### Preliminary Discussions Online and Summaries (10% of final grade)

Online team discussions on project development and prospectuses, concluding with two deliverables:

- The capstone project prospectus, strictly adhering to the guidelines below, to be discussed in your teams and posted in your portfolio no later than February 5.
- A brief (100-200 word) summary of individuals' experiences in their team discussions to be posted in your portfolio no later than February 12.

### Core Topic Online Discussions (15% of final grade)

- Starting February 12, each week has a designated core topic from the BSMA program. Students are expected to participate in at least four online topic discussions, linking capstone projects to core areas of the BSMA program.

## Final Presentation (15% of final grade)

- Each student will make a final presentation of no more than 10 minutes summarizing the capstone project. The final presentation can be video recorded or can be presented live in the optional meeting on May 1. (15 per cent of final grade)

## Capstone Portfolio (20% of final grade)

- Using the Edublog platform to which I'll introduce you during the first two weeks of the semester, students will complete the capstone e-portfolio, integrating their research or internship experience with management concepts and practices, including examples of communication skills in diverse areas of written, verbal, and visual communication. Portfolios will contain, at minimum, the following:
  - ✓ Capstone Project Prospectus (by Feb. 5)
  - ✓ Summary of Team Prospectus Discussion (by Feb. 12)
  - ✓ At least two examples of work from other courses (by March 5)
  - ✓ Midterm project update and reflection (by March 19)
  - ✓ Resume (by April 9)
  - ✓ For internships, final log and reflection (by April 30)
  - ✓ For research projects, final paper (by April 30)
  - ✓ Recorded final presentation (by April 30) or, if final presentation is made face-to-face on May 1, link to final presentation video by May 6.

## Conduct of Class

Our class is designated as 100 per cent online. You will not be required to come to campus at any time to complete the course requirements. However, in order to foster a sense of community among our December graduates, I am scheduling four face-to-face meetings on Wednesday evenings, Jan. 16, Feb 13, March 27, and May 1. While you are not required to attend any of these meetings, I believe that they will contribute materially to your capstone experience. Additionally, you may be able to complete some class requirements at these meetings which you'll otherwise need to do online.

Our class will proceed on a weekly schedule, with each week beginning on Wednesday. Designated deadlines are at the end of each week, Tuesday at midnight. I will post occasional videos, which I'll announce on Remind.com. In a class which is online with twenty or so students each doing individual projects, it's easy to lose track of the basic class structure. Therefore, I will adhere strictly to posted deadlines! **Please adhere to the attached class calendar and checklist, which is considered part of this syllabus.**

## Recommended Readings

While there are no required texts, students may be assigned relevant readings during the course of the semester.

## Communication, Office Hours, and Getting Help

Our primary means of communication will be Gordon State College email and Remind.com, which you are already familiar with. All online discussions will take place on Piazza.com, which you are also already familiar with.

My office is in Russell 309. During the semester, I will maintain the following office hours:

Monday	1:15-3:15
Tuesday:	1:15-4:15
Wednesday	9:30-10:30; 1:15-3:15

If, due to class or work conflicts, you are unable to meet with me during scheduled office hours, then please make an appointment using either email or Remind text.

## Academic Catalog

Students are expected to be familiar with and adhere to all regulations contained in the Gordon State College Catalog.

## Management 4900 Research Option

### Overview

The senior research project is an alternative capstone experience to an internship in the Bachelor of Science in Management and Administration program. It allows students to explore academic areas which they've found especially interesting, engage in the process of discovery, and contribute in their areas of interest and expertise.

As the major project in a semester course, it will obviously involve more work than a term paper. It will probably be the largest single project that students will undertake in their undergraduate careers. A critical feature of the project involves close associations between the student and the members of the faculty, particularly with the professor supervising the work. Wherever possible and practical, students should explore research options which various faculty prior to the beginning of the capstone semester; the research advisor need not be the faculty member supervising the senior seminar in any given semester.

### Formats

The final product can take one of several forms, depending on the interests of the student:

- Research paper- This paper uses established methods to analyze first-hand data from experiments and surveys. It may include laboratory or field-work and/or research including human subjects (with the guidance of an adviser trained in human subjects research and formal approval of the research project). (roughly 15-25 pages)
- Scholarly paper- A paper that uses original and secondary published sources to formulate a thesis question and make a creative and sound contribution to the literature. The paper may be a review and synthesis of the literature or an original paper. (roughly 20-30 pages)
- Business Plan- The student conceptualizes a business, including a plan for marketing, finance, and implementation. Students interested in entrepreneurship often choose this format. (roughly 20 pages)
- Business Enhancement Plan- The student develops a detailed plan for enhancing an existing business or nonprofit organization. Students working at an existing business or nonprofit organization may find this an attractive format (roughly 20 pages)
- Pedagogy- Students create educational "units" which include lesson plans, pedagogical instructions, and a formal reflection paper. Student interested in business education may find this option attractive. (roughly 15-20 pages)

**In addition to the written paper, the student will make a 10 minute presentation to an audience selected by the student and the advisor.**

### Prospectus

No later than three weeks after the semester begins, the student should submit a project proposal covering the following topics as appropriate to the specific format chosen:

1. **TENTATIVE PROJECT TITLE:** This should be a concise, tentative working title, subject to change as your understanding of the project changes.
2. **A statement of the project's central focus:** What do you want to find out in this project? What questions are you asking? What do you expect to learn?
3. **A description of the major task involved in working on the project?** What kinds of things do you imagine you will have to do to complete the project? What kind of work activities will the project entail?
4. **An initial review of resources that the project will draw upon:** What do you want to bring to the project? Have you taken any courses related to the topic of this project? What resources will you depend on your advisor to provide? What will you have to go out and find?

5. A calendar or work plan. What do you imagine you will do at each stage of the work? What due dates have you set for each stage and the final project?
6. An explanation of any special concerns you or our advisor might have about this project?

## Management 4900 Internship Option

### Overview

The Management and Administration internship is an alternative capstone experience to a research project in the Bachelor of Science in Management and Administration program. It allows students to view the various aspects of their academic experience in the context of an ongoing business or nonprofit organization. Internships may be related to a student's ongoing job, providing that all the following requirements are met.

### Internship Guidelines

1. Students are responsible for arranging their own internship
2. Internships will be arranged only with an approved business or nonprofit organization relevant to the student's career aspirations.
3. While the internship need not take place over the entire semester, students must work a total of 97.5 hours, which equates to an average of 6.5 hours over 15 weeks, in addition to equivalent class time of 1.5 hours per week. A total of two internship placements may be used to accumulate required hours.
4. The internship is expected to provide the student with hands-on experience that helps them develop knowledge and skills relevant to their own career aspirations.
5. Students must have professional level supervision at the work site while also reporting to the MGNT 4900 instructor. The supervisor should also have at least 5 years of meaningful work experience relevant to the substantive area of internship.
6. The nature of the internship should expose the student to practical application of at least two of the BSMA core areas of management, finance, marketing, entrepreneurship, quantitative analysis, economics, or management information systems.
7. Before the end of the third week of the semester, students should complete an internship prospectus which, for Fall 2017, should include the following components:
  - a. A description of the organization for which they will be working
  - b. The name and position of their supervisor
  - c. The nature of the work which the internship entails
  - d. A set of learning objectives, developed in consultation with both the internship supervisor and the MGNT 4900 instructor. **The learning objectives should relate the internship to at least two of the core areas as specified above.**
  - e. A tentative internship work schedule.
  - f. Statement of whether the position is paid or unpaid. See additional notes for unpaid internships below
8. Student must keep a time log of all hours worked that includes a description of activities and an end of the week summary identifying objectives addressed. Where the internship relates to an ongoing job, the log must address specific time allocated to learning objectives in item 7c of the prospectus.
9. The student will meet with the MGNT 4900 instructor and/or participate in the online class for an equivalent of 1.5 hours each week.
10. Both a written report and an oral presentation summarizing the internship experience and relating it to the academic content of the Management and Administration program will be required of each student for completion of the internship and assignment of academic credit; form and extent of the written project and oral presentation will be determined during the course of the semester

### Unpaid Internships

**In addition to the above, all unpaid internships supported by Gordon State College should meet the following six criteria established by the U.S. Department of Labor as "fair hiring practice":**

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern.

3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

## Addendum to Syllabus: Required Wording

**Gordon State College requires all faculty to include the following wording on every syllabus.**

### **Title IX**

Gordon State College is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. All faculty members at Gordon State College are mandated reporters. Any student reporting any type of sexual harassment, sexual assault, dating violence, domestic violence or stalking must be made aware that any report made to a faculty member under the provisions of Title IX will be reported to the Title IX Coordinator or a Title IX Deputy Coordinator. If you wish to speak with someone confidentially, you must contact the Counseling and Accessibility Services office, Room 212, Student Life Center. The licensed counselors in the Counseling Office are able to provide confidential support. Gordon State College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Students seeking accommodations on the basis of pregnancy, parenting or related conditions should contact Counseling and Accessibility Services regarding the process of documenting pregnancy related issues and being approved for accommodations, including pregnancy related absences as defined under Title IX.

### **ADA and 504**

If you have a documented disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. The Counseling and Accessibility Services office located in the Student Center, Room 212 can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GSC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, contact Counseling and Accessibility Services at 678-359-5585.

### **House Bill 280**

For information regarding House Bill 280, see the University System of Georgia at the following link: <http://www.usg.edu/hb280>

### **Religious Holidays**

Gordon State College acknowledges that the academic calendar can sometimes conflict with major holidays from among our diverse religious traditions. If a student must miss class due to the observance of a religious holiday, that absence may be excused. To be excused, the student must inform his/her instructors before the absence and make alternate arrangements for any work due at the time of the absence. An excused absence for the observance of a religious holiday does not excuse student from responsibility for required course work.

### **Hightower Collaborative Learning Center & Library**

The Hightower Collaborative Learning Center & Library offers Gordon State students specialized library research assistance. Students can meet with their personal librarians for one-on-one help in each discipline, major, or course to search and evaluate information sources effectively. Go to <http://libcal.gordonstate.edu/> to schedule an appointment by clicking the Personal Librarian tab or click on the Presentation Practice Room tab to make a reservation. For immediate help, call 678-359-5076 or stop by the Circulation/Check-Out Desk. You can also Ask A Librarian or drop by the Circulation/CheckOut Desk. Check the library's web site for hours, Electronic Resources, and LibGuides (subject- or classspecific research guides).