

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

TEAM PRACTICUM  
BUSN 2180

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: .0**

**Revised: Fall 2015**

Note: This course is not designed for transfer credit but may be accepted by other schools.

**Catalog Course Description:**

A management simulation which is a culmination of the student's academic studies that gives experience in applying theories and skills from various business disciplines to self-managed team problem solving through the use of readings, case studies, simulations, role plays, and guest speakers.

**Entry Level Standards:**

It is expected that the student will have completed most of the required management courses and that the course will be taken in the calendar year in which the student will graduate.

**Prerequisites:**

BUSN 1380, BUSN 2340 and department approval

**Textbook(s) and Other Course Materials:**

1. *Critical Incidents in Management*, 6th Edition, Champion and James, Irwin, 1989. ISBN:0256068259
2. *What Color is Your Parachute*, 2012 Edition, Bolles, Ten Speed Press, 2013. (I don't have the ISBN #)
3. *The Classic Touch*, Clemens and Mayer, Contemporary Books, 1999. ISBN: 0809227975
4. *The One Minute Manager Meets the Monkey*, Blanchard, Oncken and Burrows, William Morrow, 1989. (This book is on Library Reserve and must be read in its entirety by the sixth class meeting.)
5. *The Gregg Reference Manual*, Most Recent Edition (or the one you already own), Sabin, William A., Glencoe/McGraw-Hill, Columbus, Ohio. Current Edition: ISBN: 0-07-339710-5 (This text will be used in all management courses.)

**I. Week/Unit/Topic Basis:**

Week	Chapter(s)	Topic
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Because this course is designed as a management simulation it is necessary to present management students with tasks, exercises, simulations and other activities similar to those they can expect to encounter in the workplace. And, because the workplace very often leaves managers with no time to anticipate and little time for decision making and planning, this course is designed to treat students the same way. Consequently, they are given assignments no more than a week in advance and on frequent occasions their assignments are made on the spot. The scheduling of assignments may change as the semester progresses due to events in the social and economic environment and, more often, due to events in class;

that is, results of specific exercises or conclusions drawn in case discussions may make it appropriate to move up some activity planned for the future or to create new assignments not originally planned.

- 1            Orientation
- 2-15        Student teams will assume responsibility for managing the class, leading discussions of case studies, doing role plays and simulations, managing projects (individual & team), arranging for plant tours and guest speakers, conducting seminars, engaging in experiential exercises, conducting team development analyses, and experiencing performance appraisals.

## **II. Course Goals\*:**

### **The course will**

- A.        Develop in students a practical understanding of the management of people. (I,II,IV,V)
- B.        Foster the ability to analyze information in order to identify problems. (I,III,VII)
- C.        Enhance students' ability to establish objectives and develop plans for achieving those objectives. (I,II,III,IV,V)
- D.        Foster an ability to organize a group for effective performance. (I,II,IV,V,VI,VIII)
- E.        Foster a demonstrable ability to direct the work of others to achieve a stated objective. (I,II,III,IV,V,VIII)
- F.        Enable the development of an ability to control a set of planned activities to achieve an objective. (I,II,III,IV,V,VI,VIII)

\*Roman numerals after course objectives reference goals of the Business program.

## **III. Expected Student Learning Outcomes\*:**

Students will be able to:

1.        Communicate effectively, either orally or in writing, publicly or privately. A,E,F,G
2.        Apply various management theories in self-managed teams. A,E,F,G
3.        Effectively lead a problem discussion, such as might occur in a team or committee meeting. A,D
4.        Work with others in organizing to solve problems. A,E,F
5.        Assemble necessary information for use in identifying problems. B
6.        Break down a problem into its component parts in order to organize resources to reach a solution. B
7.        Analyze information in order to establish objectives in problem solving. B,C
8.        Easily and routinely use the business press to obtain background and specific information for decision making.
9.        Review a set of problems or objectives and establish priorities for action. B,C

10. Make coherent, responsible assignments to members of the team. D,E,F
11. Work with others to identify and develop specific activities that will lead to objective achievement. A,F
12. Manage the team's activities so that the objective is attained. F,G
13. Effectively appraise the performance of team members and peers. A,F,G
14. Conduct her/himself in a professional manner when interacting in business relationships. A,C

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

#### **IV. Evaluation:**

##### A. Testing Procedures:

Students are evaluated on the basis of performance in class. See other evaluation methods, below.

##### Bases for Course Grade:

Presentation	13%
Discussion Leader	13%
Discussion Participation	23%
Class Manager	5%
Dress Code	5%
Career Project	10%
Homework	9%
Team	22%

**Notice:** Participatory Activities account for 71% of your Grade.

##### B. Laboratory Expectations:

See above scale for grade percentage.

A number of projects will be assigned and handouts provided.

##### C. Field Work:

See above scale for percentage of grade.

Guest speakers and plant tours to be announced.

##### D. Other Evaluation Methods:

There are no exams. Students will receive written Performance Appraisals at mid-term and at the end of the semester. As in any business, there will be no letter or numerical grades. The only grade given will be the final course grade awarded at the time of the final appraisal.

Students will be evaluated on how well they handle management responsibilities as assigned, participate in class activities and perform other duties and responsibilities as assigned.

##### E. Grading Scale:

92 - 100	A
89 - 91	B+

82 – 88	B
79 – 81	C+
72 – 78	C
65 – 71	D
Below 65	F

## V. Policies:

### A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

### B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

### C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to [disabilityservices@pstcc.edu](mailto:disabilityservices@pstcc.edu), or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

### D. Other Policies:

Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.