Student Overview of the Senior Experience Curriculum for BUS 492-493
October 23, 2006

This information is intended to address the structure of the Senior Experience curriculum for the Spring 2007 semester. Senior Experience is a one-semester, five-unit sequence. BUS 492 is a one-unit course and BUS 493 is a four-unit course, and you MUST REGISTER FOR BOTH COURSES.

This document contains information on expectations, grading, and assignments/activities that are due prior to the start of Spring semester. Consequently, it is important that you read this carefully and ask questions if anything is unclear to you.

BUS 492

Schedule
BUS 492 will meet four hours per week for three weeks. It will be offered in two sections, both meeting in MH 125:

Thursday evenings, starting January 18th, from 5:00 p.m. to 9:00 p.m., OR
Friday afternoons, starting January 19th, from 1:00 p.m. to 5:00 p.m.

Attendance will be taken at least twice each meeting, and EACH MEETING IS MANDATORY. If you miss any of these meetings you will not be allowed to continue into BUS 493 Fall 2006.

On-line course components
The syllabus for BUS 492, and a Discussion Board for talking to other students in the Spring 2007 Senior Experience Program, can be found in the Senior Experience Course Website, located on WebCT. The Course Website is also where all ongoing notifications will be posted throughout the Spring semester. Read it thoroughly and often.

The Senior Experience Database is the location of information about students, projects, faculty and teams, and it is located at http://lynx.csusm.edu/cba/student_login.asp In order to start your participation in Senior Experience you will need to register for BUS 492 for the Spring 2007 semester.

Register before November 30th or you will start out behind!

After you have registered you can put your personal information in the Database.
NOTE: Final Presentations by students currently in BUS 493 will be held December 5th through December 7th in Markstein Hall 104 (a schedule will be posted at www.csusm.edu/announcementscba). It is recommended you attend at least two of these 20-minute presentations to get an idea of what takes place.

Team formation
Students should form into teams prior to the start of BUS 492. Be sure to bear in mind the assignment process for projects. The Criteria for matching teams with projects:

1. Your team’s education and work experiences matched to the needs of the project. The projects have a stated mix of backgrounds required, from the list of ACCT, FIN, GBM, IT, MGSCI (Management Science), OM, MKTG, MGMT & HR, and your team composition will be examined to see if you have the background necessary for that project.
2. Your team’s Project Preferences—be sure to look at how many other teams have the same preference.

Faculty Supervisors and their available meeting times for Weeks 3-15 of the semester will be listed in the Database, matched to each project, for your consideration.

More details on this matching process will be discussed at the first class meeting.

BUS 492 Dates to Remember

Monday, November 6th

- BUS 492 Thursday evenings, 5:00 p.m. to 9:00 p.m., CRN 21740 OR BUS 492 Friday afternoons, 1:00 p.m. to 5:00 p.m., CRN 21317.
- BUS 493 CRN 21134.
- Explore SE Course Website and Database.
- Use the Discussion Board as desired.

Beginning November 30th

- Be sure your personal information is in the Database.
- Review Faculty Supervisor Matches to projects as of December 20th.
- Contact prospective team members to explore interests.
- Use the Discussion Board as desired.
- Complete Pre-Survey prior to Meeting #1—web address for the survey will be posted on the Course Website.
- Purchase the course text and read the assignment for Meeting #1 in advance of the first meeting—the text and the assignment will be posted on the Course Website. You will be quizzed on this early in Meeting #1.
January 18th and 19th

☐ **BUS 492** begins. Class begins on time each week—**do not be late**—there is a quiz at the start of class each week covering tasks you were assigned to complete prior to class.

Meeting #1:

☐ Opening Quiz
☐ Understanding of team contracts
☐ Finalizing Team formation
☐ Review of entire SE process
☐ Understanding available projects
☐ Understanding the project matching process
☐ CSU Business Assessment Test in second half of class

Eighteen Hours of Scheduled Homework:

☐ **Your team information and project preferences must be in the SE Database by Tuesday, January 23rd at 9:00 a.m.** Have the team Contact Person put the Team information into the SE Database.
☐ **Your team will input its Project Preferences, and will be matched to a Project prior to the beginning of Meeting #2.** Have the team Contact Person put the Team Preference information into the SE Database.
☐ **Team Contract Homework Assignment**— the assignment will be discussed in Class #1 and is due at the beginning of Class #2.
☐ **Reading Assignment** prior to Meeting #2— the assignment will be posted on the Course Website.
☐ **Video Assignment** prior to Meeting #2— the assignment will be posted on the Course Website.

January 25th and 26th

Meeting #2:

☐ Opening Quiz
☐ Understanding typical project outlines
☐ Project Management
☐ Methodology/Research Overview
☐ Attendance verification in second half of class
Eighteen Hours of Scheduled Homework:

- **Reading Assignment** prior to Meeting #3— the assignment will be posted on the Course Website.
- **Video Assignment** prior to Meeting #3— the assignment will be posted on the Course Website.
- **Company and Industry Research** assignment electronic copy uploaded to WebCT prior to the start of Meeting #3.
- **Company and Industry Research** assignment hard copy turned in at start of Meeting #3.
- **Letter of Engagement Draft** assignment electronic copy uploaded to WebCT prior to the start of Meeting #3.
- **Letter of Engagement Draft** assignment hard copy turned in at start of Meeting #3.

**February 1st and 2nd**

Meeting #3:

- Opening Quiz
- Working with Sponsor Contacts and Organizations
- Professional and Business etiquette
- Working with your Faculty Supervisor
- Process for turning forms in and registering for BUS 493
- Attendance verification in second half of class

Homework:

- Review BUS 493 Syllabus.
- **Set an appointment to meet with Sponsor Contact.**
- **Set an appointment to meet with Faculty Supervisor.**
- Prepare to discuss the following at both meetings:
  - Introductions
  - Methodology
  - Letter of Engagement Finalized
  - All forms signed
BUS 493

BUS 493 begins at the end of BUS 492, in the week of February 5th, and will require an all-team meeting with the faculty supervisor each week throughout the rest of the Fall semester.

The week of February 5th all BUS 493 students in the large section will be moved by the Senior Experience office to individual CRNs for their specific Faculty Supervisor. If a student does not receive a grade of “C” (2.0) or better in BUS 492 that student will BE Dropped from BUS 493 and will need to retake 492/493 the following semester. If a student does not bring, and send electronically, the required documentation to the Senior Experience office (Markstein Hall, Room 126) by 5:00 p.m. PDT Friday, February 9th that student will receive a grade of “F” (0.0) in BUS 492 and will need to retake 492/493 the following semester.

The required documentation is:

- **Office of Community Service Learning form** (individually)
- **Student Guidelines form** (team, plus Sponsor Contact and Faculty Supervisor)
- **University Partnership Agreement** (Sponsor Contact)--if required by Procurement
- **Any additional documentation** from Risk Management as specified

More details on the above will be provided in BUS 492.