



Course Syllabus

LMBA 502 - Graduate Orientation

0 Credit hours

I. COURSE DESCRIPTION

This course introduces the student to action research at the master's level, their cohort, courses, and proven learning strategies.

Prerequisites: None

II. ACADEMIC MISSION

Oral Roberts University's academic mission is to transform students by the power of the Holy Spirit into whole, competent servant-leaders through liberal arts and professional education that is fully Christian. Within a Spirit-filled healing community, administration, faculty, and staff love and serve students by helping them grow in knowledge, skills, wisdom, character, and spirit. Student transformation is measured through the evaluation of student expression of University learning outcomes as demonstrated through the following outcomes.

- 1 Spiritual Integrity
- 2 Personal Resilience
- 3 Intellectual Pursuit
- 4 Global Engagement
- 5 Bold Vision

The last page of this syllabus, "COURSE INVENTORY for ORU's Course Objectives," indicates how this course supports ORU's academic mission and ORU's whole-person approach to learning outcomes.

III. PROGRAM OUTCOMES

This course is offered by the ORU's College of Business graduate school. This course supports the program outcomes of the Master of Business Administration in Leadership. The MBA-L has 6 program learning outcomes, listed below. By way of introduction, this course supports the sixth outcome marked below in **bold text** and with an asterisk (*).

1. Core Business Knowledge
Demonstrate in depth understanding of graduate level business knowledge and theory across the major business disciplines.
2. Ethical Leadership

Demonstrate an application of ethical principles in a personalized and preferred leadership structure and style

3. Global Perspectives

Demonstrate cultural sensitivity and respect for global perspectives and an ability to analyze market, economic, social and political trends in a global environment.

4. Ethical Business Information

Demonstrate appropriate ability to ethically identify, access, evaluate, and apply business information in a business environment.

5. Oral Communication

Demonstrate competencies in verbal skills using the latest technology when appropriate.

6. Written Communication*

Demonstrate competencies in writing using the latest technology when appropriate.

IV. COURSE GOALS

The purpose of this course is to help new students envision how they might approach their graduate studies, with sound study habits and personal discipline. Students are introduced to the College of Business, along with ORU's online D2L course technology platform and other academic support systems, such as the ORU Library, Career Center and Global Learning Center.

V. COURSE OBJECTIVES

After successfully completing this course, I should be able to:

1. Use ORU's online D2L learning management system as a self-directed learner.
2. Understand the standards for academic research and writing, in online forums and course projects.

VI. TEXTBOOK AND OTHER LEARNING RESOURCES

Before you purchase your required textbook(s), click on the ORU Bookstore link to verify whether digital texts are provided as part of your Follett course fee.

<http://www.bkstr.com/oralrobertsstore/home>

Required Materials

Textbook: None

Other Required Materials: None

Optional Materials

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC. [ISBN: 1433805618]

VII. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. **Plagiarism:** The ORU Catalog explicitly addresses the issue of plagiarism. Make sure you know [ORU's policy on plagiarism](#) and [what is considered plagiarism](#).
2. **Privacy:** By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU University](#)

[Catalog](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.

3. Whole Person Assessment Requirements:

- a. Specify which, if any, Whole Person Assessment requirements there are for this course.
None

B. School and/or Department Policies and Procedures

1. Class Assignments

- a. Students need to have the appropriate textbooks, course materials, and other supplies as designated by the professor.
- b. Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment's criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.

2. Late Work

- a. The student is responsible for obtaining class assignments and materials, and all work is expected to be completed as scheduled. The professor may not accept late work, or it may result in a lower grade. Computer or Internet malfunctions do not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it completed, edited, and proofread prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Generally, assignments missed from a serious sickness or family crises can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy. Instructors use their own judgment in accepting late work.

3. Incompletes

On rare occasions, the grade of "I" may be given for work that is incomplete at the time grades are given. It is given only after the instructor and the department chair or college dean approve a petition submitted by the student that his or her work is incomplete for good cause. Good cause typically consists of a catastrophic event in which the student is prevented from completing the course requirements. It is the responsibility of the student to initiate the petition through <http://petitions.oru.edu>, make up any incomplete work, and ask the instructor to submit a grade change to the registrar. If the work is not completed by the end of the subsequent session, the incomplete will automatically convert to an "F." For graduating seniors, the degree will be awarded in the term that the student completes his or her course work, not the final term of enrollment.

4. Citations

Textbook(s) and materials for the course are listed using standard [citation style](#) (APA, MLA, Chicago, Turabian, etc.). Since other styles may be used in disciplines other than the one used in this course or school, the [ORU Citing and Documenting Sources](#) pages offer a collection of styles students may choose from. This course asks that students be consistent in whatever style they use throughout the course.

C. Online Programs Policies and Procedures

- 1. Communicating with your Instructor:** All email communication between students and faculty will be through their ORU.edu emails.
- 2. Learning Community:** Online learning community is established through active participation in the threaded weekly discussions. The mutual exchange of ideas, information, and experiences is an essential part of the learning process, and students are encouraged to use the discussion forum as virtual classroom platform.
- 3. ADA and Students with Disabilities:**

- Click here (<https://www.d2l.com/accessibility/>) to view Desire2Learn's "Accessibility Resources for Students with Disabilities."
- Students requiring Disability Services from ORU, please click here: <https://goo.gl/OGok4x>
- Desire2Learn (D2L) Accessibility Guidelines and Checklist: <https://goo.gl/Ck4RwY>

4. Useful Links for Online Students:

- [Student Learning Glossary](#)
- Library: <http://library.oru.edu>.
- D2L Helpdesk: d2lhelp@oru.edu
- I.T. Student Helpdesk: studenthelpdesk@oru.edu
- [Netiquette and Online Discussions](#): <https://goo.gl/f744AY>
- Contact the University: please [fill out this online form](#). Please first contact your instructor for assistance with any matter specific to the course.

D. Course Policies and Procedures

- 1. Evaluation Procedures:** The final grade will be based on forum discussions, projects, and a final exam. The weight of each item is included in the Course Calendar. Extra credit items are not offered in this course.

Grade Weight	Category
22%	Meetings
30%	Forums
24%	Quizzes
24%	Projects

2. Evaluation Procedure:

This is a Pass / Fail course.

A Pass is any course score 70% and above. Anything 69% or below is a Fail.

3. Other Policies and/or Procedures

None

VIII. COURSE CALENDAR

The Course Calendar shows the specific learning activities and assessments for this course, along with their respective grade weights. The far-right column lists the Course Objectives (CO) that support the corresponding Assessment in column 2. Further descriptions for activities and assessments are in their respective weeks in D2L. When applicable, ¥ Indicates this is a Whole Person Assessment item that is also submitted to the E-Portfolio system. † indicates this is a faith integration item tracked by the program.

LMBA 502 Graduate Orientation				
Lesson 1	Beginning my Graduate Degree	Hours	Weight	CO
Mon-Tue	View / Read / Listen	1	--	--
	MeetUp 1: LMBA Launch Webinar // see Date & URL in Course	1.5	22%	3
	Forum 1: Introduce Yourself	1	15%	1
	Quiz 1: Get to Know ORU & D2L	1	8%	1
	Project 1: Am I eLearning Ready?	.5	6%	1
Lesson 2	Becoming a Self-Directed Learner	Hours	Weight	CO
Wed-Thu	View / Read / Listen	2	--	--
	Forum 2: Making Forum Posts / Citing Sources	2	15%	2
	Quiz 2: How do I Avoid Plagiarism?	1	8%	2
	Project 2: Form a Personal Learning Community	1	6%	3
Lesson 3	Managing my Time & Focus	Hours	Weight	CO
Fri - Sun	View / Read / Listen	2	--	--
	Quiz 3: Using ORU's Digital Library	1	8%	2
	Project 3a: Time Management Worksheet	1	6%	2
	Project 3b: Campus SaVE Tutorial	1	6%	3
Course Total	Total hours based on 16 hours per week for 1 week.	16	100%	

IX. COURSE INVENTORY

For ORU's University Outcomes

LMBA 502

This inventory indicates the extent to which this Course's Objectives contribute to the Outcomes of its primary Program, and aligned upward to one or more of ORU's University Outcomes (in grey 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.

OUTCOMES	Significant	Moderate	Minimal
1. Spiritual Integrity			
PO4. Ethical Business Information: Demonstrate appropriate ability to ethically identify, access, evaluate, and apply business information in a business environment.		X	
• CO2. Understand the standards for academic research and writing, in online forums and course projects.		X	
2. Personal Resilience			
3. Intellectual Pursuit			
PO1. Core Business Knowledge: Demonstrate in depth understanding of graduate level business knowledge and theory across the major business disciplines.		X	
PO5. Oral Communication: Demonstrate competencies in verbal skills using the latest technology when appropriate.		X	
• CO1. Use ORU's online D2L learning management system as a self-directed learner.		X	
PO6. Written Communication: Demonstrate competencies in writing using the latest technology when appropriate.		X	
• CO2. Understand the standards for academic research and writing, in online forums and course projects.		X	
4. Global Engagement			
PO3. Global Perspectives: Demonstrate cultural sensitivity and respect for global perspectives and an ability to analyze market, economic, social and political trends in a global environment.		X	
5. Bold Vision			
PO2. Ethical Leadership: Demonstrate an application of ethical principles in a personalized and preferred leadership structure and style		X	

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This syllabus is subject to change without notice up until the first day of the semester.

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