



Course Syllabus

Course #: MGT 2900

Course Name: Management Capstone

Division: Business Technologies

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Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 3

Contact Hours: 3

Lab Hours:

Lecture Hours:

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Instructor: Tim Gocke

Office Location: A 303K

Phone: 419-559-2379

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Office Hours:

Division Office/Location: B 104

Division Fax: 419-334-9414

Full-time Contact Person:

Phone(s):

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Course Description:

A research study in management to be chosen by the student and approved by the instructor. Students will prepare a formal written research project, as well as present it orally. Frequent conferences will be held between student and instructor. The student is encouraged to begin his/her theme development in the first year of study. (Fall, Spring)

Prerequisite(s):

Fourth semester status or permission of instructor.

Corequisite(s):

Entry Level Skills and Knowledge:

It is recommended that the student complete most Management courses before taking MGT 2900.

Required Texts, Supplies and Equipment:

No book is required for this course.

Grading:

100-93 = A  
92-85 = B  
84-75 = C  
74-65 = D  
64--0 = F

## **Learning Outcomes:**

General Education

Technical

1. This is a capstone course developed to enhance thinking and problem-solving skills in the area of management.
2. This course is also designed to enhance research and written communication skills.
3. This course is designed to develop critical thinking and problem-solving skills in relationship to real business situations.

## **Assessment of Student Learning:**

This course has been chosen for Student Academic Assessment.

Assessment Project and Measurement in course (if any):

Purpose:

The purpose of this document is to present to the learner the process and criteria used in assessing a capstone project for Quality Process Management and Business Management majors. This project assessment will be a comprehensive evaluation of the learner's technical, conceptual, human relation, and personal planning competencies as they relate to the application of the concepts, practices, and principles of Quality Process Management and Business Management.

Overview of Assessment Process: The intent of the assessment process is to assess the characteristics and competencies the learner acquired at Terra Community College. Through the input of the Business Management and Quality Process Management Advisory Boards, the faculty team was able to establish learning objectives that the learner is expected to learn and apply. By measuring how much learners actually learn, the faculty team can then determine whether there is a gap and how large the gap is between expected outcomes and actual performance. The extent of the gap will give the faculty team an opportunity to evaluate the entire educational process from general education requirements to technical competencies. This process will enhance the feedback loop that will permit the faculty team to generate timely data and continue to improve the learning process.

## Plan of Work:

Session	Date	Activities
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### Topical Outline:

The Management Project is a complex set of objectives and plans for attaining an important mission. The project should be designed to carry out an important course of action for you or your organization.

### YOUR MANAGEMENT PROJECT MAY FOCUS ON ONE OR SOME OF THE FOLLOWING.

Note: Your project is an investigation into an area of your choice. The following are only suggestions that may assist you or guide you towards a project selection.

- \* Identify a current process or system that needs improvement.  
(This is a present practice.)
- \* Identify a process or system that you would like to know more about, such as SPC, Marketing, JIT, MRPII, etc. Contact a company that is currently using this process and follow through on learning more about using the system.
- \* Identify current trends in the business world that you would like to know more about, such as team building, customer service, innovative benefit plans, etc.
- \* Identify a group of objectives that would enhance your career, such as training, seminars, interviews, career opportunities, etc.

### Submit Proposal:

In this stage you need to identify the purpose and scope of your project. Now you are ready to type your proposal. Identify the purpose of your project and outline the scope or depth.

Submit Proposal Outline: The proposal outline must be submitted the third week of the semester. The proposal must follow the outline given on this page. The proposal must also be typed.

### Proposal Outline:

1. Project contact.
2. Mission statement(s): What is the overall purpose of this project?
3. Focus areas of research. This includes all resources to be used.
4. Tentative outline of your subject areas to be covered in your research project.
5. A Gantt Chart to show your research activities and time frame.

### Weekly Progress Reports:

1. Summarize all work that has been completed in writing.
2. Describe all work that is in progress.
3. Present minutes of any meetings.
4. Submit a copy of your Gantt chart.

Set up a time to meet with your project facilitator. This is the best time to submit your progress reports. Five progress reports are due in weeks 5, 7, 9, 11, and 13. The last three weeks should be devoted to completing your final report.

Full grade reduction will occur for students who submit a late proposal outline, late weekly progress report(s), or a late final research project.

### Course Requirements:

#### Final Report:

Your final project is to be submitted in person to your project facilitator on or before the final week of the semester you are registered for MGT 2900.

#### Final Report Format:

##### \*Cover Page:

Name

Address

Phone

Major

Title of Project

Date

Signature of Student

Signatures, titles, and phone numbers of support persons.

##### \*Table of Contents:

##### \*Mission Statement:

##### \*Letters of Appreciation: (to support team members)

##### \*Collection of Data: (as needed to support findings)

##### \*Project Proposal: (body of information to support findings)

##### \*Conclusion: (What did I get out of this project?)

##### \*References:

This course requires a written research study in management to be chosen by the student and approved by the instructor.

Assignments/Projects:

1. Submitting proposal outline (by third week of the semester).
2. Five (5) weekly project progress reports (weeks 5, 7, 9, 11, and 13).
3. Submit final project paper (last week of the semester). This includes an oral presentation (8 to 10 minutes) of the project.

## **Policies**

**Course Withdrawing:** If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

*College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.*

**Support Services:** The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

***If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.***

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).