



COURSE SYLLABUS

Term: Fall 2017 (2017-1)

Course: BSMT 499X: Senior Seminar in Business Management

Instructor Information:			
Instructor Name	George F. Grzesiowski (Mr. G) MA/MBA/ABD/CPA Professor and Program Director for Accounting		
Office Number:	516		
Phone Number:	219-473-4283 (Office) Cell: 219-716-5002 (Best)		
Email:	ggrzesiowski@ccsj.edu		
Hours Available:	Monday	7:00 AM– 8:30 AM 3:15 PM – 7:00 PM	
	Wednesday.	7:00 AM – 8:30 AM 10:00 AM – 12:00 PM 3:15 PM – 7:00 PM	
	Or, by appointment		
Instructor Background: See Autobiography posted in Blackboard			

Course Information:	
Course Time:	Arranged
Classroom:	Independent Study
Prerequisites:	Senior Status
Required Books and Materials:	No text required

Course Description:

This capstone course is designed to assist students in the integration and critical examination of the various concepts, theories, and methods of inquiry presented in general education and the major. Learning outcomes for both general education program and the major are reviewed. Course assignments assist students in assessing the degree for which learning outcomes have been mastered. Senior standing is required.

Learning Strategies:

Blackboard.

Open Door Policy

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.

Experiential Learning Opportunities:

Conduct an interview with a leader and report your findings.

Assessments:		
Major Assignments:	Assessment:	
	<u>Points</u> <u>Weights</u>	
	Paper 1: 150 30%	
	Paper 2: 150 30%	
	Paper 3: <u>200</u> <u>40%</u>	
	Total <u>500</u> <u>100%</u>	
Class Participation And Attendance	Independent Study. If questions arise stop by the office during office hours or make an appointment.	

Assessments:		
Major Assignments:	Assessment:	
	<u>Points</u> <u>Weights</u>	
	Paper 1: 150 30%	
	Paper 2: 150 30%	
	Paper 3: <u>200</u> <u>40%</u>	
	Total <u>500</u> <u>100%</u>	

Grading Points Scale:

Grade	Percent	Points
A	92-100	460-500
A-	90-91	450-459
B+	88-89	440-449
B	82-87	410-439
B-	80-81	400-409
C+	78-79	390-399
C	72-77	360-389
C-	70-71	350-359
D+	68-69	340-349
D	62-67	310-339
D-	60-61	300-309
F	59 and below	299 & below

Instructions:

Assignments: three research papers.

Paper #1:**Leadership Project:**

Interview a leader of your choice (managers, coaches, college administrators, community leaders, faculty). Use the following Questions.

1. In your view what makes an outstanding organizational leader?
2. What are the core values that you attribute to your success as a leader?
3. What is your vision for your organization?
4. What are the big picture goals you are working on this quarter?
5. What books, periodicals or articles have you found most useful to you in the past 3-6 months?
6. Who are the key members of your inner circle?
7. What do you do to make employees feel appreciated and valued?
8. What is being done to help employees learn and grow?
9. What is the process you use to make major decisions?
10. In what ways are top performing teams operating in your organization?
11. What is the most gratifying part of your leadership role?
12. What things frustrate you the most about your leadership role?
13. What things must you do to make more good things happen in the organization?
14. In what ways is the organization growing and continuously improving?
15. What seems impossible to do but if it could be done would make a huge difference in your organization?

Paper Organization:**Sections:**

Introduction: Who are you interviewing? Give a brief background.

Questions/Answers: Use each question as a heading. Under each question summarize the interviewee's response.

Reflection: reflect on what you have learned concerning leadership.

If you wish to record the interview make sure you get permission first.

Paper #2:**Part 1: Self-Assessment**

Student will assess to what degree they mastered the learning outcomes for the general education and business management programs:

General Education

1. Demonstrate proficiency in communication arts, e.g., written and oral abilities and electronic technology.
2. Have developed proficiency in thinking critically and originally, demonstrating an ability to construct and defend logical arguments, and engage in problem solving ethically, coherently and consistently.
3. Demonstrate an understanding of the social sciences and an ability to apply the methods of social services to critically interpret society's processes and events.
4. Demonstrate an understanding of the concepts, methods and applications of science, especially with regard to the individual's relationship to the environment and the cosmos.
5. Demonstrate an understanding of the concepts and applications of mathematics.
6. Demonstrate knowledge and insight into the tradition of the arts and the humanities. They will also demonstrate an appreciation of the creative dimension of the human person as manifested in the creative arts and literature and an understanding of the arts as a defining element of human culture.
7. Demonstrate an understanding of faith and belief systems, and ethical precepts through knowledge of the principles of philosophy and the principles of theology, especially within the Catholic tradition.
8. Develop an appreciation of the global dimension of humanity in our diverse and interdependent world and be able to examine global issues.

Business Management

1. Demonstrate mastery of the theories, principles and practices of management and the ability to apply qualitative, quantitative, and information technology tools for effective decision making.
2. Be able to engage the methods of inquiry and analysis of the liberal arts and sciences in relationship to the specific situations and problems of management in order to become an effective practitioner.
3. Have developed an understanding and appreciation of the role of business and management in the local, national, and world economies.
4. Demonstrate the capability to critically engage ethical issues in management, particularly questions of social responsibility and professional decision-making.

Part 2: The student will prepare a plan for upgrading the student's education and/or experience to a level of goal and outcome attainment originally aspired to.

Paper #3:

The student will prepare a paper on their leadership and management philosophy to include but not limited to the following topics:

- The need for leaders and leadership in the world today.
- Your understanding and beliefs concerning leadership to include:
 1. Your definition of leadership (include essential ingredients)
 2. Your definition of management
 3. What is the difference between leadership and management?
 4. Key **leadership theories** that help you explain leadership (at least three)
- Your personal Mission and Values that create a foundation for your personal leadership
 1. Mission Statement – what is my purpose? Why am I here?
 2. Values – What do I believe? What is most important to me?
 3. Vision Statement
 4. What are your personal core values?
- Your personal leadership style and strengths
 1. What kind of a leader are you?
 2. Your strengths and weaknesses
 3. Why would you be a good manager/leader?

The paper should be properly referenced and follow APA guidelines in presentation.

Due Dates:

Paper 1: Monday October 16th

Paper 2: Monday November 13th

Paper 3: Monday December 4th

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	Independent Study
Turning In Your Work	Post in blackboard

CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; <p>Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.</p>
Classroom Behavior & Using Electronic Devices	Independent Study
Participating in Class	Independent Study
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Tracking Your Progress	Grades will be posted in Blackboard.
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	This free and confidential counseling service is available on-campus to help you deal with personal issues. The counseling office is in Room 301. You can reach them at 219 473-4362 (on campus) or 219-736-4067.
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .