

Briar Cliff University

**Department of Business
Administration**

Student Handbook

Revised 1/07

Introduction. This handbook is intended to acquaint you, the student anticipating a major and/or minor in the department with policies and requirements of this department. It is strongly recommended that you become familiar with its contents.

Department goals. Studying Business Administration, Human Resource Management, Management Information Systems, or Accounting at Briar Cliff includes understanding both business principles and how to become responsible counterparts in the business process. Individuals who are motivated by competition and success and at the same time want to uphold the ethical aspect of the business realm, will prosper much by their studies at Briar Cliff. The business administration, accounting, human resource management, and management information systems department is the campus' largest department. Consequently, there are numerous opportunities to grow with the department and to experience the many individual philosophies and leadership qualities of the faculty and other business, human resource management, and accounting students. Opportunities to socialize within the department and participate in extracurricular educational events are sponsored by a variety of active student organization.

Mission Statement

“The mission of the Briar Cliff University Business Department is to deliver a quality education and develop individuals who can provide leadership in a changing global environment, within an ethical and socially responsible framework. This is accomplished through a broad education using business theory and practice and based upon a liberal arts foundation.”

The department's goals are based on a concept that emphasizes not only technical competence but also the ethics of professional service, thus seeking to foster sensitivity and responsiveness to social responsibilities as well as the ability to identify and pursue personal opportunities. The faculty endeavors to achieve these goals through a variety of teaching techniques-lectures, cases, role-playing, seminars, directed study, internships and computer team simulations. The department arranges and supervises internships (i.e. actual job situations) in all majors for qualified juniors and seniors.

Mission of the University

Briar Cliff University is a community committed to higher education within a liberal arts and Catholic perspective. In the Franciscan tradition of service, caring and openness to all, Briar Cliff emphasizes quality education for its students, combining a broad intellectual background with career development. The university challenges its members to grow in self-awareness and in their relationships to others and to God.

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Curriculum

Major in ACCOUNTING.

The Accounting major is designed to prepare students for careers as professional accountants in public, private, governmental, and not-for-profit organizations. The program builds on a foundation of liberal arts courses and provides the educational background to become a CPA or to attain other appropriate professional certification. This design seeks to insure that the student attains broad perspective which is a requisite to success both as a professional accountant and as a top level financial or business executive.

Upon graduation, students majoring in Accounting will be able to demonstrate competencies in the core areas of research, problem solving, statistical analysis, computer skills, mathematics, oral communication and writing, apply ethical reasoning to decision making and demonstrate personal and team leadership skills, exhibit knowledge of the legal, regulatory, ethical and technological issues inherent in the global environment of business today, demonstrate skills necessary to progress in a career and/or pursue advanced studies, apply fundamental knowledge of economics, finance, information systems, accounting research, law, management and international business to decision making, demonstrate an overall perspective of the basic elements of accounting theory, concepts and applications.

Requirements for Bachelor of Arts in Accounting

39 hours from the Accounting offerings (ACCT) including the following required courses:

ACCT 203	Principles of Accounting I
ACCT 204	Principles of Accounting II (ACCT 203)
ACCT 311	Volunteer Income Tax Assistance
ACCT 316	Federal Taxation I (ACCT 204)
ACCT 323	Intermediate Accounting I
ACCT 324	Intermediate Accounting II
ACCT 340	Accounting Information Systems
ACCT 350	Cost Accounting I
ACCT 351	Cost Accounting II
ACCT 401	Financial Accounting Case Studies
ACCT 402	Financial Standards Accounting Board (FASB)
ACCT 465	Auditing

Majors are also required to take the following:

BUAD 225	Principles of Management
BUAD 330	Principles of Corporate Finance
BUAD 350	Production and Operations Management
or	

MATH 210	Applied Calculus
MIS 220	Microcomputer Applications for Business
ECON 201	Principles of Economics I
ECON 202	Principles of Economics II
WRGT 225	Organizational Communications
SPEC 111	Public Speaking
MATH 200	Elementary Statistics or MATH 360 Probability and Statistics I or SOCY 341 Statistical Analysis

Students must have a minimum grade point average of 2.0 in the major. No more than 4 credit hours of D and D+ in ACCT courses and no more than 8 credit hours of D and D+ in any courses can be used to satisfy major requirements.

Major in BUSINESS ADMINISTRATION

The major in business administration will provide necessary instruction in functional areas including management, marketing, and finance and accounting, as well as economics. This provides a generalist background needed for a variety of careers in business and a solid foundation for the MBA degree. Students wishing to specialize have the opportunity to do so by taking their elective courses in management, marketing or finance. In addition to a major in business administration, the department also offers emphases in marketing and finance. Contact the department for further information regarding these options. The Business faculty will certify the general education service component and competencies in computer usage, moral/ethical reasoning, oral communication, research and writing in this major.

Upon graduation, students majoring in Business Administration will be able to demonstrate competencies in the core areas of research, problem solving, statistical analysis, computer skills, mathematics, oral communication and writing, apply ethical reasoning to decision making and demonstrate personal and team leadership skills, exhibit knowledge of the legal, regulatory, ethical and technological issues inherent in the global environment of business today, demonstrate skills necessary to progress in a career and/or pursue advanced studies, and apply fundamental knowledge of economics, finance, information systems, business research, accounting, law, management, marketing, and international business to decision making.

Requirements for Bachelor of Arts in Business Administration

40 hours from the Business Administration offerings (BUAD) including the following required courses:

BUAD 220	Microcomputer Applications for Business
BUAD 225	Principles of Management
BUAD 301	Principles of Marketing
BUAD 310	Business Research or BUAD 360 Marketing Research
BUAD 330	Principles of Corporate Finance
BUAD 350	Production and Operations Management
BUAD 429	Strategic Management
BUAD 62IR	Careers

Majors are also required to take the following:

ACCT 203	Principles of Accounting I
ACCT 204	Principles of Accounting II
ECON 201	Principles of Economics I
ECON 202	Principles of Economics II
WRTG 225	Organizational Communications
SPEC 111	Public Speaking
MATH 200	Elementary Statistics or MATH 360 Probability and Statistics

Some Business Administration majors may wish to specialize in a particular area in business. Briar Cliff offers the following two emphases.

EMPHASIS IN MARKETING. For those students interested in marketing, you can get an emphasis in marketing. You should take the required classes listed above and the classes below:

BUAD 305 Consumer Behavior
BUAD 345 Advertising
BUAD 360 Marketing Research
BUAD 410 Marketing Management
BUAD 42IR Sales Management

Choose one of the following:

BUAD 150 Entrepreneurship
BUAD 276 E-Business
BUAD 375 Seminar in Entrepreneurship
BUAD 490 Internship

Those interested in a Marketing Emphasis, please see Judy Thompson.

EMPHASIS IN FINANCE. Students interested in an emphasis in finance should take the following courses in addition to the courses required of Business Administration majors:

BUAD 311 Volunteer Income Tax Preparation
BUAD 316 Federal Taxation I
BUAD 317 Federal Taxation II
BUAD 383 Money and Banking
BUAD 415 Investment Analysis and Portfolio Management
ACCT 323 Intermediate Accounting I
ACCT 324 Intermediate Accounting II

Those interested in a Finance Emphasis, please see George Frangedakis.

Students must have a minimum grade point average of 2.0 in the major. No more than 4 credit hours of D and D+ in BUAD courses and no more than 8 credit hours of D and D+ in any courses can be used to satisfy major requirements.

Major in HUMAN RESOURCES.

The Human Resource Management major focuses on the management of an organization's human resources in both unionized and non-unionized settings. The major is intended for two types of management-oriented students: 1) students who are concerned with management of human resources and 2) students who plan to specialize in industrial relations and human resource functions.

Upon graduation, students majoring in Human Resource Management will be able to demonstrate competencies in the core areas of research, problem solving, statistical analysis, computer skills, oral communication and writing, apply ethical reasoning to decision making and demonstrate personal and team leadership skills, exhibit knowledge of the legal, regulatory, ethical and technological issues inherent in the global environment of business today, demonstrate skills necessary to progress in a career and/or pursue advanced studies, and apply fundamental knowledge of economics, information systems, business research, accounting, law and management to decision making.

Requirements for Bachelor of Arts in Human Resource Management

34 hours from the Human Resource Management offerings (HRM) including the following required courses:

HRM/SPEC 109	Human Communication
HRM/WRTG 225	Organizational Communications
HRM/SOCY 240	Race and Ethnic Relations
HRM/BUAD 325	Human Resource Management
HRM/BUAD 335	Organizational Behavior
HRM 355	Employment Law
HRM 400	SHRM Preparation
HRM 408	Labor Management Relations
HRM 420	Compensation
HRM 425	Strategic HRM
HRM 62IR	Careers

And at least one of the following:

HRM 310	Social Psychology
HRM 223	Business Law I
HRM 224	Business Law II
HRM 321	Management Information Systems
HRM 475	Independent Study
HRM 390/490	Internship

Majors are also required to take the following:

ACCT 203	Principles of Accounting I
ACCT 204	Principles of Accounting II

MATH 200	Elementary Statistics
BUAD 220	Microcomputer Applications for Business
BUAD 225	Principles of Management
BUAD 310	Business Research
ECON 200	Survey of Economics (or ECON 201 and 202)
PSCY 110	Introduction to Psychology
PHIL 212	Ethics of Business, Society, and Environment
WRTG 159	Contemporary Argument and Research (WRTG 109)

Students must have a minimum grade point average of 2.0 in the major. No more than 4 credit hours of D and D+ in HRM courses and no more than 8 credit hours of D and D+ in any courses can be used to satisfy major requirements.

Those interested in a major or minor in Human Resource Management, please see Barb Redmond.

Major in MANAGEMENT INFORMATION SYSTEMS.

The major in Management Information Systems (MIS) combines the areas of Business and Computer Science to educate individuals in the effective and efficient handling of one of the most important organizational resources to managers: information. MIS is the science of taking data, processing it and transforming it into meaningful information that can be understood by an organization.

Upon graduation, students majoring in Management Information Systems will be able to explain the basic concepts of information systems, describe the systems development process, explain the basic concepts of operating systems, explain the basic concepts of data communications and networking, demonstrate fluency in at least one programming language and acquainted with several more, explain basic concepts of object-oriented programming, and explain the basic von Neumann computer architecture.

Requirements for Bachelor of Arts in Management Information Systems

Following required courses:

MIS 220	Microcomputer Applications for Business
MIS 321	Management Information Systems
MIS 322	System Analysis and Design MIS 220
MIS 410	Systems Project
CSCI 201	Computer Programming I
CSCI 202	Computer Programming II
CSCI 280	Computer Organization
CSCI 345	Data Structures and Algorithms
CSCI 360	Networking/Communications
BUAD 225	Principles of Management
BUAD 276	E-Business
BUAD 350	Production & Operations Management

Majors are also required to take the following:

ECON 200	Survey of Economics
ACCT 203	Principles of Accounting I
WRTG 225	Organizational Communication
MATH 200	Elementary Statistics
SPEC 111	Public Speaking

MINORS IN THE DEPARTMENT

Students minoring in the department may carry no more than one D counting toward the minor and have a minimum grade point average of 2.0 in minor course requirements.

MINOR IN ACCOUNTING:

Required: ACCT 203, 204 Principles of Accounting I and II
 ACCT 313, 314 Intermediate Accounting I and II

Plus: Two additional 3 or 4 credit hour accounting courses

MINOR IN BUSINESS ADMINISTRATION:

Required: BUAD 225 Principles of Management
 BUAD 301 Principles of Marketing
 ACCT 203 Principles of Accounting I
 ACCT 204 Principles of Accounting II
 ECON 100 Survey of Economics (or ECON 201 and ECON 202)

Plus: two additional 3 or 4 credit hour BUAD courses

MINOR IN HUMAN RESOURCE MANAGEMENT

Required: HRM 325 Human Resource Management (BUAD 225)
 HRM 420 Compensation

Plus two from the following:

 HRM/SPEC 109 Human Communications
 HRM/MATH 200 Elementary Statistics
 HRM/WRTG 225 Organization Communication

and two from the following:

 HRM/SOCY 240 Race and Ethnic Relations
 HRM/PSCY 310 Social Psychology
 HRM/BUAD 321 Management Information Systems
 HRM/BUAD 335 Organizational Behavior
 HRM/BUAD 408 Labor Management Relations
 HRM 490 Internship

MINOR IN MANAGEMENT INFORMATION SYSTEMS:

Required: MIS 220 Microcomputer Applications for Business
MIS 321 Management Information Systems
MIS 322 System Analysis and Design
CIS 201 Computer Programming I
MATH 200 Elementary Statistics

Plus: One more course from the following:

ACCT 350 Cost Accounting I
BUAD 350 Production and Operations Management
CIS 240 File Processing with COBOL
CIS 345 Database Management
Or an information systems course taught in a given discipline

COURSE SEQUENCING FOR THE DEPARTMENT MAJORS

ACCOUNTING

TERM

	I	II	III
First Year	MATH 111 LIBA 100	ACCT 203 WRTG 109	ACCT 204 MIS 220
Sophomore	ACCT 323 ECON 201	ACCT 324 ECON 202	MATH 200 BUAD 225
Junior	WRTG 225 ACCT 370 BUAD 350	ACCT 316 ACCT 350 BUAD 330 ACCT 311	ACCT 317 ACCT 351 ACCT 340
Senior	ACCT 413	ACCT elect.	ACCT 490 ACCT 465

BUSINESS ADMINISTRATION

First Year	LIBA 100 WRTG 109	ACCT 203 MATH 111	ACCT 204 SPEC 111 BUAD 225
Sophomore	ECON 201 BUAD 220 ACCT 203	ECON 202 BUAD Elec. ACCT 204	BUAD 301 MATH 200
Junior	BUAD 350	WRTG 225	BUAD Elec.
Senior	BUAD Elec. BUAD Elec.	BUAD Elec. BUAD 330	BUAD Elec. BUAD 429

HUMAN RESOURCE MANAGEMENT

TERM

	I.	II.	III.
First Year	WRTG 109 PSYC 110 LIBA 100	PSYC 110	WRTG 159 BUAD 225
Sophomore	HRM 240 ECON 200	HRM 109 HRM 200 ACCT 203	HRM 225 ACCT 204 PHIL 212
Junior	HRM 325	HRM 335 HRM 223	HRM 340 HRM 224
Senior	HRM 408 HRM 390 HRM 310	HRM 490 HRM 420 HRM 425	HRM 490 HRM 400

MANAGEMENT INFORMATION SYSTEMS

TERM

	I	II	III
First Year	LIBA 100 WRTG 109	ACCT 203 MATH 111	SPEC 111 BUAD 225
Sophomore	ECON 200 MATH 200	BUAD 276 CSCI 201	BUAD 301 CSCI 202
Junior	BUAD 350 CSCI 280	WRTG 225 MIS 321 CSCI 345	MIS 322
Senior		CSCI 360	MIS 410

COMPETENCIES

Competencies for all majors

Writing Competency for all majors in the department

As a part of the college-wide writing proficiency requirements, students will have to submit samples of writing. These samples will be evaluated by the department's faculty for organization of ideas, grammar, and punctuation. The students must pass two separate writing samples in order to graduate.

The first sample will normally take place:

- 1) when a student reaches his/her sophomore year; or
- 2) when the student declares business administration, human resource management or accounting as a major; or
- 3) when the student is first advised in the department.

The sample will consist of writing for 30 minutes on a topic given at the time of the session. The samples will usually be taken the fifth Wednesday of winter term at 3 pm and again at 8 pm.

The final assessment, which the student must pass for graduation, will be given as a part of the requirement of a required senior level course.

Competencies for Accounting Majors

Oral Communication Competency -

- Receive a grade of C or better in SPEC 111 (Public Speaking)
- Receive a grade of C or better and make at least five short case presentations in ACCT 401 (Financial Accounting Case Studies) and
- Receive a grade of C or better and make a 30 minute individual presentation on assigned accounting statements in ACCT 402 (FASB). The FASB presentation is critically assessed on delivery as well as content.

Moral/Ethical Reasoning Competency - Students are made aware of the ethical principles and code of professional ethics beginning in their accounting principles course (ACCT 203) and this emphasis is continued with varying degrees of depth and perspective in other accounting courses. The awareness culminates when the student takes the required auditing course (ACCT 460) where an entire section is dedicated to the instruction and discussion of professional ethics.

Computer Usage Competency - Majors are required to take:

- Microcomputer Applications (MIS 220)
- Financial Accounting Case Studies (ACCT 401),
- FASB (ACCT 402),

- Cost Accounting (ACCT 350/351),
- Tax Accounting (ACCT 316/317), and
- Auditing (ACCT 460).

Other required courses such as Production and Operations Management (BUAD 350), Corporate Finance (BUAD 330), Elementary Statistics (MATH 200), and Organizational Communications (WRTG 225) require the student to use personal computers for word-processing, electronic spreadsheet, statistical programs, simulations, practice sets, and tutorials.

Research Competency - Students must complete the following classes with a grade of C or better

- ACCT 401 Case Studies in Financial Accounting
- ACCT 402 FASB, and
- ACCT 316 Federal Tax I or ACCT 317 Federal Tax II.

Competencies for Business Administration Majors

Oral Communication Competency -

- Students must receive a grade of C or better in the required course SPEC 111 Public Speaking.
- In another required course, BUAD 225 Principles of Management the majors must give at least one oral presentation and receive a grade of C or better
- An average grade of C or better is needed on three major presentations given in BUAD 429 Strategic Management. Students will be graded on the format used, audio/visual techniques incorporated into the presentation, and their ability to involve other students.

Moral/Ethical Reasoning Competency - The two major accrediting agencies of business programs have stipulated that ethical and societal problems be addressed in business courses. Business textbooks must include these issues in order to be adopted by accredited agencies. In four of the five required courses, social responsibility and/or ethical behavior is covered.

Computer Usage Competency -

- Microcomputer Applications (MIS 220)
- Students are required to prepare case studies and project using computer-based word processors, electronic spreadsheets, statistical programs, simulations, practice sets, homework assignments, and tutorials in the following required courses
- Principles of Management (BUAD 225),
 - Production and Operations Management (BUAD 350)
 - Corporate Finance (BUAD 330),
 - Strategic Management (BUAD 429),

- Elementary Statistics (MATH 200), and
- Organizational Communications (WRTG 225).

Research Competency - The student must successfully complete the research component of BUAD 429 Strategic Management including collecting and analyzing information and the writing of a case study and a 10 page research paper.

- Business Research (BUAD 310)

Competencies for Human Resource Management Majors

Oral Communication Competency -

- Students must receive a grade of C or better in HRM 109 Human Communications.
- In addition, they must receive a grade of C or better and give at least one oral presentation in BUAD 225 Principles of Management and HRM 325 Human Resource Management.
- Three oral presentations and a minimum grade of C is required in HRM 425 Strategic Human Resource Management. Majors will be graded on the format used, audio/visual techniques incorporated into the presentations, and their ability to involve other students.

Moral/Ethical Reasoning Competency - The two major accrediting agencies of business programs have stipulated that ethical and societal problems be addressed in business courses. Business textbooks must include these issues in order to be adopted by accredited institutions. Four required courses have been identified as having strong ethical components - HRM 325 Human Resource Management, HRM 335 Organizational Behavior, HRM 425 Strategic Human Resource Management, and PHIL 212 Ethics of Business Society, and the Environment.

Computer Usage Competency -

- Microcomputer Applications (BUAD 220)
- They will also use computers in HRM 200 Elementary Statistics and turn in a computer generated research paper in HRM 425 Strategic Human Resource Management.

Research Competency - Students must successfully complete the research component of HRM 425 Strategic Human Resource Management which includes the research and analysis of information and the writing of case studies and a 10 page research paper.

- Business Research (BUAD 310)

Competencies for Management Information Systems Majors

Oral Communication Competency -

- Students must receive a grade of C or better in the required course SPEC 111 Public Speaking.
- In another required course, BUAD 225 Principles of Management the majors must give at least one oral presentation and receive a grade of C or better
- An average grade of C or better is needed on a major presentation given in MIS 410 Systems Project. Students will be graded on the format used, audio/visual techniques incorporated into the presentation, and their ability to involve other students.

Moral/Ethical Reasoning Competency - The two major accrediting agencies of business programs have stipulated that ethical and societal problems be addressed in business courses. Business textbooks must include these issues in order to be adopted by accredited agencies. In four of the five required courses, social responsibility and/or ethical behavior is covered.

Computer Usage Competency -

- Microcomputer Applications (MIS 220)
- Computer Programming I (CSCI 201)
- Computer Programming II (CSCI 202)
- Computer Organization (CSCI 280)
- Database Management (CSCI 345)
- Networking/Communications (CSCI 360)

Service Component for all majors in the department

Each student will meet with their academic advisor and select an activity or set of activities which will satisfy the department's service requirement.

This activity or set of activities:

- must be approved by their academic advisor
- must entail a minimum of 8 hours of service
- should fulfill an unmet community service
- should not replace another person's employment

Credit may be given for previous community service dating back no more than 18 months.

GENERAL DEPARTMENTAL POLICIES AND PROCEDURES

ADVISING PROCEDURE

Anyone having declared a major in Business Administration, Human Resource Management, Management Information Systems and/or Accounting will be assigned an advisor from within the department. A list of all advisees is posted on the board outside room 137.

The first week of advising and registration is reserved for seniors and juniors. Sophomores and first year students are advised and registered the second week. You should sign up for an appointment with your advisor well before the registration date. Some classes close early and places will not be reserved for you. Before meeting with your advisor you should:

- 1) Have read the catalog
- 2) Know your remaining requirements
- 3) Have thoroughly reviewed the course offerings and have prepared at least one class schedule and possibly one alternate schedule. Be on time. If you cannot make your appointment, call to cancel.

Although you have an advisor, you are still ultimately responsible for seeing that you meet all of the school's as well as the department's graduation requirements. Your advisor will HELP you keep track of your progress and plan your schedules.

CLASS ATTENDANCE. Minimum requirements - Anyone missing more than 10% of a class without an excuse or a total of 15% with or without an excuse, may be asked to drop the class or may fail the course.

Any student missing a class, even if excused, is responsible for obtaining the notes and assignment and completing the homework on time.

The first day of class is considered a full class day. If you do not attend the first class or leave a message for the instructor, and the class has a waiting list, you may be dropped and another student given your place. Note: Individual instructors may have different attendance policies.

CONCERNS. Students with concerns should follow these guidelines as detailed in the Student Handbook's Student Grievance Procedures:

1. Discuss the concern with the faculty member involved. If the student remains unsatisfied, he or she may:
2. Appeal to the department chairperson within 3 working days of discussing the grievance with the faculty member. The student should make an appointment to meet with the chairperson. If the student remains unsatisfied, he or she may:
3. Appeal to the provost in writing within 3 working days of notification by the chairperson. The student should make an appointment and meet with the provost.
4. In all cases, the decision of the provost is final.

SPECIAL EVENTS ATTENDANCE. In an attempt to further the liberal education of students in the department, all students are encouraged to attend school sponsored or endorsed events outside of the classroom (this includes such events as drama and music as well as department sponsored events). In certain classes attendance may be required and, at a minimum, missing such an event will be treated as an absence from class.

GUEST SPEAKERS. From time to time guests from off-campus will be invited to address business and accounting classes. All courtesies should be afforded these individuals and your dress should reflect a professional attitude toward their visit.

ACCOUNTING AND FINANCE CLUB: The Accounting and Finance Club supports professional education and preparation of Briar Cliff University students interested in accounting and finance. The Club provides faculty guidance, networking with alumni and the business community and leadership experience.

VOLUNTEER INCOME TAX ASSISTANCE (VITA). Students participating in the VITA program can obtain course credit by helping prepare tax returns for the community during tax season. The objective of this program is to familiarize students with the individual tax return topics for use in their personal affairs, various areas of educational specialty, and for those who so choose, in their subsequent careers in accounting. The first part of the course consists of in-class instruction on necessary tax information and the computer software program while the second portion is the actual field work and the preparation of tax returns. As the schedule for the return preparation and the community is relying on the program availability, no one will be allowed to withdraw from the second portion of the course. Students who have successfully completed the course can volunteer for participation in the program in subsequent years.

STUDENTS IN FREE ENTERPRISE (SIFE): Briar Cliff University Students in Free Enterprise Team is part of an international organization whose goal is to prepare the next generation of leaders to create a better world for everyone. SIFE teams create and complete community service projects in five main areas – market economics, success skills, financial literacy, ethics and entrepreneurship. The BCU SIFE team competes at a regional competition presenting their significant projects. The Briar Cliff University

SIFE team was founded in 2001 and has competed successfully at the both the regional and national levels.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM): Briar Cliff University's Student Chapter of the Society of Human Resource Management is a group affiliated with the National Society of Human Resource Management which strives to develop the members and advance the profession. Students from any major with an interest in workplace issues is invited to join the organization which offers mentoring, internships, and networking with professionals in the field.

INTERNSHIPS. A number of internships are available to eligible students. An internship allows the student to work for an organization in order to gain valuable career experience. Internship sites are developed by the student, the department, or by the Placement Office. All internships **MUST BE APPROVED IN ADVANCE** by the department.

Students desiring an internship in Accounting should see *Vali Sorathia*.

Students wanting an internship in Business Administration should see *Judy Thompson*.

Students wanting an internship in Human Resource Management should see *Barb Redmond*.

Policies and Procedures for Business Administration and Human Resource Management Internships

Policies

1. Internships are designed to be new learning experiences. Typically, internships taken at one internship site will carry 3 hours of credit. If six hours of credit at the same site is desired, the student must gain approval in advance. Documentation that additional learning experiences will take place in the second 3 hours of credit must be provided by the student and the internship supervisor.
2. Students may receive up to six hours of internship credit in their majors and a maximum of nine hours of credit in the department (for example, a student may have six hours of HRM internship credit and 3 hours of Business Administration credit if they are majoring in HRM and minoring in Business).

Procedures for Internships

1. See the internship coordinator listed above
2. Fill out an application form. Internship application forms are available online.
3. Obtain a job description from the internship site. Internships are new learning experiences and are not continuations of current jobs.
4. Give the internship coordinator the name, title, address, and phone number of the internship supervisor. Your supervisor will be sent an evaluation form

towards the end of the internship.

5. You need between 180-200 for 3 hours of college credit and 360-400 for 6 hours of college credit.

ACADEMIC INTEGRITY. Briar Cliff strives to create an environment where the dignity of each person is recognized. Accordingly, integrity in relationships and work is supported and rewarded, and honesty in academic matters is expected of all students. Actions which are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as one's own, receive credit for assignments one did not do, obtain an unfair advantage over other students in

the completion of work, or aid another student to do the above will be considered a breach of academic integrity. These include:

- obtaining, disseminating or using unauthorized materials for the completion (by oneself or another student) of an examination, paper or assignment;
- unauthorized collusion with another student in completing an assignment;
- submitting as one's own the work of another student or allowing one's work to be submitted for credit by another;
- copying from another student's paper or allowing one's paper to be copied;
- computer theft which includes unauthorized duplication of software, unauthorized access into accounts other than one's own and the use of university resources (computer facilities, networks, software, etc) for financial gain; and
- plagiarism: the representation of another's ideas, statements or data as one's own. Plagiarism includes copying, paraphrasing or summarizing another's work (even if that work is found on the Internet) without proper acknowledgment (footnotes, in-text credit, quotation marks, etc.). For a more detailed explanation of what constitutes plagiarism and how to avoid it, the student is referred to "The Little Brown Handbook," which is available in the university bookstore and the Mueller Library.

The policy of Briar Cliff University is that for an individual's first offense, the student's instructor or work supervisor will determine an appropriate penalty, with a possible penalty of "F" for the course or termination of employment. For a second offense, the instructor or supervisor and the provost will determine an appropriate penalty, up to and including dismissal from the university. For an offense after the second, the provost will determine an appropriate penalty, up to and including dismissal from the university. Depending on the nature and severity of the offense, the university reserves the right to exact maximum penalty even in the case of a first offense.

In all cases of alleged academic dishonesty, the faculty member or work supervisor shall, in writing, notify the student of the specific charges and circumstances and a copy shall be sent to the provost. If the student wishes to deny the allegations or appeal the penalty, he/she must, within 10 working days,

file with the department chairperson or the work supervisor's immediate superior, a written intent to appeal. If the instructor is the chairperson of the department, the appeal shall be directed to the provost. The person to whom the appeal is made will weigh the evidence presented (in writing or at an oral hearing) by both the student and the instructor or work supervisor and make a judgment. If the matter is not resolved to the satisfaction of the student, faculty member, or supervisor, the appeal process will continue to the provost, whose decision will be final.

All material and information relative to any violation of academic integrity shall be kept by the provost in a special file during the period in which the student is enrolled at Briar Cliff University, serving only as a statement of record if the student is subsequently charged with a violation of academic integrity. In case of an appeal, the file will be destroyed if the student is found not guilty of the offense. If the student is found guilty, the file remains until the student's graduation from Briar Cliff University or three years after the student's last date of enrollment.

In order to support the academic integrity statement, faculty members are expected to administer, monitor and evaluate tests and other assignments in a fair and consistent manner.

Professional Behavior Policies

The faculty of the Department of Accounting, Business Administration, Human Resource Management, and MIS recognize that it is their responsibility to prepare students for the workplace after graduation. This includes both subject matter and professional conduct. The behaviors listed in the policies below are expected to be demonstrated in any professional situation. The policies reflect common courtesies and demonstrate respect for others.

Learning is a group activity and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep this in mind, the classroom experience will be a better one for everyone. Each member of the department faculty will attach his or her own consequences for failure to follow the policies.

Policies

1. Attendance. Class begins promptly at the beginning of the class period. You should be in your seat and ready to start participating in class at that time.
 - a. Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
 - b. In deciding whether to attend class, please do not ask your professor if she/he is covering anything important that day. The course is carefully planned out – every day is important.
 - c. If you know that you'll need to leave before the class is over, inform the instructor and sit as close as possible to the door so as not to disrupt others. Similarly, if you arrive late to class, slip in as quietly as possible and take the first available seat.
 - d. If emergencies arise that require an absence from a class session, be sure to get the notes from a fellow student that you trust. For all other information, contact your instructor.

2. Electronic Devices Policy.
 - a. Cell Phones (including Blackberries). Cellular Phones should be turned off during regularly scheduled class times. If there are extraordinary circumstances in which a student requires the availability of a cell phone during class, the student is required to obtain permission from the professor before the start of class. The Department of Business Administration prohibits Text Messaging using cellular phones during class.
 - b. PDAs. PDAs should be turned off during class time.
 - c. Laptop/Notebook computers. Laptop/Notebook computers may be used in the classroom if the professor has given prior permission.
 - d. iPods/mp3 players. iPods/mp3 players are not allowed during regularly scheduled class time.
 - e. Internet Use. Certain classes, particularly labs, require the use of a computer. No student shall access the Internet during this time unless

instructed by the professor. If a student brings a laptop/notebook to class, he/she is not permitted to access the Internet, check email, or utilize Instant Messaging while in class.

Any student in violation of one or more of these policies, may have their electronic device confiscated by the instructor for the duration of the class or may be requested to leave the classroom.

3. **Class Behavior.** It is expected that the instructor has your full attention for the entire class period. Avoid conversations with people sitting around you. Please realize that other people can see and hear you and that's distracting to them and to the instructor.

Standing up and leaving the classroom is disruptive. If you get up and leave, it is assumed it is for the appropriate reasons but it should not be a regular occurrence. Take care of your business before class starts.

If you are so tired that you cannot keep your head up, you should not come to class and this will be considered an absence. If you are in class when this occurs, leave, and this will be considered a partial absence.

In most classrooms it is fine to bring a drink or snack as long as it isn't distracting. However, when class is over, clean up your area and deposit your trash in the waste basket.

Do not start zipping up your backpack and rustling papers before the end of the class period. There is sufficient time for you to get to your next class.

Being courteous in class does not mean that you have to agree with everything that is being said. However, you will rarely get your way with any on in life by being rude, overly aggressive, or just plain hostile. If you disagree with the instructor it is a good idea to wait and discuss the situation later.

Your questions are NOT an imposition – they are welcome and one of the highlights of your instructor's day. Chances are, if you have a question, someone else is thinking the same thing. Please ask questions. You'll learn more, it makes the class more interesting, and you are helping others to learn as well. But when you have a question or comment, please raise your hand first.

4. **Grading.** The time to be concerned about your grade is when you begin to have problems. Voicing concerns about your grade in the tenth week of the term is usually too late to do anything about it. Turn in assignments on time. If you must be absent, turn in your assignments as soon as it is

practical. The rules of the syllabus, content of the exams, and the calculation of the grade you earned are not a starting point for negotiations. Your instructor will be happy to go over your final grade with you if desired.

5. Communication by e-mail. E-mail has an important place in communication with your instructors, but it should be done appropriately. If you have a short message, e-mail is appropriate. If you have one easy-to-answer question, e-mail is appropriate. If the message is complex or if you have a series of questions, e-mail is not the appropriate channel of communication.

When composing your e-mail, use correct English. Do not abbreviate or put in all caps or all small letters. Professional e-mailing says a lot about you in business communication. It is not the same as the Instant or Text Messaging that you do with your friends

Adapted from John Drea, Western Illinois University.

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I, _____, have carefully read all the material included in this handbook and have sought all the necessary clarifications from my department advisor for me to comprehend the requirements and responsibilities of a major or minor in this department. I understand that failure to meet these requirements may result in termination of my candidacy in the major or minor in this department.

Signature

Date

This form must be signed by the student and returned to your advisor prior to admission to the department.