

Syllabus for  
**BUS 400--Senior Seminar**  
1 Credit Hour  
Spring 2021

I. COURSE DESCRIPTION

Integrating prior business knowledge, this course provides a comprehensive review of foundational business topics. Special emphasis will be placed on business tools, information systems, professional development and faith integration in preparation for careers.

Prerequisite: Senior status

Co-requisite: Enrollment in Strategic Management (MGT 431)

II. COURSE GOALS

After attending a combination of learning experiences which include required classes, external seminars, a virtual tour and the ORU Career Fair), the student will have a broader understanding of professionalism in career settings and business practice.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Terminal Objectives

As a result of successfully completing this course, the student will be able to do the following:

- A. Demonstrate in-depth knowledge of business principles and business practice
- B. Prepare a resume
- C. Demonstrate professionalism in business career settings
- D. Demonstrate an understanding of Christian values in business practice
- E. Develop a better understanding of personal calling and career choices
- F. Gain a better understanding of ERP

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

A. Required Textbook

Seelig, T. (2019). *What I Wish I Knew When I Was 20. A Crash Course on Making Your Place in the World*. Harper Collins: New York. ISBN 978-0-06-294258-6

B. Required Materials

Internet Access, Web Browser, ORU e-mail account. D2L

## V. POLICIES AND PROCEDURES

### A. University Policies and Procedures

- 1.. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
  - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
  - b. Failing to meet group assignment or project requirements while claiming to have done so;
  - c. Failing to cite sources used in a paper;
  - d. Creating results for experiments, observations, interviews, or projects that were not done;
  - e. Receiving or giving unauthorized help on assignments.  
By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
2. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
3. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
  - a. **The penalty for not submitting electronically or for incorrectly submitting a Whole Person Assessment artifact is a zero for that assignment.**
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

### B. Course Policies and Procedures

1. Quizzes: Quizzes will be given on a weekly basis and will consist of material from the prior week of class. Students will have 2 attempts to get their highest score. All quizzes will be completed by the specified due

date. **You will not be allowed to take any quiz after the due date (NO EXCEPTIONS).**

2. Ethics Case Study Summary: The case summary will be announced in class and posted in D2L. The case summary is to be 2 typed pages (APA format) in length plus references on the third page. **-20% per day will be deducted from late case summary submissions.**
3. Reflections Paper: The reflection paper will be written based on the book ***What I Wish I Knew When I was 20***. Instructions will be given in class and posted in D2L. The paper will be 2-3 pages (APA format) in length plus references. **-20% per day will be deducted from late reflection paper submissions.**
4. Attendance at the ORU Career Fair and 2 approved PDP events in the College of Business is mandatory for the course.
  - a. The date of the ORU Career Fair will be announced in class and posted in D2L
  - b. PDP events are available throughout the semester and will be announced in class, posted in D2L and in the College of Business.
  - c. Attendance and punctuality are a critical part of business professionalism. As a result, attendance will be taken at all required events.
    - i. Students must “swipe in” with their ORU ID or Z-number at all classes and events to receive credit for attendance. For classes, students may “swipe in” until 10 minutes after the class starts. After that, students may not swipe in and will lose attendance points. However, keep in mind that attendance is expected to be punctual.
    - ii For professional development points (PDPs), attendance records are submitted to Mr. Unruh following PDP events. Please check with Mr. Unruh if you have any questions regarding these points.
5. Résumé: Students must post their résumé on Handshake by the specified due date. An approval email from Career Services must be uploaded to D2L (screenshot) by the specified date. **No exceptions.** The approval takes time, so please upload your resume at least 1 week prior to the due date.
  - a. Instructions on how to place a résumé online in Handshake are available on D2L or in the Career Services Offices (LRC 3rd floor).
  - b. If you have already submitted a resume to Handshake, your resume must be re-submitted and Career Services will need to be notified. A new approval email will be provided.
6. ERP/SAP Module: The last few weeks of this course will be focused on developing basic ERP/SAP skills. You will be provided with separate instructions, including any additional required course materials, assignments, quizzes, and details regarding this module.

7. Course Evaluation:

Quizzes	100
Ethics Case Study Summary	50
Reflections Paper	50
Resume	50
Career Fair Attendance	50
Professional Development Events	50
<b>Subtotal</b>	<b>350</b>
ERP/SAP Module	50
<b>Total Points for Course</b>	<b>400</b>

C. Additional Course Policies and Procedures

1. Attendance Policy

- a. Attendance is mandatory and is taken up to 10 minutes after class starts. All students who miss class including those who are administratively excused, are expected to obtain class notes and materials and to complete assignments and quizzes by the due date or are expected to make other arrangements with the professor PRIOR to the due date.
- b. In business, employees are allowed personal days or sick leave to be absent from the job without penalty. Similarly, students may miss class up to the number of times per week a class meets without penalty (see table below). This allowance is for illness, personal business, and/or emergencies. The professor has the discretion to excuse any absence beyond those described above. If a student has excessive *unexcused* absences, a penalty will be assessed as follows:

Number of days the class meets per week	Number of absences <u>not</u> resulting in a penalty	For <u>each additional day</u> the student incurs an unexcused absence beginning with absence number:	The student's total number of points will be reduced by*:
3	3	4	2% (1/45)
2	2	3	3% (1/30)
1	1	2	7% (1/15)

\*Based on a 15 week semester and the number of days per week the class meets.

- c. Whether excused or unexcused, excessive absences may negatively impact the student's performance/grade and may cause the student to fail the course.
- d. The professor has the prerogative to assign bonus points (if any) for perfect attendance.

2. Tardies

- a. Tardy is defined as missing *any* portion of class.

- b. Being consistently tardy to class is disruptive to the class and disrespectful to the professor and to fellow class members. This type of behavior is unacceptable in business. Thus, three unexcused tardies will be equal to one unexcused absence.
  - c. Depending on the amount of the class missed, makeup work may be required or a student may be marked absent for that class.
  - d. To not be counted absent altogether, the student is responsible to inform the professor that he/she was tardy immediately following that class.
- 3. Professionalism: Students are expected to hold the highest levels of professionalism including integrity and honesty, respectfulness, punctuality and leadership. Exemplary behavior is expected in the classroom and especially in the presence of guest speakers.
- 4. Schedule and Other Changes: The information in this syllabus is subject to change. Any such changes will be announced in class and/or communicated via D2L or e-mail.
- 5. D2L and e-mail: Assignments, announcements, changes to this syllabus and other communication from the instructor, from time to time, may be made via D2L and/or the student's ORU e-mail address. Students are required to review their D2L class page and ORU e-mail daily.
- 6. Video or audio recording during class: No video or audio recording of the instructor or guest speakers is allowed in class under any circumstances without the explicit written permission of the instructor and/or guest speaker.
- 7. Dropping the Course: It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.
- 8. Special Academic Accommodations: While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. Please contact the appropriate ORU authority for instructions on how to gain special academic accommodations.
- 9. Professors' name:  
Dr. Ardith Baker, Senior Professor and Assistant Chair  
Office: GC 3F14  
Telephone: 918-495-6669  
E-Mail: abaker@oru.edu

## VI. COURSE CALENDAR

**Tentative Schedule:** Reviews are scheduled in this order but are subject to change. Check your ORU email or D2L News section for updates.

TOPIC
Review Syllabus/Course Introduction
Business Law Review
International Business Review
Economics Review
Marketing Review
Finance Review
Accounting Review
Management Review
Information Systems Review
Quantitative Analysis & Statistics
<b>ERP/SAP modules</b>

## Course Inventory for ORU's Student Learning Outcomes

### *BUS 400 Senior Seminar*

*Spring 2021*

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b>				
<i>Proficiencies/Capacities</i>					
1A	Biblical Literacy			X	
1B	Spiritual Formation			X	
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b>				
<i>Proficiencies/Capacities</i>					
2A	Critical thinking, Creativity, and Aesthetics			X	
2B	Global & Historical Perspectives				X
2C	Information Literacy			X	
2D	Knowledge of the Physical and Natural World				X
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b>				
<i>Proficiencies/Capacities</i>					
3A	Healthy Lifestyle				X
3B	Physically Disciplined Lifestyle				X
<b>4</b>	<b>Outcome #4 – Socially Adept</b>				
<i>Proficiencies/Capacities</i>					
4A	Ethical Reasoning and Behavior		X		
4B	Intercultural Knowledge and Engagement				X
4C	Written and Oral Communication Skills		X		
4D	Leadership capacity		X		

Addendum to the Syllabus for  
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**Coronavirus:** All faculty members and students are expected to be face-to-face in the classroom except under conditions provided in the ORU Fall 2020 Coronavirus Response Plan, which can be found at <https://oru.edu/campus-health/>.