

**COURSES:** BUS 103 – Management Seminars I                      BUS 239 – Management Seminars III  
 BUS 106 – Management Seminars II                              BUS 242 – Management Seminars IV

**CREDITS:** .5 each

**INSTRUCTORS:** Financial Services Staff and Marketing, Management, Sales Staff

**TEXTBOOK:** Three-ring binder with forms and instructions found in the bookstore. There may be some fees when attending seminars and workshops.

**COURSE OBJECTIVE:** Welcome to Management Seminars. This course is designed to broaden your education with outside learning experiences. This course consists of attending seminars and/or participating in workshops, conferences, and campus clubs as well as community service and other volunteerism. This course should reinforce your business education, help you to apply what you have learned, and make you aware of the importance of continuing your education and volunteering for community service after leaving LATI.

**COURSE CONTENT:** This course consists of six (6) hours of learning experiences each semester. Some hours are from the required experiences shown below, while the rest come from the list of elective experiences.

**COURSE PROCEDURE:** It is the student’s responsibility to check emails, announcements, and posters where you will be informed of upcoming seminars and workshops, as well as, be updated on campus activities. Any experience on the required list or that there will an instructor present is pre-approved. Experiences on the elective list where there will be no instructor attending, will need to have a pre-approval form completed. Generally, this will involve having the person in charge of the seminar or workshop verify your attendance and hours by completing the certificate of attendance.

A typed report summarizing the seminar must be handed in to your advisor within **ONE WEEK** of the experience to receive full credit. The reports must be a minimum of **ONE PAGE DOUBLE-SPACED** per hour of seminar attended.

In some cases, such as job interview, you will have other steps to take. Please read the instructions about job interview or visit with you advisor before completing the experience.

**REQUIRED EXPERIENCES:**

<p><b>BUS 103 – Management Seminars I</b></p> <p>Seminar/Workshop/Speaker .....3 hours                      Elective activities .....3 hours</p>	<p><b>BUS 239 – Management Seminars III</b></p> <p>Seminar/Workshop/Speaker ..... 3 hours                      Elective activities ..... 3 hours</p>
<p><b>BUS 106 – Management Seminars II</b></p> <p>Seminar/Workshop/Speaker .....3 hours                      Job Interview (FS only) .....1 hour                      Elective activities (FS).....2 hours                      Elective activities (MMS).....3 hours</p>	<p><b>BUS 242 – Management Seminars IV</b></p> <p>Seminar/Workshop/Speaker ..... 3 hours                      Portfolio ..... 2 hours                      Job Interview ..... 1 hour</p>

**ELECTIVE EXPERIENCES:**

You may choose your elective hours from the list below or find your own. You must obtain pre-approval for any experiences not listed below.

Attendance at a campus organization	Actual time spent
Officer in a campus organization	2 hours per semester
Attend and compete in a campus organization conference or contest	4 hours per conference
Seminar, Workshop, Speaker	Actual time spent
Community Service work through Volunteer Center	Actual time spent
Department student ambassador	Actual time spent
Job Interview	1 hour each
Special Projects	Actual time spent

**INSTRUCTIONS FOR CERTAIN EXPERIENCES:**

**Job Interview:** Read the specific instructions included in the binder.

**Community Service:** Unless this is arranged and attended by an instructor, you will need pre-approval for this experience. To get credit, the certificate of attendance must be completed. For the most part, community service must be arranged through the Volunteer Center (886-5270)

**Portfolio:** Your portfolio should look professional when completed. It should include your resume, transcript and other important documents that tell who you are and what your qualifications are. Additionally, it should include any certificates and awards you have received and write-ups of all your management seminar experiences. It should be constructed in such a way that a potential employer could take a few minutes to look it over and have a good idea of what you are capable of. Excessive papers and lengthy stories should be avoided. Specific examples are included in the section for portfolio in this binder.

**Final Projects:** (MMS) All final projects from courses must be included in the portfolio.

**GRADING:** You will receive a passing grade if you:

- Complete the required 6 hours each semester
- Complete all paperwork for those experiences
- Have your advisor sign off on all of your hours on your checklist.

**A**..... is awarded for 6 hours of management seminar experiences with the required reports

**B**..... is awarded for 5 hours of management seminar experiences with the required reports

**C**..... is awarded for 4 hours of management seminar experiences with the required reports

**F**..... is given for any amount less than the above requirements.