

TEXAS  STATE
UNIVERSITY

The rising STAR of Texas

DATE: July 2017
TO: McCoy College of Business Administration Faculty
FROM: Denise T. Smart *D.T.S.*
SUBJ: Fall 2017 Syllabi Instructions

Syllabi are very important for communicating expectations to students, for assisting the curriculum planning process by ensuring consistent coverage in multiple sections of business core courses, and for documenting coverage of areas of focus.

Please provide your department chair and administrative assistant with an **electronic** version of the syllabus for each of your fall courses by **August 28**.

Please Note: The syllabus template that was developed by the Assurance of Learning Committee is the required format for the fall semester and has been updated to reflect the most current wording for the university drop/withdrawal policy and other university policies.

The Undergraduate Curriculum and Graduate Policies Committees have developed sets of learning goals for our graduates. These goals guide our curriculum and help ensure our students meet our learning expectations. While it may not be appropriate to address each of these topics in each course, your syllabus should reflect the extent to which these topics are covered in your courses. Collectively our course descriptions, objectives, outlines, assignments, and evaluations must reflect coverage in these areas. Please review the following information carefully and specify the coverage in your classes where appropriate.

The Undergraduate Curriculum Committee has specified that Bachelor of Business Administration (BBA) graduates of the college should be able to:

- Conceptualize a complex issue and express it in a coherent written or oral statement;
- Apply critical and reflective thinking skills and use analytical tools to evaluate information, solve problems, and make sound decisions;
- Apply information technology skills to organizational problems and decisions;
- Understand ethical behavior in personal and business interactions;
- Apply the skills needed for effective teamwork and understand the importance of group dynamics in achieving organizational goals;
- Comprehend the importance of pluralism and cross-cultural diversity.

MCCOY COLLEGE OF BUSINESS ADMINISTRATION

601 University Drive | San Marcos, Texas 78666-4684 | *phone:* 512.245.2311 | *fax:* 512.245.8375 | WWW.MCCOY.TXSTATE.EDU

This letter is an electronic communication from Texas State University.

The Graduate Policies Committee has specified that upon completion of the Master of Business Administration (MBA) degree, a student will be able to:

- Integrate knowledge of fundamental business disciplines to effectively manage domestic and global organizations in a dynamic environment;
- Integrate appropriate information technologies for managing business data for decision making, enhancing productivity, and communicating with others;
- Demonstrate analytical skills and critical thinking processes as applied to business decision making;
- Evaluate the issues associated with ethical leadership and conducting business in an ethical, legal, and socially responsible manner;
- Demonstrate the ability to communicate effectively, both orally and in writing, in new and unfamiliar circumstances;
- Apply the skills needed to effectively lead and contribute to dynamic workgroups.

The Graduate Policies Committee, with the Department of Accounting, has specified that upon completion of the Master of Accountancy (MAcy) degree, a student will be able to:

- Apply accounting knowledge in new and unfamiliar circumstances in different accounting areas such as financial accounting, cost, accounting information systems, taxation and audit;
- Apply advanced analytical and critical thinking skills at the level of a master's student to evaluate information, solve problems, and make sound decisions in the different areas of accounting, including financial, managerial, cost, accounting information systems, taxation, accounting ethics, professional research, and audit and controls;
- Apply information technology skills in decision-making at a level expected of a master's student for practice and research;
- Acquire appropriate research skills needed for practice;
- Conceptualize a complex issue into a coherent, persuasive written or oral statement;
- Understand the importance of culture and diversity;
- Apply ethical reasoning for resolution of ethical dimensions of accounting and reporting in the business world.

The Graduate Policies Committee, with the Departments of Accounting and Computer Information Systems & Quantitative Methods, has specified that upon completion of the Master of Science in Accounting Information Technology (MSAIT) degree, a student will be able to:

- Apply accounting and information technology knowledge in new and unfamiliar circumstances;
- Apply analytical and critical thinking skills to evaluate information, solve problems and make sound decisions in accounting and information technology problems;
- Use information technology skills in decision-making at a level expected of a master's student for practice and research in accounting and information technology used in a business consulting capacity;
- Conceptualize a complex issue in to a coherent, persuasive written or oral statement;
- Understand the importance of group dynamics in achieving organizational goals and use the skills needed for effective teamwork;
- Apply ethical reasoning for resolution of ethical dilemmas in accounting and information technology.

The Graduate Policies Committee, with the Department of Management, has specified that upon completion of the Master of Science in Human Resource Management (MSHRM) degree, a student will demonstrate knowledge of:

- The functional areas of human resource management and how they are interrelated;
- Compensation and benefit programs and policies and how such programs and policies relate to other functional areas of human resource management;
- Recruitment and selection programs and policies and how such programs and policies relate to other functional areas of human resource management;
- Employee training and development programs and policies and how such programs and policies relate to other functional areas of human resource management;
- International human resource management issues and how such issues relate to the functional areas of human resource management; and
- Employment law and how legal issues relate to the functional areas of human resource management.

As you complete your syllabi, please remember that there is a minimum expectation of office hours per credit hour. Please see CBAPPS 03.01, Office Hours for Faculty. In addition, your syllabi must include the information requested on the syllabus template. The link to the academic calendar which has the drop/withdrawal dates is: <http://www.registrar.txstate.edu/persistent-links/academic-calendar.html>

Also, although it is not required, departments, schools, colleges, and instructors may choose to add the following statement on course syllabi from [AA/PPS 02.03.01](#).

Mental health issues can diminish academic performance and may affect students' ability to participate in activities. The [Counseling Center](#) at Texas State provides free and confidential mental health services on both its San Marcos and Round Rock campuses. For additional information, visit the Counseling Center's [website](#) or call 512.245.2208. Additional resources are available at mindsmatter.vpsa.txstate.edu.

Best wishes for a productive fall semester.

To complete the syllabus template 'left-click' on the grayscale text to highlight the text, then delete the highlighted text before you begin typing or copying information in a particular section.

In the section labeled "COURSE POLICIES," if you are copying text from another document (copy-paste commands), remember that if you include a 'hard return' the auto format feature may add an additional letter to the A, B, C sequence. You can simply delete the newly created letter by highlighting the letter and pressing the 'delete' key or by using the 'backspace' key.