



Seeking Excellence Within
the
Division of Business
STUDENT HANDBOOK





If Only I Could Write

In a spin off of an old saying, it might be appropriate for college students to say: “When I was a high school student I thought as a high school student, I ‘*Spoke*’ as a high school student, and I ‘*Wrote*’ as a high school student. Now that I am in college, I think as a college student, ‘*Speak*’ as a college student, and ‘*Write*’ as a college student.”

Often as college students, we ask ourselves why so much importance is placed on our ability to speak and write. Grammar and Composition I, Grammar and Composition II, Advanced Grammar Composition, writing across the curriculum and speech -- enough is enough! I am no longer in high school. I am a college student trying to learn about the things I will need in the real world. As long as I can demonstrate an understanding of the subject, who cares how well I write or speak?

In order to function in the real world, we must each first be able to obtain and hold a job. Organizational recruiters are often asked about the most important traits they look for in individuals seeking employment within their organizations. The overwhelming response indicates that the two most important skills a potential applicant can demonstrate are their ability to get along with others and their ability to communicate. Each of us communicates both verbally and in writing. In order to obtain the jobs we seek, we must first get the interview which is accomplished by writing a resume and cover letter. Failure to write a high quality cover letter often keeps individuals from even obtaining the desired interview. Once we have the interview we must be able to speak in a professional manner.

How impressive do you think it would be to send a resume to the leader of an organization, which contained several spelling and grammar mistakes, or you fumbled your way through the questions during the interview?

As a young man in college I asked the same questions about the need to write and speak correctly. I turned to my mother who is German by birth and grew up in Germany during WWII. As a result of growing up in a country at war my mother has only a third grade education and I felt she would be more sympathetic toward my point of view. The wisdom of her response still guides me today. She responded by saying, “You have a choice, you can be educated and write and speak poorly, thus being seen as an individual with little intelligence, or you can learn to write and speak well, thus being viewed as intelligent. The choice is yours!” How do you want to be viewed by those around you?

Helpful Hint: The more I read the better I speak and write. If you want to speak and write on the same level as well educated individuals, read the things they write.

Richard J. Frederick

TABLE OF CONTENTS

Mission Statement.....	2
Student Activities and Programs.....	4
Division of Business Overview	5
Faculty and Staff for the Division of Business	20
Rust College Matriculation Model.....	25
Student Advisement & Academic Advisors	26
Graduation Requirements for a Bachelor Degree’s in Business.....	27
Need Sheets.....	28
Two Year Continuous Rotating Class Schedule.....	35
Online Classes.....	41
Senior Project.....	43
Computer Usage Policy	46
Library Hours.....	47
Student Codes, Rights, Responsibilities, and Conduct	48
Academic Regulations	53
Academic Overload Policy	56
Policy on Academic Dishonesty	57
Withdrawal Policy	58
Assessment & Evaluation	59
Internship Assignments.....	62
Exit Interview Form.....	70

1.

EXCELLENCE WITHIN the DIVISION of BUSINESS at RUST COLLEGE

MISSION STATEMENT

The Division of Business is committed to delivering a quality undergraduate business administration program to a student population from diverse academic backgrounds. Through innovative instruction, applied research, and a learning environment which seeks to nurture ethical values, the Division of Business prepares graduates who can meet the challenges of the global marketplace, pursue rigorous graduate studies and assume leadership positions within organizations in both the private and public sectors.

In pursuit of its mission, the Division of Business will:

- ❑ Actively recruit, and retain promising African American and other Students
- ❑ Inculcate in students a global business perspective and an appreciation for diversity
- ❑ Develop analytical and problem-solving skills within its students
- ❑ Recruit and retain qualified faculty committed to excellence in teaching and who also recognize the importance of research and service in education.

Fast Facts

- One of five major academic Divisions of Rust College, an historically Black, coeducational senior liberal arts college that was founded in 1866 by the Freedman's Aid Society of the Methodist Episcopal Church. The College is still related to the United Methodist Church.
- First offered the four-year Bachelor's of Science degree in Commerce in 1952, becoming the Bachelor's of Science Degree in Business Administration in 1954.
- Highly qualified and committed faculty with diverse academic and cultural backgrounds.
- Prepares students with analytical, communication, information technology, multicultural and management skills and ethical values necessary for success as global business leaders and responsible citizens.
- Small class settings afford students the benefits of individualized instruction and close interaction with faculty.
- Modern and well equipped Computer labs.
- Distinguished alumni in the private and public sectors provide mentoring and employment opportunities for our students.

2.

- Located in a quiet suburban area of Mississippi about 30 miles southeast of Memphis, Tennessee.

- An environment that encourages persistence and hard work as the means to success.
- Internship placement for practical training and professional exposure.

PROGRAM OF STUDY

REGULAR PROGRAM

The Division of Business offers the Bachelor of Science Degree in Business Administration, Associates of Science Degree in Business Administration, and the Bachelor of Science Degree in Business Education. Students majoring in business administration may elect an emphasis in the following areas (a) accounting, (b) management, and (c) computer information systems while students majoring in education are prepared to teach in high schools and business schools.

ADULT PATHWAY PROGRAM EVENING PROGRAM

The evening program for Business Administration Majors is called the Adult Pathway Program. This program is designed as an accelerated, degree completion program for evening students. The program is designed to provide a unique opportunity for non-traditional students to complete their college degree while working full time during the day. These students must have completed two years of college (60 semester hours, 30 of which must meet Rust College's requirements in liberal arts education) that can be applied toward satisfying the course requirements for the Bachelor of Science degree in Business Administration. This accelerated program can be completed within two academic years.

3.

STUDENT ACTIVITIES AND PROGRAMS

The Annual Business Week is designed to enhance student opportunities, careers,

professional development, and leadership skills; therefore, all business students are required to attend Business Week Opportunities for social development, career networking and graduate school preparation are available through many organizations such as:

Society for Advancement of Management (SAM)

Students in Free Enterprise (SIFE)

Division of Business Student Advisory Council (DOBSAC)

Phi Beta Lambda Business Fraternity

DIVISION OF BUSINESS **Program Overview**

THE DIVISION OF BUSINESS offers the following degrees: Bachelor of Science in Business Administration and a Bachelor of Science in Business Education.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The student majoring in Business Administration will complete the major courses listed below and may choose the general business program that follows or may choose any one of the following minor areas: **(A) Accounting, (B) Management, (C) Computer Information Systems**. A minimum of 128 semester hours is required for the B. S. degree. Foundation knowledge of business will be assessed through the senior project required of all graduating seniors. The business faculty advisor and student will use the need sheet to determine and track business graduation requirements. See the program for **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION** on the following pages.

MAJOR COURSE REQUIREMENTS

BMKT 230	Principles of Marketing	3
BACC 231	Principles of Accounting I	3
BACC 232	Principles of Accounting II	3
BECO 231	Principles of Microeconomics	3
BECO 232	Principles of Macroeconomics	3
BCIS 230	Basic Computer Concepts	3
BUAD 230	Mathematics for Business	3
BMGT 335	Workforce Diversity Management	3
BMGT 330	Organizational Theory and Behavior	3
BUAD 331	Business Calculus	3
BUAD 330	Business Law	3
BCIS 331	Information Systems I	3
BUAD 333	Business Communication	3
BECO 335	Business Statistics	3
BECO 333	Global Business Issues	3
BACC 430	Managerial Accounting	3
BUAD 433	Business Policy	3
BUAD 432	Business Finance	3
BMGT 432	Production/Operations Management	3
BUAD 434	Business Ethics and Society	3
BUAD 460	Internship in Business	6

**BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION
(General Business)**

Note: Students may or may not elect a minor.

FRESHMAN YEAR

35

See Freshman Studies Program for details.

SOPHOMORE YEAR

BUAD 230	Mathematics for Business	3
BMKT 230	Principles of Marketing	3
BCIS 230	Basic Computer Concepts	3
BACC 231	Principles of Accounting I	3
BECO 231	Principles of Microeconomics	3
SOSC 231	Introduction to the Social Sciences	3
BACC 232	Principles of Accounting II	3
BECO 232	Principles of Macroeconomics	3
HUMA 233	Introduction to the Humanities	3
	Two courses in one Modern Foreign Language	6
AEP 211/212	Academic Enrichment	1
CEP 208/209	Sophomore Oral Book Review	.5
	Total Hours	34.5

JUNIOR YEAR

BMGT 330	Organizational Theory and Behavior	3
RELG 230	Introduction To Biblical Studies	3
BECO 333	Global Business Issues	3
BUAD 331	Business Calculus	3
BUAD 330	Business Law	3
BCIS 331	Information Systems I	3
ENG 232	Advanced Grammar & Composition	3
BUAD 333	Business Communication	3
BECO 335	Business Statistics	3
BUAD 460	Internship in Business	6
AEP 311/312	Academic Enrichment	1
CEP 308/309	Junior Oral Book Review	.5
	Total Hours	34.5

SENIOR YEAR

BMGT 335	Workforce Diversity Mgt.	3
BUAD 434	Business Ethics & Society	3
BACC 430	Managerial Accounting	3
BMGT 432	Production/Operations Management	3
BUAD 432	Business Finance	3
BUAD 433	Business Policy	3
	2 Electives in Business	6
	Total	24
	Total Semester Hours for Graduation	128

Other Graduation Requirements: 1. English Proficiency Exam, 2. Senior Project, 3. Exit Interview

ELECTIVE COURSES IN BUSINESS

BCIS 211	Introduction to Online Learning	1
BMGT 331	Risk Management	3
BACC 331	Intermediate Accounting I	3
BACC 332	Intermediate Accounting II	3
BCIS 332	Information Systems II	3
BCIS 333	Communication Network	3
BMGT 430	Human Resource Management	3
BACC 431	Cost Accounting	3
BMGT 438	Mgt. of Labor-Management Relations	3
BCIS 431	Database Management Systems	3
BACC 433	Tax Accounting	3
BACC 434	Auditing	3
BMGT 333	Small Business Management and Entrepreneurship	3
BMGT 334	Money and Banking Management	3
BCIS 433	Web Designing	3
BMGT 431	Retail Management	3
BMGT 435	International Business Management	3
BCIS 334	C Language	3
BACC 335	Accounting Information Systems	3

MINOR AREAS IN BUSINESS ADMINISTRATION FOR BUSINESS MAJORS

A. ACCOUNTING (Any 3 of these courses plus non accounting elective)

BACC 331	Intermediate Accounting I
BACC 332	Intermediate Accounting II
BACC 433	Tax Accounting
BACC 434	Cost Accounting
BACC 333	Accounting Information Systems

B. MANAGEMENT (Any 3 of these courses plus 1 non management elective)

BMGT 333	Small Business Management and Entrepreneurship
BMGT 430	Human Resource Management
BMGT 435	International Business Management
BMGT 438	Mgt. of Labor-Management Relations
BMGT 334	Money and Banking Management

C. COMPUTER INFORMATION SYSTEMS (Any 3 of these courses plus 1 non CIS elective)

BCIS 433	Web Designing
BCIS 332	Information Systems II
BCIS 333	(CMSC 438) Communication Network
BCIS 334	(CMSC 236) C Language
BCIS 431	(CMSC 435) Database Management Systems
CMSC 334	Visual Basics

ASSOCIATES DEGREE IN BUSINESS ADMINISTRATION

Note: Students may or may not elect a minor.

FRESHMAN YEAR

See Freshman Studies Program for details.

SOPHMORE YEAR

BUAD 230	Mathematics for Business	3
BMKT 230	Principles of Marketing	3
BCIS 230	Basic Computer Concepts	3
BACC 231	Principles of Accounting I	3
BACC 232	Principles of Accounting II	3
BECO 231	Principles of Microeconomics	3
BUAD 330	Business Law	3

SOSC 231	Social Science Seminar	3
HUM 233	Humanities Seminar	3
ENG 232	Advanced Grammar and Composition	3
BMGT 330	Organizational Theory and Behavior	3
RELG 230	Introduction to Biblical Studies	3
AEP 211/212	Academic Enrichment	1
CEP 208/209	Sophomore Oral Book Review	.5
	Total Credit Hours	37.5
	Total Semester Hours for Graduation	72.5

Other Graduation Requirements: 1. English Proficiency Exam, 2. Exit Interview

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

The student majoring in the Business Education Program must first meet the admission requirements in Education. This program prepares students to teach in Mississippi high schools as outlined in the Mississippi Business and Technology Framework by the State Department of Education. Please see the Division of Education for Education course descriptions and requirements.

MAJOR COURSE REQUIREMENTS

BECO 333	Global Business Issues	3
BMGT 330	Organizational Theory and Behavior	3
BMKT 230	Principles of Marketing	3
BACC 231	Principles of Accounting I	3
BCIS 230	Basic Computer Concepts	3
BACC 232	Principles of Accounting II	3
BECO 232	Principles of Macroeconomics	3
BUAD 330	Business Law	3
BCIS 331	Information Systems I	3
BUAD 333	Business Communication	3
BMGT 335	Workforce Diversity Management	3
BUAD 434	Business Ethics and Society	3
BUAD 230	Mathematics for Business	3

BACHELOR OF SCIENCE DEGREE IN BUSINESS EDUCATION

FRESHMAN YEAR

ENGL 131	Grammar and Composition I	3
ENGL 132	Grammar and Composition II	3

HIST 131	World History	3
ENGL 233	Introduction to Literature	3
MATH132	College Algebra	3
HIST 132	America's Historical History	3
PSCI 131	Physical Science I	3
MATH133	Geometry and Trigonometry	3
BIOL 130	Introduction to Biology	3
PSCI 132	Physical Science II	3
SPCH 130	Fundamental of Speech	3
PHED 112	Physical Activity	.5
PHED 111	Physical Activity	.5
AEP 112	Academic Enrichment	.5
AEP 111	Academic Enrichment	.5
	Total Credit Hours	35.00

SOPHOMORE YEAR

BCIS 230	Basic Computer Concepts	3
BUAD 230	Mathematics for Business	3
BMKT 230	Principles of Marketing	3
RELG 230	Introduction to Biblical Studies	3
SOSC 231	Introduction to the Social Sciences	3
HUMA233	Introduction to the Humanities	3
BECO 232	Principles of Macroeconomics	3
ENGL 232	Advanced Grammar & Composition	3
PRAX 230	PRAXIS Seminar (not required if student has required ACT score)	3
AEP 211	Academic Enrichment	.5
AEP 212	Academic Enrichment	.5
CEP 208	Oral Book Review	.25
CEP 209	Oral Book Review	.25
	Two Courses in One Modern Foreign Language	6
	Total Hours	34.5
	Pre-professional Skills Test: Subtest: Reading, Writing, Mathematics	

JUNIOR YEAR

EDUC 230	Foundations of Education	3
PSYC 230	General Psychology	3
BACC 231	Accounting Principles I	3

BACC 232	Accounting Principles II	3
BMGT330	Organizational Theory and Behavior	3
EDUC 313	Educational Technology Comp.	1
BCIS 331	Information Systems I	3
EDSE 331	Teaching Reading in Sec. Schools	3
PSYC 332	Human Growth & Development	3
PSYC 331	Psychology of Exceptional Students	3
BUAD 333	Business Communication	3
BMGT335	Workforce Diversity Management	3
EDUC 313	Teaching Strategies Prac. (Obs/Par)	1
AEP 311	Academic Enrichment	.5
AEP 312	Academic Enrichment	.5
CEP 308	Oral Book Review	.25
CEP 309	Oral Book Review	.25
	Total Credit Hours	36.5
	PRAXIS II Examination: Subtest: Principles of Learning and Teaching Content Area Examination	

SENIOR YEAR

EDUC 330	Classroom Management	3
BUAD 330	Business Law	3
BECO 333	Global Business Issues	3
EDUC 401	Student Teaching Seminar	0
EDSE 430	Methods of Teaching Sec. Ed.	3
EDUC 430	Measurement and Evaluation	3
EDUC 433	Integrative Teaching Seminar	3
BUAD 434	Business Ethics and Society	3
EDUC 460	Student Teaching	6
EDUC 461	Student Teaching	6
	Total Credit Hours	33.0
	Total Hours for Graduation	139.0

Other Graduation Requirements: 1. English Proficiency Exam, 2. Senior Project, 3. Exit Interview

MINOR COURSE REQUIREMENTS FOR NON-BUSINESS MAJORS

BMGT 330	Organizational Theory and Behavior	3
BMKT 230	Principles of Marketing	3
BACC 231	Principles of Accounting I	3

BECO 231	Principles of Microeconomics	3
BUAD 330	Business Law	3
BECO 232	Global Business Issues	3

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
(Evening Program)**

The evening program for Business Administration Majors is called the Adult Pathway Program. This program is designed as an accelerated, degree completion program for evening students. The program is designed to provide a unique opportunity for non-traditional students to complete their college degree while working full time during the day. These students must have completed two years of college (60 semester hours, 30 of which must meet Rust College’s requirements in liberal arts education) that can be applied toward satisfying the course requirements for the Bachelor of Science degree in Business Administration. This accelerated program can be completed within two academic years.

Following are the business course requirements for completion of the 127 hours required to graduate from Rust College if students enroll with the 60 acceptable semester hours.

COL 111/112	College Orientation	1
BCIS 230	Basic Computer Concepts	3
BMKT 230	Principles of Marketing	3
BUAD 230	Mathematics for Business	3
BMGT 330	Organizational Theory and Behavior	3
BACC 231	Principles of Accounting I	3
BECO 231	Principles of Microeconomics	3
BACC 232	Principles of Accounting II	3
BCIS 331	Information Systems I	3
BECO 232	Principles of Macroeconomics	3
BUAD 330	Business Law	3
BUAD 333	Business Communication	3
BUAD 331	Business Calculus	3
BECO 335	Business Statistics	3
BACC 430	Managerial Accounting	3
BMGT 432	Production/Operations Management	3
BUAD 432	Business Finance	3
BUAD 433	Business Policy	3
BUAD 460	Internship in Business	6
BMGT 335	Workforce Diversity Management	3
BUAD 434	Business Ethics and Society	3
BECO 333	Global Business Issues	3
	Total Semester Hours	67

General Education (Liberal Arts Requirements) for Adult Pathway Program	
BIOL 130 Biological Science	3
SPCH 130 Fundamentals of Speech	3
ENGL 131 Grammar & Composition I	3
ENGL 132 Grammar & Composition II	3
HIST 131 World History	3
HIST 132 America's Historical Experience	3
MATH 132 College Algebra	3
ENGL 232 Advanced Grammar & Composition	3
SOSC 231 Introduction to the Social Sciences	3
HUMA 233 Introduction to the Humanities	3
Total Additional Transferable Hours Required	30
Total Semester Hours	60
Total Semester Hours Needed for Graduation	127

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

GENERAL COURSE DESCRIPTIONS

BUAD 230 MATHEMATICS FOR BUSINESS **3 Sem. Hrs.**
 Course includes a study of mathematical procedures including percentages, computing inventory, interests, taxes, discounts, mark-ups, installments, and other related computational topics in Business. Prerequisite: MATH 131.

BUAD 330 BUSINESS LAW **3 Sem. Hrs**
 The classification of law, contracts, and negotiable instruments, interest in personal property, surety ship, and law of organizing a business are topics to be discussed. Emphasis will also be placed on the basic foundations of law as relates to business, the origin of the law, structure of the court systems, and criminal and civil procedures. Prerequisite: Junior standing or permission of instructor.

BUAD 331 BUSINESS CALCULUS **3 Sem. Hrs.**
 Application of basic concepts of calculus, such as equations, graphs, functions, slope, limits, marginal, maximum, minimum critical analysis and ration of change applications are emphasized. Prerequisite: BUAD 230.

BUAD 432 BUSINESS FINANCE **3 Sem. Hrs.**
 This course deals with policies and practices required to plan and control the direction and uses of a firm's funds. Emphasis is placed on formulation, implementation, and modification of corporate financial policies. Prerequisite: BACC 232 and BECO 231 or BECO 232.

BUAD 433 BUSINESS POLICY**3 Sem. Hrs.**

Capstone course that employs the management functions of planning, organizing, leading, and controlling tactical and strategic management issues in analyzing and solving real world business problems through case study. Prerequisite: All 300 level business courses.

BUAD 333 BUSINESS COMMUNICATION**3 Sem. Hrs**

This course teaches the principles, procedures, and practices of clear communication in a multi-cultural society and their relationship to sound management.

Resume writing and job interviews are also emphasized. Computer applications of all documents will be required. Prerequisite: Junior Standing.

BUAD 434 BUSINESS ETHICS AND SOCIETY**3 Sem. Hrs.**

A study of corporate ethics and social responsibility in both domestic and global settings. Ethical and moral considerations of corporate conduct and social responsibility are explored. The course also discusses the external environment of the firm and how it impacts on business decision-making and operation. Prerequisites: BMGT 330.

BUAD 460 INTERNSHIP IN BUSINESS**6 Sem. Hrs.**

Internship is an application of full-time on-the-job training in the student's major or minor area of study. The student is placed in a position by the Internship Office. When the student is recommended for Internship by his/her advisor, the student completes an application from the Internship Office and gets the signature of his/her academic advisor. Prerequisite: All 200 level business courses.

ACCOUNTING COURSE DESCRIPTIONS**BACC 230 GENERAL ACCOUNTING****3 Sem. Hrs.**

A course focusing on (1) understanding of basic financial accounting terminology, (2) providing an overview of the financial accounting process, and (3) developing sufficient grounding in financial accounting to be able to understand and analyze basic financial statements. Business majors may not take this course for credit.

BACC 231/232 PRINCIPLES OF ACCOUNTING I & II**6 Sem. Hrs.**

The functions of accounting in a business-oriented society and concepts on which accounting rests are emphasized. Accounting principles and procedures for proprietorships, partnerships, and corporations, and the preparation of financial statements are covered.

BACC331/332 INTERMEDIATE ACCOUNTING I & II **6 Sem. Hrs.**
Focuses on conceptual framework of financial reporting, including such areas as objectives, elements, qualitative characteristics, recognition, measurement, and methods of presentation and principles underlying financial statements, current assets, current liabilities, investments, tangible assets, and analysis of financial statements. Prerequisite: BACC 232 or by permission of the instructor.

BACC 333 ACCOUNTING INFORMATION SYSTEMS **3 Sem. Hrs.**
This course integrates a set of interrelated subsystems that work together to collect, process, store, transform and distribute information for planning, decision-making, and control. Topics to be covered include documentation of system, database management tools and strategies, and information systems controls. Prerequisite: BACC232, BCIS 230 and BCIS 331.

BACC 430 MANAGERIAL ACCOUNTING **3 Sem. Hrs.**
Decision making process through accounting information planning; control, make-or-buy decisions; inventory planning; incremental analysis; models and present-value analysis. Prerequisite: BACC 232.

BACC 431 COST ACCOUNTING **3 Sem. Hrs.**
Cost determination and analysis; study of measurement and accumulation of direct and indirect, product, and period costs. Job-order costs; process costs; by-products and joint products; cost-volume-profit relationships; and the application of overhead. Prerequisite: BACC 232.

BACC 433 TAX ACCOUNTING **3 Sem. Hrs.**
Federal and State income taxes for individual returns; withholding taxes; classification of business and non-business expenses; capital gains and losses; partnership; and corporate returns. Prerequisite: BACC 232.

BACC 434 AUDITING **3 Sem. Hrs.**
General standards and procedures for a contemporary audit; working papers and report; financial, operational, and, compliance applications of audit will be addressed. Complete computerized audit case studies will be emphasized. Prerequisite: BACC 332.

ECONOMICS COURSE DESCRIPTIONS

BECO 230 GENERAL ECONOMICS **3 Sem. Hrs.**
A course exposing non-business students to selected subjects in introductory Micro and Macro Economics. It includes selected topics of intermediate Micro and Macro theory applicable to organizations and collective systems. Business majors may not take this course for credit.

BECO 231 PRINCIPLES OF MICROECONOMICS 3 Sem. Hrs.
The role of the price system in determining the production of goods and services and distribution of income are discussed. Consideration is also given to fundamental principles connected with demand and supply problems, costs, production, distribution and consumption.

BECO 232 PRINCIPLES OF MACROECONOMICS 3 Sem. Hrs.
This is an introductory macroeconomics course covering the aggregate economic performance of the United States. This includes resources of the economy, national income, employment, fiscal and monetary policies, and economic growth.

BECO 335 BUSINESS STATISTICS 3 Sem. Hrs.
Methods of gathering, tabulating, classifying and analyzing data, and presenting it in graphic form are discussed. Central tendencies, variability's and basic probabilities are studied. Prerequisite: BUAD 230

BECO 333 GLOBAL BUSINESS ISSUES 3 Sem. Hrs.
A survey of the theories and issues influencing globalization of markets and production and their consequences in the global economy. Prerequisites: BECO 231

MANAGEMENT COURSE DESCRIPTIONS

BMGT 330 ORGANIZATIONAL THEORY & BEHAVIOR 3 Sem. Hrs.
Covers management theory and practice and how they impact on organizations. Individual and group behavior within organizations are examined as well as the functions of management such as planning, organizing, leading and controlling. Prerequisites: BECO 231 and BECO 232.

BMGT 330 SMALL BUSINESS MGMT & ENTREPRENEURSHIP 3 Sem. Hrs.
Study of the characteristics of entrepreneurship and the skills necessary for the successful operation of a small business. Prerequisite: BMGT 330.

BMGT 331 RISK MANAGEMENT 3 Sem. Hrs.
This course acquaints students with the basic principles of Insurance and Risk Management as they relate to Life, Health and Accident, and Property and Casualty Insurance for businesses and individuals. The course also examines forms of retirement planning.

BMGT 334 MONEY & BANKING MANAGEMENT 3 Sem. Hrs.
A study of the operation of the money and banking system in the United States which stresses Federal Reserve control of the money supply and credit conditions to combat inflation and unemployment. Prerequisites: BECO 231 & 232.

BMGT 335 WORKFORCE DIVERSITY MGMT 3 Sem. Hrs.
The course introduces student to the complexities of managing workforce diversity. Topics to be covered include multiculturalism, resistance to diversity, diversity training, leadership styles and motivational techniques for a diverse workforce.

BMGT 430 HUMAN RESOURCE MANAGEMENT 3 Sem. Hrs.
A study of managerial policy, techniques and methods which influence organization of work, selection, hiring, placing, and training and supervising workers; also, safety and compliance with equal employment and other issues related to the work environment. Prerequisite: All 300 level business courses.

BMGT 431 RETAIL MANAGEMENT 3 Sem. Hrs.
This senior level course requires students to analyze the management of retail operations, their environments, personnel, buying functions, merchandising, expense control, and customer services. Prerequisites: All 300 level business courses.

BMGT 432 PRODUCTION/OPERATIONS MGMT 3 Sem. Hrs.
This course identifies and explores decisions critical to effective production and operations management. Strategic management decisions will include production design, process selection, facility location, facility layout, procurement and tactical decisions. Prerequisites: BUAD 230, BECO 335 or permission of instructor.

BMGT 435 INTERNATIONAL BUSINESS MGMT 3 Sem. Hrs.
This is an interdisciplinary course that is designed to prepare students for the realities of an interdependent global economy by helping them to understand global economic, political and social developments and their impact on the conduct of international business. Prerequisite: BECO 333

BMGT 438 MGMT OF LABOR-MGMT RELATIONS 3 Sem. Hrs.
This is a study of the development of organized labor in the United States, the theory and practice of collective bargaining and public policy toward labor. Prerequisite: BMGT 330

COMPUTER INFORMATION SYSTEMS COURSE DESCRIPTIONS

BCIS 211 INTRODUCTION to ONLINE LEARNING 1 Sem. Hr.
This is an online class designed to help students understand how to navigate throughout an online learning environment. Students will become familiar with the online learning format used in the Division of Business and learn to function in an online learning team. Each student taking this course should have access to a computer with internet services, and receive the required password needed to log onto Blackboard.

BCIS 230 BASIC COMPUTER CONCEPTS**3 Sem. Hrs.**

This course is designed to provide students a basic understanding of computing concepts. It is therefore an introduction to computers, programming, and applications, with emphasis on business applications.

BCIS 331 INFORMATION SYSTEMS I**3 Sem. Hrs.**

This course is designed to help students become competent in the management of information in business organizations. Use of application software (Spreadsheet) to make rational decisions in business settings will be an important component of this course. Students will be able to create a simple home page. Prerequisite: BCIS 230 or permission of instructor.

BCIS 332 INFORMATION SYSTEMS II**3 Sem. Hrs.**

This course is designed to help students become competent in the management of information in business organizations. A study of data structures, file procession, database and database management systems within organizations will be emphasized. Use of application software (Database) to make rational decisions in business settings will be an important component of this course. Prerequisite: BCIS 331.

BCIS 333 COMMUNICATION NETWORK (CMSC 438) 3 Sem. Hrs.

Introduction to communication network; design principals of network, physical layer, data link layer; local area network; network layers; transport session and presentation. BCIS 332 or permission of instructor.

BCIS 334 C LANGUAGE (CMSC 236)**3 Sem. Hrs.**

Identifiers; operations and expressions; input/output statements; control statements; while, do while, for, if else, switch, break and continue statements; functions arrays and pointers; structure and unions. Prerequisite: BCIS 331.

BCIS 431 DATABASE MANAGEMENT SYSTEMS (CMSC 435) 3 Sem. Hrs.

This is the designing and management of database systems with an emphasis on search and matching techniques to create reports and queries using SQL. Prerequisite: BCIS 333 or permission of instructor.

BCIS 433 WEB DESIGNING**3 Sem. Hrs.**

This course covers several aspects of World Wide Web programming, including HTML 4, Perl/CGI. It will cover specifics such as the syntax of each programming tool and the procedures to build your own site of web pages, as well as advanced programming concept such as the characteristics of object-oriented programming. Most importantly, the focus will be on business applications. Prerequisite: BCIS 331.

MARKETING COURSE DESCRIPTONS

BMKT 230 PRINCIPLES OF MARKETING

3

Sem. Hrs.

This course is designed to analyze interacting business activities related to planning, pricing, promoting, and distributing of goods and services to current and potential customers.

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

The student majoring in the Business Education Program must first meet the admission requirements in Education. This program prepares students to teach in Mississippi high schools as outlined in the Mississippi Business and Technology Framework by the State Department of Education. Please see the Division of Education for Education course descriptions and requirements.

Faculty for the Division of Business

Mr. Richard J. Frederick | Interim Chair Division of Business & Instructor of Management

Educational Background:

- ABA, University of Kentucky-Management,1980
- BBA, Austin Peay State University-Economics,1982
- MBA, University of Memphis-Management,2000
- Pursuing PhD, University of Phoenix-Management, Present



Accomplishments:

- Attended “Globalization Seminars” Robert Wang Center for International Business – Management section – The University of Memphis, June 9 – 12, 2005.
- Reviewed and mentored senior paper for graduating senior students, Justin Jefferies and Jabari Watson. The papers explored the atmosphere new businesses face themselves operating in and the affect the baby boomers are having on today’s industries – April, 2006, Rust College, Holly Springs, MS.
- Recipient of 2005 annual HEADWAE award for teaching excellence in colleges and universities in MS.

Participated in numerous Professional Development workshops Rust College: Presenting and mentoring faculty on the use of Blackboard in the classroom.

Ms. Sheela Bhagat | Associate Professor Of Accounting And Finance



Educational Background:

- Bachelor of Business Administration/Accounting, University of Mississippi-1968
- Master’s Library Science, University of Mississippi-1970
- Master of Accountancy, University of Missouri, Columbia, Missouri-1973
- Additional 35 graduate credit hours in accounting and Management
- Diploma In Advanced Income Tax, University of Illinois, Urbana-

Champaign, Illinois

Accomplishments:

- Assisted and supervised the Holly Springs community and Rust college students with Federal and State income tax forms, February – March, 2006, Holly Springs, MS.

- Mentored graduating senior project papers in the Division of Business, Rust College, March – April, 2006, Holly Springs, MS.
- Participated in the American Accounting Association annual meeting as a discussant of a paper, “Hispanics in Business Education” (Diversity Section of the conference), August 8, 2005, San Francisco, CA.
- Participated in International Finance section of the “Globalization Seminar”, University of Memphis, June 9 – 12, 2005, Memphis, TN.
- Participated in “Fulbright – Hayes Study Abroad Seminar”, visited several universities, attended lectures and wrote a paper , “Economic Development of South Africa, 1994 – 2003”, June – July, 2004 , South Africa.

Dr. Sujata B. Sinha | Assistant Professor of Economics

Educational Background:

- B. Commerce , University of New South Wales, Sydney, Australia-Econometrics,1980
- M. Commerce , University of New South Wales, Sydney, Australia-Economics,1983
- Ph.D., University of Miami —Economics,1993



Accomplishments:

- Economic Impact Study of Rust College in the Marshall County and surrounding area.
- Attended “Globalization Seminars”, Robert Wang Center for International Business- the Memphis CIBER at the University of Memphis, June 9-12, 2005, Memphis, TN.
- Authored paper, “Do Private Historically Black Colleges Really make a Difference in the Work Life Earnings of their Graduates in Northwest Mississippi?”, presented paper at the Academic World Conference, July, 2005, Nashville, TN.

Paper won several awards: Best Paper Award

Best Presentation Award

Presentation Excellence Award

Accepted for publication in Journal of Academic Administration in Higher Education.

Mentored senior paper for graduating senior student, Sherolyn Cowan. The paper explored the role of micro credit loans as a tool for poverty alleviation and asset building, and it examined the potential for implementing such policies in Marshall County, Rust College, March – April, 2006, Holly Springs, MS.

Dr. Nellie J. Smith | Assistant Professor of Business Education & Marketing



Educational Background:

- BS, Rust College-Business,1956
- Ph.D. in Business Education , University of North Dakota ,1973

Accomplishments:

- Conducted Workshop on “Organizational Skills” for National Association of Educational Office Professionals, State of Mississippi, Whispering Woods Conference Center, June 18, 2004, Olive Branch, Mississippi.
- Attended the MEGA Conference, a Continuing Education Program, Gulfport, Mississippi, where I was awarded 2.0 CEU’s for 20 contact hours—sponsored by Delta State University, June, 2005.
- Served as Adviser to the national business fraternity, Phi Beta Lambda, (of which the Omega Kappa Chapter was chartered in 1973 at Rust College). During the past two years, I have taken students to compete in state competitions in Jackson, Mississippi and Tupelo, Mississippi. During which time I served as co-chair of testing sessions at each conference. In 2006, I participated by co-chairing testing in the areas of Management, Marketing, and Visual Basic, and participated in Awards Ceremony (having one student—Thaddeus Hubbard—who received two awards for outstanding achievements in two competitions: “Marketing Concepts” and “Impromptu Speaking”) at the Annual PBL State Competitions, February 22-24, 2006, Itawamba Community College, Tupelo, Mississippi.
- Served as Evaluator for Reflection Presentations by students, under the direction of Mrs. Martha Howard, through Service Learning Program each semester during the past two years—2004-2006.
- Participated in each of the past eleven “National Student Leadership Conferences, sponsored by the Division of Social Science, by working as coordinator of Registration, Rust College, Holly Springs, Mississippi.

Mahmudul Sheikh | Instructor of Information Systems



Educational Background

- Doctor of Philosophy (Expected, Fall 2008), The University of Mississippi, Management Information System
- Master of Science, The University of Mississippi, Computer and Information Science, 2002
- Bachelor of Science, Khulna University, Bangladesh, Computer Science and Engineering, 1997

Accomplishments

- Mahmudul Sheikh, Mina Park, and Sumali Conlon “Optimal Decision Trees to Improve Text Categorization Accuracy”, *Proceedings of the Decision Science Institute Conference, Washington D.C., November 2003.*

- Conlon Sumali, Gerry Grant, Susan Lukose, Frank Mathew, and Mahmudul Sheikh "The Role of Information Extraction Systems in Improving E-Business." *Proceedings of the Decision Sciences Institute Conference, Boston, MA, November, 2004.*
- **Mahmudul Sheikh, Sumali Conlon, "Extracting Information from a Domain of Unstructured Data" Proceedings of the Americas Conference of Information Systems, Omaha, NE, August, 2005**

Projects Completed as Graduate Requirements

- Internet Election System for Faculty Senate Election of University of Mississippi
- Stock Analyzer
- Filtering the search results of a Search Engine
- Application of Neural Network
- Application of Recurrent Neural Network
- Dynamic Execution Environment for Java Applications using JDK 1.3.1

ADJUNCTS

Mr. Kishin H. Malkani | Adjunct, Instructor of Accounting & Finance

Educational Background:

- MBA, Mississippi State University, 1991
- MA, Mississippi State University, 1997
- BS. University of North Alabama, 1988

Professional Background:

- Many years of college teaching and management experience in business and industry.

Mr. Clencie Cotton | Adjunct, Instructor of Business Law

Educational Background:

- Bachelor of Arts, Political Science, May 1968, Tougaloo College, Tougaloo, Mississippi
- Juris Doctorate, University of Illinois, College of Law, Champagne, Illinois, 1971

Professional Background:

- Rust College-Executive Director- Rust College Community Development Corporation- since march 2003 to Present
- Worked in various capacities for the city of Holly Springs and Marshall County, have served as City Attorney, County Attorney and Public Defender. Practiced law for several years.

Dr. Charles Oliver | Adjunct, Instructor of Management

Educational Background:

- West Contra Costa Junior College, San Pablo, CA
- California State University, Hayward, CA
- MBA, Golden Gate University, San Francisco, CA
- Doctor of Ministry, University of Creation Spirituality, Oakland, CA

Mr. James Minor | Adjunct, Instructor of Business Law

Educational Background:

- Bachelor of Arts, Political Science, University of Mississippi, 1969
- Juris Doctorate, University of Mississippi School of Law, 1972

Professional Background:

- Town of Coldwater, City Attorney
- Town of Crenshaw, City Prosecutor
- University of Mississippi, Assistant Dean, Assistant Professor

Ms. Glinda King | Adjunct, Instructor of Accounting & Finance

Educational Background:

- MBA, University of Arkansas, 2005
- MA, Strayer University, 2007

Professional Background:

- Strayer University Academic Counselor.

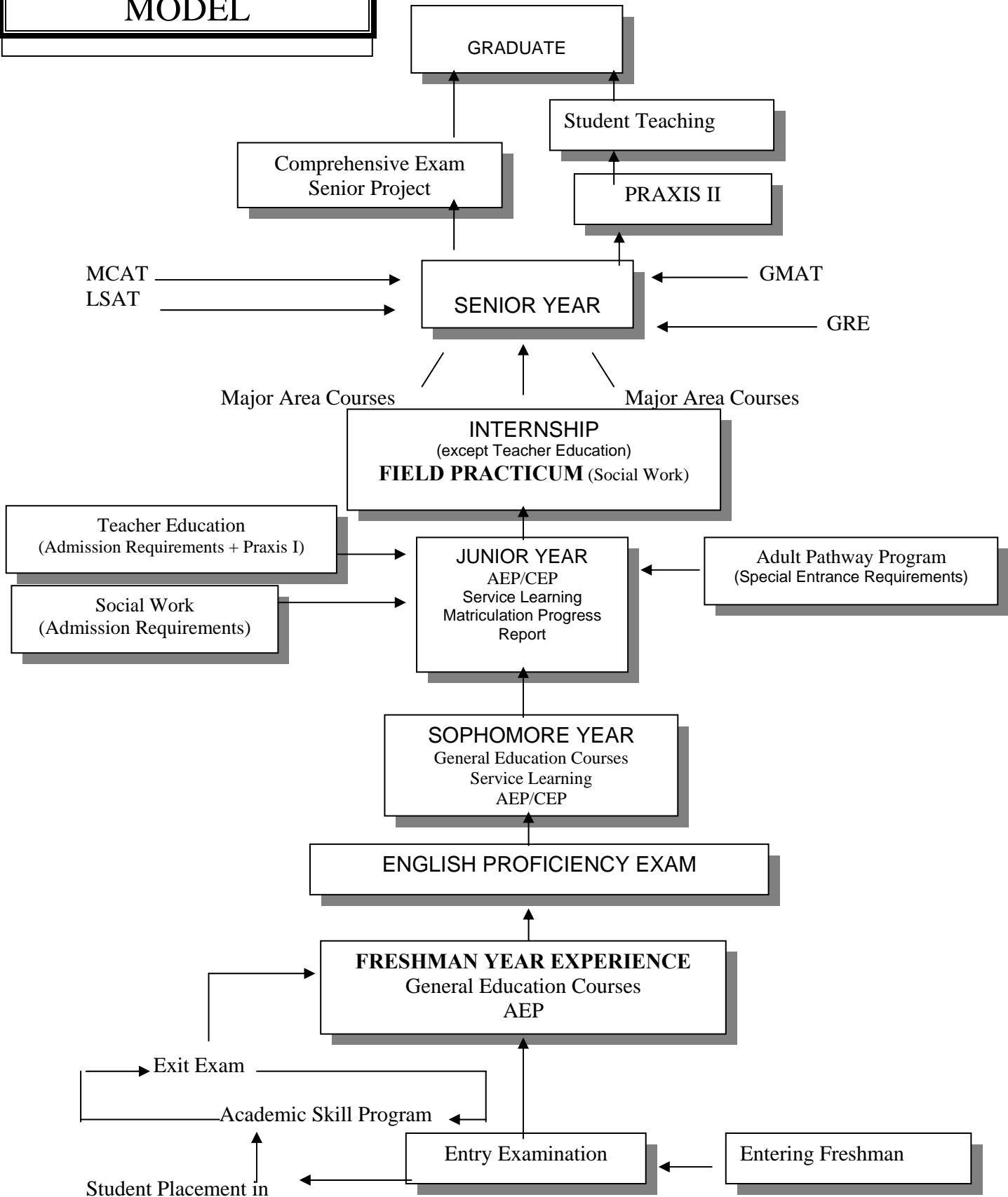
SECRETARY



Ms. Vita Caldwell

*Note: Adjuncts and secretary pictures not available

RUST COLLEGE MATRICULATION MODEL



STUDENT ADVISEMENT AND ACADEMIC ADVISORS

ADVISEMENT OF STUDENTS

Students are assigned to an advisor once entering the division, with the assignments made by the area of their major, minor, or alphabetical listing of their last name. Each student is advised to meet at least two times with his or her advisor each academic year. In accordance with the division's retention efforts and in an attempt to make the division more user friendly, each faculty member has received additional training in the area of advisement.

Advisors

Mrs. Sheela Bhagat	Accounting Minors / Business Administration Majors I-Q
Mr. Richard Frederick	Management Majors
Mr. Mahmudal Sheikh	CIS Minors / Business Administration Majors R – Z
Dr. Sujata Sinha	Business Administration Majors A – H
Dr. Nellie Smith	Business Education Majors / Adult Pathway / Secondary Education

GRADUATION REQUIREMENTS FOR A BACHELOR'S DEGREE IN BUSINESS



Students seeking baccalaureate degrees from Rust College Division of Business must fulfill certain requirements. A candidate for graduation must:

1. Present a minimum of 128 semester hours including the general education program, a major area of study, and a minor or electives as prescribed by the academic division.
2. Maintain a cumulative grade point average of “C” or 2.00 points (A = 4 quality points) in all work completed at Rust College and a minimum grade of “C” in all courses taken in the major area of study. This includes required electives in the degree track.
3. Be a full-time student for at least two semesters and must have completed the last 30 semester hours at Rust College, completing at least one-third of the courses in the major area at Rust College.
4. Demonstrate to the satisfaction of the college sound ethical character and high standards of conduct consistent with the philosophy of the college.
5. Assume full responsibility to the college for completing all requirements and obligations (including the financial obligations) to the college.
6. File with the Registrar an application for graduation before the deadline prescribed by the college in the academic calendar of the current catalog.
7. Satisfy the Division of Business requirement for Senior Project.

NEED SHEETS

RUST COLLEGE – DIVISION OF BUSINESS **NEED SHEET FOR BUSINESS ADMINISTRATION – General Degree** 2009 – 2012 Catalog

Student _____ **I.D.#** _____
FRESHMAN YEAR See Freshman Studies Program for Details **35.0** Total Hours

SOPHOMORE YEAR

<u>PREFIX</u>	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>YEAR</u>	<u>MODULE</u>	<u>GRADE</u>
BUAD	230	Mathematics for Business	3	_____	_____	_____
BMKT	230	Principles of Marketing	3	_____	_____	_____
BCIS	230	Basic Computer Concepts	3	_____	_____	_____
BACC	231	Principles of Accounting I	3	_____	_____	_____
BACC	232	Principles of Accounting II	3	_____	_____	_____
BECO	231	Principles of Microeconomics	3	_____	_____	_____
BECO	232	Principles of Macroeconomics	3	_____	_____	_____
SOSC	231	Introduction to the Social Sciences Seminar	3	_____	_____	_____
HUM	233	Introduction to the Humanities Seminar	3	_____	_____	_____
		Two Courses in One Modern Foreign Language	3	_____	_____	_____
			3	_____	_____	_____
AEP	211/212	Academic Enrichment	1	_____	_____	____/____
CEP	208/209	Sophomore Oral Book Review	<u>.5</u>	_____	_____	____/____

Total Hours 34.5

JUNIOR YEAR

RELG	230	Introduction to Biblical Studies	3	_____	_____	_____
BUAD	331	Business Calculus	3	_____	_____	_____
BUAD	330	Business Law	3	_____	_____	_____
BCIS	331	Information System I	3	_____	_____	_____
ENG	232	Advanced Grammar and Composition	3	_____	_____	_____
BECO	335	Business Statistics	3	_____	_____	_____
BMGT	330	Organizational Theory and Behavior	3	_____	_____	_____
BMGT	335	Workforce Diversity Management	3	_____	_____	_____
BUAD	333	Business Communication	3	_____	_____	_____
BUAD	460	Internship in Business	3	_____	_____	_____
AEP	331/312	Academic Enrichment	1	_____	_____	____/____
CEP	308/309	Junior Oral Book Review	<u>.5</u>	_____	_____	____/____

Total Hours 34.5

SENIOR YEAR

BUAD	434	Business Ethics and Society	3	_____	_____	_____
BACC	430	Managerial Accounting	3	_____	_____	_____
BMGT	432	Production/Operations Management	3	_____	_____	_____
BUAD	432	Business Finance	3	_____	_____	_____
BUAD	433	Business Policy	3	_____	_____	_____
BECO	333	Global Business Issues	3	_____	_____	_____
		2 Electives in Business:	3	_____	_____	_____
			<u>3</u>	_____	_____	_____

Total Hours 24

Total Semester Hours for Graduation 128

Other Graduation Requirements:

1 English Proficiency 2. Exit Interview 3. Senior Project

RUST COLLEGE – DIVISION OF BUSINESS
NEED SHEET FOR BUSINESS ADMINISTRATION – *Minor Computer Information Systems*
2009 – 2012 Catalog

Student _____ **I.D. #** _____

FRESHMAN YEAR See Freshman Studies Program for Details 35.0 Total Hours

SOPHOMORE YEAR

Prefix Number	Course Title	Hours	Year	Module	Grade
BECO 231	Principles of Microeconomics	3	_____	_____	_____
BMKT 230	Principles of Marketing	3	_____	_____	_____
BECO 232	Principles of Macroeconomics	3	_____	_____	_____
BCIS 230	Basic Computer Concepts	3	_____	_____	_____
BACC 231	Principles of Accounting I	3	_____	_____	_____
HUM 233	Introduction to the Humanities Seminar	3	_____	_____	_____
SOSC 231	Introduction to the Social Sciences Seminar	3	_____	_____	_____
BACC 232	Principles of Accounting II	3	_____	_____	_____
BUAD 230	Math for Business	3	_____	_____	_____
	Two courses in one Modern Foreign Language	3	_____	_____	_____
		3	_____	_____	_____
AEP 211/212	Academic Enrichment	1	_____	_____	_____/_____
CEP 208/209	Sophomore Oral Book Review	.5	_____	_____	_____/_____

JUNIOR YEAR

Total Hours 34.5

BUAD 331	Business Calculus	3	_____	_____	_____
RELG 230	Introduction to Biblical Studies	3	_____	_____	_____
BUAD 330	Business Law	3	_____	_____	_____
BACC 430	Managerial Accounting	3	_____	_____	_____
BECO 333	Global Business Issues	3	_____	_____	_____
BUAD 333	Business Communication	3	_____	_____	_____
BCIS 331	Information Systems I	3	_____	_____	_____
ENG 232	Advanced Grammar & Composition	3	_____	_____	_____
BMGT 330	Organization Theory and Behavior	3	_____	_____	_____
BUAD 460	Internship in Business	3	_____	_____	_____
AEP 311/312	Academic Enrichment	1	_____	_____	_____/_____
CEP 309/309	Junior Oral Book Review	.5	_____	_____	_____/_____

SENIOR YEAR

Total Hours 34.5

BMGT 335	Workforce Diversity Management	3	_____	_____	_____
BMGT 432	Production/operation Management	3	_____	_____	_____
BECO 335	Business Statistics	3	_____	_____	_____
BUAD 432	Business Finance	3	_____	_____	_____
BUAD 433	Business Policy	3	_____	_____	_____
BUAD 434	Business Ethics and Society	3	_____	_____	_____

Select any 3 of the courses below plus 1 non-Computer Information Systems elective

BCIS 433	Web Designing	3	_____	_____	_____
BCIS 332	Information Systems II	3	_____	_____	_____
BCIS 431	(CMSC-435) Data Base Management Systems	3	_____	_____	_____
BCIS 333	(CMSC-438) Communication Networks	3	_____	_____	_____
BCIS 334	(CMSC-236) C-Programming	3	_____	_____	_____

Total Hours 30

Total Semester Hours for Graduation 134

Other Graduation Requirements:

1. English Proficiency 2. Exit Interview 3. Senior Project

RUST COLLEGE – DIVISION OF BUSINESS
NEED SHEET FOR BUSINESS ADMINISTRATION – Associates Degree
2009 – 2012 Catalog

Student _____ I.D.# _____

FRESHMAN YEAR See Freshman Studies Program for Details **35.0** Total Hours

SOPHOMORE YEAR

<u>PREFIX</u>	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>HOUR</u>	<u>YEAR</u>	<u>MODULE</u>	<u>GRADE</u>
BUAD	230	Mathematics for Business	3	_____	_____	_____
BMKT	230	Principles of Marketing	3	_____	_____	_____
BCIS	230	Basic Computer Concepts	3	_____	_____	_____
BACC	231	Principles of Accounting I	3	_____	_____	_____
BACC	232	Principles of Accounting II	3	_____	_____	_____
BECO	231	Principles of Microeconomics	3	_____	_____	_____
BUAD	330	Business Law	3	_____	_____	_____
SOSC	231	Introduction to the Social Sciences Seminar	3	_____	_____	_____
HUM	233	Introduction to the Humanities Seminar	3	_____	_____	_____
ENG	232	Advanced Grammar and Composition	3	_____	_____	_____
BMGT	330	Organizational Theory and Behavior	3	_____	_____	_____
RELG	230	Introduction to Biblical Studies	3	_____	_____	_____
AEP	211/212	Academic Enrichment	1	_____	_____	____/____
CEP	208/209	Sophomore Oral Book Review	<u>5</u>	_____	_____	____/____

Total Hours 37.5

Total Semester Hours for Graduation 72.5

Other Graduation Requirements:

- | | |
|------------------------------|-----------------------------------|
| 1. English Proficiency _____ | 3. Registrar's Verification _____ |
| 2. Exit Interview _____ | 4. Expected Graduation Date _____ |

RUST COLLEGE – DIVISION OF BUSINSS
NEED SHEET FOR BUSINESS ADMINISTRATION – Management Minor
2009 – 2012 Catalog

Student				I.D.#		
FRESHMAN YEAR		See Freshman Studies Program for Details		35.0 Total Hours		
SOPHOMORE YEAR						
PREFIX	NUMBER	COURSE TITLE	HOURS	MODULE	YEAR	GRADE
BUAD	230	Mathematics for Business	3	_____	_____	_____
BMKT	230	Principles of Marketing	3	_____	_____	_____
BCIS	230	Basic Computer Concepts	3	_____	_____	_____
BACC	231	Principles of Accounting I	3	_____	_____	_____
BACC	232	Principles of Accounting II	3	_____	_____	_____
BECO	231	Principles of Microeconomics	3	_____	_____	_____
BECO	232	Principles of Macroeconomics	3	_____	_____	_____
SOSC	231	Introduction to the Social Sciences Seminar	3	_____	_____	_____
HUM	233	Introduction to the Humanities Seminar	3	_____	_____	_____
		Two Courses in One Modern Foreign Language	3	_____	_____	_____
			3	_____	_____	_____
AEP	211/212	Academic Enrichment	1	_____	_____	_____
CEP	208/209	Sophomore Oral Book Review	<u>.5</u>	_____	_____	_____
			Total Hours	34.5		
JUNIOR YEAR						
RELG	230	Introduction to Biblical Studies	3	_____	_____	_____
BUAD	331	Business Calculus	3	_____	_____	_____
BUAD	330	Business Law	3	_____	_____	_____
BCIS	331	Information System I	3	_____	_____	_____
ENG	232	Advanced Grammar and Composition	3	_____	_____	_____
BECO	335	Business Statistics	3	_____	_____	_____
BMGT	330	Organizational Theory and Behavior	3	_____	_____	_____
BMGT	335	Workforce Diversity Management	3	_____	_____	_____
BUAD	333	Business Communication	3	_____	_____	_____
BUAD	460	Internship in Business	3	_____	_____	_____
AEP	331/312	Academic Enrichment	1	_____	_____	_____
CEP	308/309	Junior Oral Book Review	<u>.5</u>	_____	_____	_____
			Total Hours	34.5		
SENIOR YEAR						
BUAD	434	Business Ethics and Society	3	_____	_____	_____
BACC	430	Managerial Accounting	3	_____	_____	_____
BMGT	432	Production/Operations Management	3	_____	_____	_____
BUAD	432	Business Finance	3	_____	_____	_____
BUAD	433	Business Policy	3	_____	_____	_____
BECO	333	Global Business Issues	3	_____	_____	_____
Select any 3 of the courses below plus 1 non-management elective						
BMGT	333	Small Business Management and Entrepreneurship	3	_____	_____	_____
BMGT	430	Human Resource Management	3	_____	_____	_____
BMGT	435	International Business Management	3	_____	_____	_____
BMGT	438	Labor-Management Relations	3	_____	_____	_____
BMGT	334	Money and Banking Management	<u>3</u>	_____	_____	_____
			Total Hours	30		
Total Semester Hours for Graduation 134						

Other Graduation Requirements:

1. English Proficiency Exit Interview 3. Senior Project

RUST COLLEGE – DIVISION OF BUSINESS
NEED SHEET FOR BUSINESS ADMINISTRATION – Accounting Minor
2009 – 2012 Catalog

Student _____ I. D. # _____

FRESHMAN YEAR See Freshman Studies Program for Details **35.0** Total Hours

SOPHOMORE YEAR

Prefix	Number	Course Title	Hours	Year	Module	Grade
BUAD	230	Math for Business	3	_____	_____	_____
BMKT	230	Principles of Marketing	3	_____	_____	_____
BCIS	230	Basic Computer Concepts	3	_____	_____	_____
BACC	231	Principles of Accounting I	3	_____	_____	_____
BECO	231	Principles of Microeconomics	3	_____	_____	_____
SOSC	231	Introduction to the Social Sciences Seminar	3	_____	_____	_____
BACC	232	Principles of Accounting II	3	_____	_____	_____
BECO	232	Principles of Macroeconomics	3	_____	_____	_____
HUM	233	Introduction to the Humanities Seminar	3	_____	_____	_____
		Two courses in one Modern Foreign Language	3	_____	_____	_____
			3	_____	_____	_____
AEP	211/212	Academic Enrichment	1	_____	_____	/_____
CEP	208/209	Sophomore Oral Book Review	.5	_____	_____	/_____

Total Hours 34.5

JUNIOR YEAR

RELG	230	Introduction to Biblical Studies	3	_____	_____	_____
BUAD	331	Business Calculus	3	_____	_____	_____
BUAD	330	Business Law	3	_____	_____	_____
BCIS	331	Information Systems I	3	_____	_____	_____
ENG	232	Advanced Grammar & Composition	3	_____	_____	_____
BMGT	330	Organizational Theory & Behavior	3	_____	_____	_____
BUAD	333	Business Communication	3	_____	_____	_____
BMGT	335	Workforce Diversity Management	3	_____	_____	_____
BECO	333	Global Business Issues	3	_____	_____	_____
BUAD	460	Internship in Business	6	_____	_____	_____
AEP	311/312	Academic Enrichment	1	_____	_____	/_____
CEP	308/309	Junior Oral Book Review	.5	_____	_____	/_____

Total Hours 34.5

SENIOR YEAR

BACC	430	Managerial Accounting	3	_____	_____	_____
BUAD	434	Business Ethics & Society	3	_____	_____	_____
BMGT	432	Production/Operation Management	3	_____	_____	_____
BECO	335	Business Statistics	3	_____	_____	_____
BUAD	432	Business Finance	3	_____	_____	_____
BUAD	433	Business Policy	3	_____	_____	_____
Select any 3 of the courses below plus 1 non-accounting elective						
BACC	331	Intermediate Accounting I	3	_____	_____	_____
BACC	332	Intermediate Accounting II	3	_____	_____	_____
BACC	333	Accounting Information Systems	3	_____	_____	_____
BACC	431	Cost Accounting	3	_____	_____	_____
BACC	433	Tax Accounting	3	_____	_____	_____

Total Hours 30

Total Semester Hours for Graduation 134

Other Graduation Requirements:

1. English Proficiency Exit Interview 3. Senior Project

RUST COLLEGE – DIVISION OF BUSINESS
NEED SHEET FOR BUSINESS EDUCATION (A Teacher-Education Program in Business)
2009 – 2012 Catalog

Student _____ I.D.# _____

Freshman Year See Freshman Studies Program for Details **35.0 Total Hours**

SOPHOMORE YEAR

PREFIX	NUMBER	COURSE TITLE	HOURS	YEAR	MODULE	GRADE
BMKT	230	Principles of Marketing	3	_____	_____	_____
BUAD	230	Mathematics for Business	3	_____	_____	_____
RELG	230	Introduction to Biblical Studies	3	_____	_____	_____
BCIS	230	Basic Computer Concepts	3	_____	_____	_____
HUM	233	Introduction to the Humanities Seminar	3	_____	_____	_____
BECO	232	Principles of Macroeconomics	3	_____	_____	_____
PRAX	230	PRAXIS Seminar (not required if student has required ACT score)	3	_____	_____	_____
ENG	232	Advanced Grammar and Composition	3	_____	_____	_____
SOSC	231	Introduction to the Social Sciences Seminar	3	_____	_____	_____
		Two Courses in One Modern Foreign Language	6	_____	_____	_____
AEP	211/212	Academic Enrichment	1	_____	_____	_____
CEP	208/209	Sophomore Oral Book Review	0.5	_____	_____	_____

Total Hours 34.5

JUNIOR YEAR Pre-professional Skills Test: Subtest: Reading, Writing, Mathematics

EDUC	230	Foundations of Education	3	_____	_____	_____
BACC	231	Principles of Accounting I	3	_____	_____	_____
PSYC	230	General Psychology	3	_____	_____	_____
BACC	232	Principles of Accounting II	3	_____	_____	_____
EDUC	313	Educational Tech. Competency	1	_____	_____	_____
BMGT	330	Organizational Theory and Behavior	3	_____	_____	_____
BCIS	331	Information System I	3	_____	_____	_____
RDLA	334	Teaching Reading in the Content Areas	3	_____	_____	_____
PSYC	332	Human Growth & Development	3	_____	_____	_____
PSYC	331	Psychology of Exceptional Students	3	_____	_____	_____
BUAD	333	Business Communications	3	_____	_____	_____
BMGT	335	Workforce Diversity Management	3	_____	_____	_____
EDUC	413	Teaching Strategies Practicum (Obs/Par)	1	_____	_____	_____
AEP	311/312	Academic Enrichment	1	_____	_____	_____
CEP	308/309	Junior Oral Book Review	0.5	_____	_____	_____

Total Hours 36.5

PRAX 320 Praxis Seminar II (optional) *Not included in total hrs. 3 _____

PRAXIS II Examination: Subtest:

SENIOR YEAR Principles of Learning and Teaching Content Area Examination

BUAD	330	Business Law	3	_____	_____	_____
BECO	333	Global Business Issues	3	_____	_____	_____
EDUC	401	Student Teaching Seminar	0	_____	_____	_____
EDSE	430	Methods of Teaching Secondary Education	3	_____	_____	_____
EDUC	430	Measurement and Evaluation	3	_____	_____	_____
EDUC	433	Integrative Teaching Seminar	3	_____	_____	_____
BUAD	434	Business Ethics and Society	3	_____	_____	_____
EDUC	330	Classroom Management	3	_____	_____	_____
EDUC	460/461	Student Teaching		_____	_____	_____

12

Total Hours 33.0

Total Semester Hours for Graduation 139.0

Other Graduation Requirements:

1. English Proficiency 2. Exit Interview 3. Senior Project
 4. Registrar's Verification _____ 5. Expected Graduation Date _____

Two Year Continuous Rotating Schedule

2008/2009 – 2010/2011

Module One

Course Code	Course Name	Time	Professor
BMKT 230	Prin. Of Marketing	Online	Smith
BCIS 211	Intro to Online	Online	Frederick
BMGT 335	Workforce Diversity Mgmt	6:00-9:30 M/W	TBA
BACC 231	Prin. of Acct. I	10:30-12:00 M-F	Bhagat
BECO 231	Prin. of Micro	Online	Sinha
BUAD 330	Bus. Law	6:00-9:30 T/Th	TBA
BCIS 331	Info. System I	10:30-12:00 M -F	Sheikh
BECO 335	Bus. Statistics	1:00-2:30 M-F	Sinha
BUAD 432	Bus. Finance	8:00-9:30 M-F	Bhagat
BUAD 434	Internship	-----	-----
BACC 434	Ethics	1:00-2:30 M-F	Frederick
BACC 333	Acct Info Systems	1:00-2:30 M-F	Bhagat
BCIS 413	Web Design	8:00-9:30 M-F	Sheikh

Time Slots

8:00-9:30 M-F (2)	6:00-9:30 M/W (1)
10:30-12:00 M-F (2)	6:00-9:30 T/TH (1)
1:00-2:30 M-F (3)	Online (3)

Module Two

Course Code	Course Name	Time	Professor
BMGT 330	Organ. Theory & Behavior	1:00-2:30	Frederick
BUAD 331	Bus. Calculus	6:00-9:30 M/W	Sinha
BACC 232	Prin. of Acct. II	10:30-12:00 M-F	Bhagat
BECO 232	Prin. of Macro	8:00-9:30 M-F	Sinha
BCIS 230	Basic Comp Concepts	Online	Sheikh
BUAD 333	Bus. Communications	8:00-9:30 M-F	Smith
BACC 430	Managerial Acct.	Online	Bhagat
BUAD 230	Math For Business	6:00-9:30 T/Th	Sheikh
BUAD 434	Internship	-----	-----
BECO 333	Global Bus. Issues	Online	Sinha
BACC 333	Cost Acct.	1:00-2:30 M-F	Bhagat
BMGT 430	Human Resources	6:00-9:30 T/Th	TBA
BMGT 432	Prod Oper Mgmt	6:00-9:30	TBA

Time Slots

8:00-9:30 M-F (2)	6:00-9:30 M/W (2)
10:30-12:00 M-F (1)	6:00-9:30 T/TH (2)
1:00-2:30 M-F (2)	Online (3)

Module Three

Course Code	Course Name	Time	Professor
BMGT 230	Prin. Of Marketing	8:00-9:30 M-F	Smith
BCIS 211	Intro. To Online	Online	Frederick
BMGT 335	Workforce Diversity Mgmt	Online	TBA
BACC 231	Prin. of Acct. I	6:00-9:30 M/W	TBA
BECO 231	Prin. of Micro	1:00-2:30 M-F	Sinha
BUAD 330	Business Law	Online	TBA
BCIS 331	Infor. Systems I	6:00-9:30 T/Th	Sheikh
BECO 335	Business Statistics	10:30-12:00 M-F	Sinha
BUAD 432	Business Finance	6:00-9:30 M/W	Bhagat
COL 111/112	College Orientation	Online	Smith
BUAD 434	Internship	-----	
BACC 434	Ethics	1:00-2:30 M-F	Frederick
BACC 331	Intermediate Acct. I	8:00-9:30 M-F	Bhagat
BMGT 331	Risk Mgmt	6:00-9:30 T/Th	TBA
BACC 230	General Acct.	6:00-9:30 T/Th	TBA

Time Slots

8:00-9:30 M-F (2)	6:00-9:30 M/W (2)
10:30-12:00 M-F (1)	6:00-9:30 T/TH (3)
1:00-2:30 M-F (2)	Online (4)

Module Four

Course Code	Course Name	Time	Professor
BMGT 330	Organ Theory & Behav	6:00-9:30 T/TH	Frederick
BACC 232	Prin. of Acct. II	6:00-9:30 M/W	TBA
BUAD 331	Bus. Calculus	10:30-12:00 M-F	Sinha
BECO 232	Prin. of Macro	8:00-9:30 M-F	Sinha
BCIS 230	Basic Comp Concepts	10:30-12:00 M-F	Sheikh
BUAD 333	Business Communications	6:00-9:30 T/Th	Smith
BACC 430	Managerial Acct.	10:30-12:00 M-F	Bhagat
BUAD 433	Business Policy	Online	Bhagat
BUAD 230	Math for Business	8:00-9:30 M-F	Sheikh
BMGT 432	Prod. Operations Mgmt	1:00-2:30 M-F	Sinha
BUAD 434	Internship	-----	
BACC 332	Intermediate Acct. II	8:00-9:30 M-F	Bhagat
BECO 333	Global Bus Issues	1:00-2:30 M-F	TBA
BECO 230	General Economics	Online	TBA

Time Slots

8:00-9:30 M-F (3)	6:00-9:30 M/W (1)
10:30-12:00 M-F (3)	6:00-9:30 T/TH (2)
1:00-2:30 M-F (2)	Online (2)

Summer 2009 - 2011

Module Five

Course Code	Course Name	Time	Professor
BMKT 230	Prin. Of Marketing	8:00-10:00 M-F	Smith
BCIS 211	Intro. To Online	Online	Frederick
BECO 231	Prin. of Micro	10:15-12:15 M-F	Sinha
BCIS 230	Basic Comp Concepts	8:00-10:15 M-F	Sheikh
BUAD 432	Business Finance	10:15-12:15 M-F	Bhagat
BUAD 434	Internship	-----	

2009/2010 – 2011-2012

Module One

Course Code	Course Name	Time	Professor
BMKT 230	Marketing	8:00-9:30 M-F	Smith
BCIS 211	Intro. To Online	Online	Frederick
BMGT 335	Workforce Diversity Mgmt	1:00-2:30 M-F	TBA
BACC 231	Prin. of Acct. I	10:30-12:00 M-F	Bhagat
BECO 231	Prin. of Micro	10:30-12:00 M-F	Sinha
BUAD 330	Business Law	6:00-9:30 M/W	TBA
BCIS 331	Info. Systems I	10:30-12:00 M-F	Sheikh
BECO 335	Business Statistics	6:00-9:30 M/W	Sinha
BUAD 434	Internship	-----	-----
BACC 434	Ethics	Online	Frederick
BCIS 332	Info Systems II	1:00-2:30 M-F	Sheikh
BMGT 333	Small Bus Mgmt	6:00-9:30 T/Th	TBA
BUAD 432	Bus Finance	6:00-9:30 T/Th	Bhagat

Time Slots

8:00-9:30 M-F (1)	6:00-9:30 M/W (2)
10:30-12:00 M-F (3)	6:00-9:30 T/TH (2)
1:00-2:30 M-F (2)	Online (2)

Module Two

Course Code	Course Name	Time	Professor
BMKT 330	Organ Theory & Behave	Online	TBA
BUAD 331	Business Calculus	1:00-2:30 M-F	Sinha
BECO 231	Prin. of Acct. II	10:30-12:00 M-F	Bhagat
BACC 230	Basic Comp Concepts	6:00-9:30 T/Th	Sheikh
BUAD 333	Business Communications	8:00-9:30 M-F	Smith
BACC 430	Managerial Acct.	1:00-2:30 M-F	Bhagat
BUAD 230	Math for Business	10:30-12:00 M-F	Sheikh
BUAD 434	Internship	-----	-----
BMGT 432	Prod. Operations Mgmt	6:00-9:30 M/W	TBA
BECO 333	Global Business Issues	8:00-9:30 M-F	Sinha
BMGT 430	Human Resources	Online	Frederick
BECO 232	Prin. of Macro	Online	Sinha

Time Slots

8:00-9:30 M-F (2)	6:00-9:30 M/W (1)
10:30-12:00 M-F (2)	6:00-9:30 T/TH (1)
1:00-2:30 M-F (2)	Online (3)

Module Three

Course Code	Course Name	Time	Professor
BMKT 230	Prin. Of Marketing	6:00-9:30 T/Th	Smith
BCIS 211	Intro. To Online	Online	Frederick
BMGT 335	Workforce Diversity Mgmt	6:00-9:30 M/W	TBA
BACC 231	Prin. Of Acct. I	6:00-9:30 M/W	TBA
BECO 231	Prin. Of Micro	8:00-9:30 M-F	Sinha
BUAD 330	Business Law	6:00-9:30 M/W	TBA
BCIS 331	Info. Systems I	Online	Sheikh
BECO 335	Business Statistics	10:30-12:00 M-F	Sinha
BUAD 432	Business Finance	10:30-12:00 M-F	Bhagat
BUAD 434	Internship	-----	
BACC 434	Ethics	1:00-2:30 M-F	Frederick
BACC 434	Tax Acct.	1:00-2:30 M-F	Bhagat
BACC 331	Intermediate Acct. I	8:00-9:30 M-F	Bhagat
COL 211/212	College Orientation	Online	Smith
BACC 230	General Acct.	6:00-9:30 T/Th	TBA

Time Slots

8:00-9:30 M-F (2)	6:00-9:30 M/W (3)
10:30-12:00 M-F (2)	6:00-9:30 T/TH (2)
1:00-2:30 M-F (2)	Online (3)

Module Four

Course Code	Course Name	Time	Professor
BMGT 330	Organ Theory & Behavior	1:00-2:30 M-F	Frederick
BECO 232	Prin. Of Macro	8:00-9:30 M-F	Sinha
BACC 232	Prin. Of Acct. II	6:00-9:30 M/W	TBA
BCIS 230	Basic Comp Concepts	10:30-12:00 M-F	Sheikh
BUAD 333	Business Communications	Online	Smith
BACC 430	Managerial Acct.	6:00-9:30 M/W	TBA
BUAD 433	Business Policy	1:00-2:30 M-F	Bhagat
BUAD 230	Math for Business	8:00-9:30 M-F	Sheikh
BUAD 434	Internship	-----	
BMGT 432	Prod. Operations Mgmt	10:30-12:00M-F	Sinha
BECO 230	General Economics	Online	Sinha
BACC 332	Intermediate Acct. II	8:00-9:00 M-F	Bhagat
BECO 333	Global Bus Issues	6:00-9:30 T/Th	TBA
BMGT 431	Retail Mgmt	6:00-9:30 T/Th	TBA

Time Slots

8:00-9:30 M-F (3)	6:00-9:30 M/W (1)
10:30-12:00 M-F (2)	6:00-9:30 T/TH (1)
1:00-2:30 M-F (3)	Online (3)

Summer 2010 - 2012

Module Five

Course Code	Course Name	Time	Professor
BMKT 230	Prin. Of Marketing	10:00-12:15 M-F	Smith
BCIS 211	Intro. To Online	Online	Frederick
BECO 231	Prin. Of Macro	8:00-10:15 M-F	Sinha
BCIS 230	Basic Comp Concepts	8:00-10:15 M-F	Sheikh
BUAD 230	Math for Business	10:15-12:15 M-F	Bhagat
BUAD 434	Internship	-----	

Course Code	Course Name	2008/2009	2009/2010	2010/2011	2011/2012
BMKT 230	Prin. Of Marketing	136, 311, 511	111, 325, 512	136, 311, 511	111, 325, 512
BCIS 211	Intro To Online Learning	136, 336, 536	136, 336, 536	136, 336, 536	136, 336, 536
BMGT 335	Workforce Diversity Mgmt	124, 336	113, 324	124, 336	113, 324
BMGT 330	Organ Theory & Behavior	213, 425	236, 413	213, 425	236, 413
BUAD 331	Bus. Calculus	224, 412	213	224, 412	213
BACC 231	Prin. Of Acct I	112, 324	112, 324	112, 324	112, 324
BACC 232	Prin. Of Acct II	212, 424	212, 424	212, 424	212, 424
BECO 231	Prin. Of Micro	136, 311, 512	112, 311	136, 311, 512	112, 311
BECO 232	Prin. Of Macro	211, 411	236, 411, 511	211, 411	236, 411, 511
BCIS 230	Basic Comp Concepts	236, 412, 511	225, 412, 511	236, 412, 511	225, 412, 511
BUAD 330	Business Law	125, 336	124, 324	125, 336	124, 324
BCIS 331	Info Systems I	112, 325	112, 336	112, 325	112, 336
BUAD 333	Bus Communications	211, 425	211, 436	211, 425	211, 436
BECO 335	Business Statistics	113, 312	124, 312	113, 312	124, 312
BACC 430	Mgmt Acct	236, 412	213, 424	236, 412	213, 424
BUAD 433	Bus Policy	436	413	436	413
BUAD 432	Bus Finance	111, 324	125, 312	111, 324	125, 312
BUAD 230	Math for Business	225, 411, 511	212, 411, 512	225, 411, 511	212, 411, 512
BMGT 432	Prod Oper Mgmt	224, 413	224, 412	224, 413	224, 412
BUAD 434	Internship	1, 2, 3, 4, 5	1, 2, 3, 4, 5	1, 2, 3, 4, 5	1, 2, 3, 4, 5
BACC 434	Ethics	113, 313	136, 313	113, 313	136, 313
BECO 333	Global Bus Issues	236, 413	211, 425	236, 413	211, 425
BACC 331	Intermediate Acct I	311	311	311	311
BACC 332	Inter Acct II	411	411	411	411
BMGT 430	Human Resources	225	236	225	236
BCIS 332	Info System II		113		113
BMGT 331	Risk Mgmt	325		325	
BACC 431	Cost Acct	213		213	
BACC 230	General Acct	325	325	325	325
BECO 230	General Economics	436	436	436	436
BACC 434	Tax Acct		313		313
BMGT 333	Small Bus Mgmt		125		125
BACC 333	Acct Info System	113		113	
BMGT 431	Retail Mgmt		413		413
BCIS 333	Web Design	111		111	
COL 211/212	College Orientation		336	336	336

Key = 1st number indicates module

2nd number indicates (1) day, (2) night, or (3) online

3rd number indicates time slot:

Day classes (1) 8:00-9:30, (2) 10:30-12:00, (3) 1:00-2:30

Night classes (4) M/W, (5) T/TH, (6) Online

Online Classes

Any students within the Division of Business is allowed to take an online class providing they complete BCIS 211 Introduction to Online Learning and pass the class with a B or better. BCIS 211 Introduction to Online Learning is designed to prepare both on campus and online students to take an online class within the Division of Business.

The following 13 of 21 core courses are currently available online at various times over a two-year period of time:

BMKT	230	Principles of Marketing
BECO	231	Principles of Microeconomics
BECO	232	Principles of Macroeconomics
BCIS	230	Basic Computer Concepts
BMGT	335	Workforce Diversity Management
BMGT	330	Organizational Theory and Behavior
BUAD	330	Business Law
BCIS	331	Information Systems I
BUAD	333	Business Communications
BECO	333	Global Business Issues
BACC	430	Managerial Accounting
BUAD	433	Business Policy
BUAD	434	Business Ethics and Society

Additionally, the following electives are also currently available online:

BCIS	211	Introduction to Online Learning
BMGT	430	Human Resources Management
BECO	230	General Economics
COL	211/212	College Orientation

SENIOR PROJECT



Senior Project (3200 Words)				
Points Assigned	Paper Well Organized	Poor 1- 5 Points (Indicates writer failed to follow directions or lacks the skills required in this area.)	Average 6 – 10 Points (Indicates the paper has some logical flow but needs some corrections before paper is acceptable.)	Excellent 11 – 15 Points (This paper has a clear introduction and purpose, has a good flow to the material presented, and has a conclusion that addresses the purpose.)
	Writing Skills Analysis (15 Points)	The paper contains numerous writing errors and is not written in APA style.	The paper contains some writing errors and while it demonstrates some understanding of the APA format the paper still contains APA formatting errors.	The paper contains a few minor writing and APA formatting errors.
	Subject Area Analysis (15 Points)	Writer fails to cover a relevant business issue in less than 2800 words.	Writer covers a relevant business issue in some detail but needs additional work. Paper within 3200 words.	Writer fully covers a relevant business issue and meets the required 3200-3600 word limit.
	Content Analysis (15 Points)	Writer discusses a business subject but demonstrates little or no understanding of material or subject mater.	Writer discusses a business subject matter demonstrating some knowledge of the subject matter; however, fails to demonstrate its usefulness.	Writer discusses a business subject in complete detail demonstrating a strong knowledge of subject and its usefulness.
	Conclusion Analysis (15 Points)	Recommendations do not stem from the data as it is presented and analyzed.	Recommendations somewhat flow from the data as it is presented and analyzed.	Recommendations flow from the data as it is presented and analyzed demonstrating further understand of content.
	Reference Work Analysis (15 Points)	Paper contains less than 6 references.	Paper contains less than 8 references.	Paper contains 10 or more references.

FAILURE TO MAINTAIN THE FOLLOWING TIMETABLE WILL KEEP A SENIOR FROM GRADUATING

1. Seniors are required to seek an approved topic and present an outline by the end of the first module.
2. The first draft of the senior project is required by the end of the second module.
3. Students **MUST** present the final draft of their research for approval by the end of the third module. Any senior expecting to graduate who fails to submit their final draft before the end of the third module will not be considered for graduation during that academic year.
4. Submitted papers will be returned to the student within one week of submission. Student must be present to answer any questions that the faculty would like to address.
5. Students who fail to score 11 or higher in each indicated area of their paper must be resubmit their work with the desired corrections within ten days.

Senior Project

All seniors are required to meet with their Senior Project Advisor to discuss element of this document and present a logical agenda and timetable for completion of their Senior Project.

Each Research Paper Should Contain the Following Elements

Introduction

1. Introduce and describe your topic.
 - A. Problem Statement (a problem exists when there is documentation of a difference between *what is* and *what should be*.
 - What is the problem? *Whenever applicable, find a number that expresses the problem*, for example: More than 75% of nurses reported dissatisfaction with their position, and a majority believed the quality of nursing care offered at their establishment has declined in recent years; or two out of every five new teachers leave the profession after the first year; –or four out of five faculty members develop unhealthy drinking patterns after reading problem statements.
 - Who is affected by the problem?
 - What are the consequences of the problem?
 - What is the extent of the problem?
 - B. Provide the reader with a Purpose Statement.
 - 100 – 250 words.

- Begins with 1 or 2 declarative statements (see 2) Example: The purpose of this paper is to...
- The Purpose Statement is followed by how, what, when, whom, and where.
- Example of Purpose Statement: This paper focuses on the ethical behavior of leaders within public sector organizations. Because of the structural similarities between private and not-for profit “cousins,” public sector organizations are just as prone to ethical failures in the decision-making process. However, because of their public nature, these organizations are perhaps subject to greater scrutiny than the private and not-for-profit sectors. Public sector leaders are consequently finding themselves held accountable for their own actions, as well as the actions of the different organizations and departments they lead. This research will examine the reasons why private and not-for-profit organizational leaders are not held to the same higher standards as their public counterparts.

C. The introduction should be no longer than about 2/3 of a page.

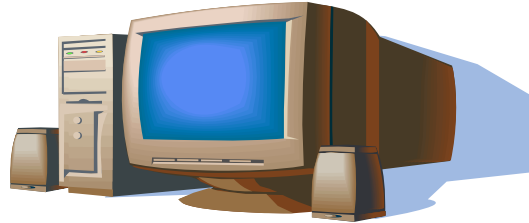
Body of Work

1. Background Information
 - Who cares?
 - What is the social concern or theoretical interest of your research?
 - How will this research contribute to your field of study?
2. Research Question and hypothesis
 - Example research question: *Do intensive student services improve college student success?*
 - Example hypothesis: *College students who receive intensive student service interventions will complete bachelor degrees within five years at a significantly higher rate than college students who do not receive the interventions.*
3. Current body of knowledge:
 - Discuss the broad theoretical area under which the research falls
 - Discussion includes how proposed research fits within other research in the field
 - Important issues, perspectives and controversies in the field are included in discussion
 - Discussion reflects the authors’ knowledge and familiarity with the historical, germinal, and current literature

Conclusion

1. Summarize key points
2. No new material introduced
3. Logical solution is presented from research findings
4. Indicate areas of possible additional research

COMPUTER USAGE POLICY



Everyone within the Rust College community who uses College computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- The integrity of the systems must be respected.
- Privacy of other users must not be intruded upon at any time.
- The rules and regulations governing the use of facilities and equipment must be respected. Users must recognize that certain data are confidential and must limit their access to such data. Use of facilities and equipment must be respected.
- No one shall obtain unauthorized access to other user's accounts and files.
- The intended use of all accounts, typically for college research, instruction and administrative purposes, must be respected.
- Users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to College computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file or mail content of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by the College system administrators in order to safeguard College resources and protect College privileges. Such revocation may be appealed to a committee appointed by the Vice-President and Chief Financial Officer.

If abuse of computer system occurs, those responsible for such abuse will be held accountable and may be subject to disciplinary action.

*Note: In addition to the above rules, users of the computer lab are not allowed to bring food or drinks into the lab.

LEONTYNE PRICE LIBRARY HOURS

SCHOOL YEAR HOURS

Monday-Friday	7:45 a.m. – 12:00 midnight
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	4:00 p.m. – 10:00 p.m.



SUMMER HOURS

Monday-Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	Closed
Sunday	Closed

STUDENT CODES, RIGHTS, RESPONSIBILITIES AND CONDUCT

All rules of Rust College shall apply on campus as well as off campus and for any student currently enrolled at Rust College in the vicinity of the campus and/or representing the college in any capacity.

Campus Security Officers, as well as any official of the College, are hired and are empowered to enforce these regulations and all applicable laws on campus and properties owned, rented or leased by the College. The Security Officers have the added power to execute warrants; the power to stop, identify, interrogate individuals, handcuff, and the power to issue parking tickets and make arrests.

The following are general rules and regulations. In addition to these general rules and regulations stated below, students are encouraged to obtain and familiarize themselves with the following College Regulations:

1.1 PROHIBITED CONDUCT

No person, either single or in concert with others shall:

- a. Willfully cause physical injury to any other person, nor threaten to do so. (Fighting is strictly prohibited; zero tolerance)
- b. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
- c. Willfully damage or destroy property of the institution under the jurisdiction, nor of any other person, nor remove or use such property without authorization.
- d. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff, or any other student.
- e. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
- f. Without authorization enter or remain in any building or facility after it is normally closed.
- g. Refuse to leave any building or facility after being instructed to do so by an authorized administrative officer.
- h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.

Students guilty of any of these violations will be turned over to the office of the Dean of Student Affairs for further actions.

1.2 DISRUPTION

A person is guilty of disruption when he by action, by threat or otherwise:

- a. Interferes with college activities.
- b. Interferes with an official performing his/her duty.
- c. Obstructs college activities.

College activities include but are not limited to teaching, research, administration, public service function, or other authorized programs on the college premises.

1.3 UNAUTHORIZED ENTRY

No person shall break into or illegally enter any college building or room, nor shall any unauthorized person enter or remain in any college building or facility at a time when that facility normally is closed or after the facility has been closed because of special or unusual circumstances. College facilities include, but are not limited to the following: parking lots and campus areas.

1.4 THEFT, DESTRUCTION AND POSSESSION OF STOLEN PROPERTY

- a. No person shall take, steal, burn, destroy, or otherwise damage any property on the college campus or on any college property.
- b. No person, in any manner, whatsoever, shall deface walls of any structure. This includes the use of paints, posters, advertisements, and gang graffiti affixed in any areas other than those designed for such purposes.
- c. A person is guilty of possession of stolen property when he/she knowingly possesses stolen property with intent to deprive the owner of the property.

1st Offense: Suspension for one (1) year

2nd Offense: Expulsion

1.5 PHYSICAL ABUSE / FIGHTING AND HARASSMENT

A person is guilty of physical abuse/fighting and harassment when:

- a. He/she intentionally assaults (a physical or verbal attack), strikes, threatens, forces, or intimidates (frighten) any person.
- b. He/she engages in a course of conduct, over a period of time or repeatedly commits acts, which alarm or seriously annoy another person and which serve no legitimate purpose.
- c. He/she creates a condition which unnecessarily endangers or threatens the health, safety or well being of other persons or property on college property.
- d. He/she intentionally sexually assaults or rapes any person; this includes date or acquaintance rape defined as forcible, nonconsensual sexual intercourse perpetrated by a person known to the victim and with whom the victim is voluntarily engaged in a social interaction, on or off college property.

Students have the right to file charges with the Dean of Student Affairs against employees for abuse of their rights and privileges.

The sanction for Physical Abuse and Harassment is:

1st Offense: Strict Probation

2nd Offense: Residence Hall Eviction

3rd Offense: Suspension for 1 academic year

1.6 DANGEROUS WEAPONS AND EXPLOSIVES

- a. It is a violation of Rust College regulations for any student to possess a rifle, shotgun, firearms, ammunition, firecrackers, or explosives.
- b. No person, either single or in concert with others, shall possess and carry on any grounds or in any building of the college a knife, dirk, slated cudgel, bludgeon, club or other things adaptable to the purpose of a weapon, including batons, canes, or similar articles, excluding only orthopedic aids, athletic equipment and project or construction materials and tools with a proof of a proper specific use of purpose on the day in question.

1.7 PICKETING AND DEMONSTRATION

In regard to on campus student actions and demonstrations that tend to endanger lives, public or private property or to violate local, state or federal laws, each student will take the consequences of his/her own actions as an individual before the law, as well as being referred to the appropriate college disciplinary body. The cost of any damage to public or private property must be borne by those legally responsible. All members of the college community must share the responsibility for maintaining a climate in which diverse views can be expressed freely and without harassment.

1.8 DRESS AND APPEARANCE

Inappropriate dress is prohibited in all areas. Examples of inappropriate dress: (Men) hats on in buildings, shirttails out, sleeveless shirts. (Women) halters, midriffs exposed, hot pants or rollers in hair and sleeveless shirts in the recreational areas (braids should be well kept at all times). Ladies' headscarves are permissible when used in a fashionable manner only. NO pajamas are to be worn by men or women. Inappropriate dress for the Assembly Program: Hair rollers, shower shoes, and armpits out are not permitted. Sunday attire is Church attire: Men- shirt and tie or shirt with jacket and slacks. You will not be permitted to take meals with your pants below your waist. Midriff of ladies should be covered. **THE CAFETERIA MANAGER AND STAFF HAVE THE AUTHORITY TO DENY MEALS IF YOU ARE NOT PROPERLY DRESSED.**

1.9 FEE REQUIREMENTS

- a. All students are expected to pay fees as agreed to by the student and the college. Fee requirements are listed in the general catalog. Students failing to comply will be administratively withdrawn from the college. Students who have been withdrawn from the college for non payment of fees will not be allowed to take final exams.

1.10 PARTICIPATION OF STUDENTS IN SPORTS

Since all sport activities are voluntary and the college strives to provide safe premises and adequate control over all sports activities, Rust College cannot assume liabilities for injuries received in competition beyond that to be paid by the insurance in which all students are required to participate.

Student athletes are students first. Although accommodations will be made for students to participate in sports events, it is the responsibility of the **student** to obtain all missed assignments/tests; **NOT the professors**'.

1.11 DRUGS

- a. Possession without prescription of any dangerous drug, such as marijuana, marijuana butts, cocaine, crack cocaine, heroine, narcotics, barbiturates, and any other substance that is illegal in the state of Mississippi and the United States of America, is contrary to federal and/or state law. Any student found to be in possession of illegal drugs without a prescription must be reported to the appropriate civil authorities and will be suspended or expelled from Rust College. **No charge letter will be sent and no hearing will be held.**
- b. The possession of drug paraphernalia is prohibited and will be cause for suspension for and indefinite period of time. **No hearing will be held.**
- c. Students may seek assistance for alcohol or other drug abuse problems by contacting the Dean of Student Affairs Office. The conversation is confidential and the office will seek outside assistance if needed. Outside assistance will be paid for by the student.

1.12 STUDENT RECORDS

Information about a student, including but not limited to any personally identifiable information, records or files, may be released with the student's written permission in the following cases only:

- a. The college will release the following information directly upon request: student name, current address, telephone number, major field of study, dates of attendance, degrees and awards received. The college will release such information if the student data form is checked under the appropriate item that he/she wishes to be listed in the Student Directory. A student may at any time rescind his/her permission for the release of directory information by written notification to the Dean of Students.
- b. College officials, including faculty and staff who have a legitimate educational interest;

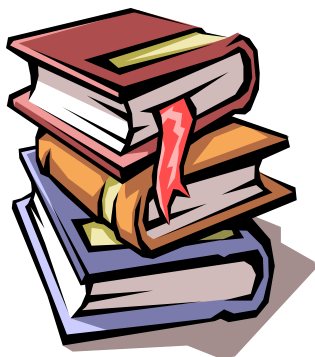
- c. In connection with a student's application for the receipt of financial aid;
- d. Authorized representative of the Comptroller General of the United States, Board of Education of the United Methodist Church, the Secretary of Education;
- e. There is written consent from the student specifying records to be released, the reasons for such release, to whom and with a copy of the records be released, to the student if desired, unless confidential.
- f. Such information is furnished in compliance with judicial order, or pursuant to all lawfully issued subpoenas upon condition that the student is notified of such order or subpoena in advance of the compliance therewith by the college.

With respect to these guidelines, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept personally with the file of the student, but only for inspection by the student indicating specifically the legitimate educational or other interest that each person, agency, or organization has seeking this information. Such form shall be available to the school officials responsible for record maintenance, as a means of auditing the operation of the system. Students shall have an opportunity for a hearing to challenge the consent of their records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy of other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

1.13 USE OF ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on our campus. Any person is guilty of the use of alcoholic beverages when he/she consumes any alcoholic beverages or brings or causes it to be brought onto the campus or into any building.

ACADEMIC REGULATIONS



Our academic day extends from 8:00 a.m. - 9:30 p.m. Monday through Saturday. This plan improves space utilization, develops greater flexibility in class and work schedules, provides greater opportunity for experimentation and enrichment, and helps develop an academic climate. All divisions schedule a minimum of 25% of their courses in the evening each semester to accommodate students who can only attend class after 5:00 p.m. Academic advising is also provided for every student. All students should have this source of planning and management of their degree program.

1. Students are required to select and formally declare their major (or minor if required) fields of study during their sophomore year.
2. Each student is assigned a major area advisor who guides the student in the selection of courses for each semester and in progression toward fulfillment of all requirements for graduation.
3. Some general education requirements may be fulfilled by taking examination for exemption or by completing courses for credit by examination. For details the student should refer to the regulations concerning courses for Credit by Examination and Exemption by Examination.
4. Students over 30 years of age or those who have served at least two years in the armed services may be exempted from the physical activity courses upon approval of the Academic Dean.
5. Students are expected to complete their degree requirements within six years of matriculation. Those failing to achieve graduation in this time may be required to satisfy the requirements of the current catalog. A student whose academic career is interrupted by military services may complete the requirements of this degree under the catalog of the student's first registration provided that he returns to the College within one year after being discharged and has not changed his first declaration concerning major area of study.
 - A. Students registered for the first time under a particular catalog are allowed to change
later
to a later catalog. In such cases the student must meet all requirements under the
catalog.
6. A transfer student enters under and is guided by the catalog in vogue at the time of entry.
7. No credit will be given for any course unless it is properly scheduled and recorded in the Records Office by the last day of the change of program period in the particular semester.

8. If for any reason a student withdraws from one or more courses or completely from the college without filing the appropriate withdrawal forms and obtaining approval of the college officials concerned, the student may receive failing grades in these courses.
9. Upon recommendation of the concerned instructor and approval of the Academic Dean, a student may be dropped from a course. Documentation must be presented by the instructor indicating no likelihood of passing the course(s).
10. If a student is compelled to withdraw or drop courses because of illness or conditions beyond his or her control, that student will be marked withdrawn.
11. A student may not be absent from a term examination without reasons approved by the Academic Dean of the College.
12. The normal student course load is 12-18 semester hours during the semesters, but a student who is on probation may not take more than 12 semester hours. A student may take 6 semester hours during the summer term.
13. A student with less than a 3.00 grade point average must get approval from his/her advisor and the division chair to take over 15 hours in a given semester.
14. A student may change his/her major area of study upon recommendation of the faculty advisor and the chairman of the division and upon approval of the Academic Dean.
15. The cumulative grade point average of the student is computed only on the courses completed at Rust College.
16. All courses taken at Rust College must be taken for the number of credit hours stated in the catalog which is in vogue at the time the student takes the course.
17. Students may not receive credit toward a degree at Rust College for coursework in their major completed at another institution prior to eight years before entering Rust College.
18. The last day for adding courses is the third day after classes begin. The last day for dropping courses is Friday of the fourth week of each module.
19. The last day to remove an "I" received during the fall semester is the 3rd Friday in March in the following spring semester.
20. The last day to remove an "I" received during the spring semester is the 1st Friday in November in the following fall semester.
21. All grade errors *must* be corrected within 15 school days after grades are reported.
22. During the fall semester of each year, academic counseling and early registration shall be two weeks designated in November on the college calendar.
23. During the spring semester of each year, academic counseling and early registration will be the last two weeks of March.
24. Academic degrees are conferred once each year as indicated in the master calendar. Persons receiving degrees are expected to participate in graduation exercises unless excused by the Academic Dean. Persons not completing all graduation requirements may not participate in commencement exercises.

25. Students involved in approved off-campus programs (such as internship) will be exempted from AEP and CEP during the semester they do not study on Rust campus. Transfer students are exempted from AEP & CEP requirements for the period they do not attend Rust College.
26. Any course for which the student has earned a grade may be repeated. When a course is repeated, the student must request an audit of the course in order for the cumulative grade point average to be recalculated. Only the succeeding course will be included in calculating the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation. An audit must be requested prior to graduation.

ADEMIC OVERLOAD POLICY



The normal maximum credit hour load is 18 hours in a semester and six hours in summer school. The maximum number of credit hours a student may take in any semester is 22. Students may enroll in this maximum number of credit hours (22):

- If he/she is within the last 30 hours of requirements for graduation, and
- Has a cumulative grade point average of 3.00 or above, and
- Has received permission from his/her Advisor, Division Chairperson, and Academic Dean.

Freshmen may enroll in 20 hours of coursework when the hours over 18 are college orientation, band, choir or AEP.

Credit hours for CEP, AEP, band and choir are not counted in the overload credit hours.

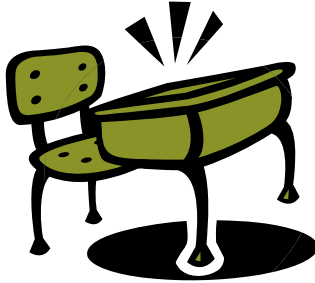
POLICY ON ACADEMIC DISHONESTY

The development of intelligence and strengthening of moral responsibility are two of the most important aims of education. Fundamental to the accomplishments of these purposes is the duty of the student to perform all of his/her required work without illegal help. The following actions constitute major forms of examples of academic dishonesty among students:

- a. Submission, to satisfy academic requirements, of material previously submitted in whole or in a substantial part in another course, without prior and expressed consent of the instructor.
- b. Plagiarism is copying material from a source or sources and submitting the material as one's own (quotations, paraphrases, basic ideas, or otherwise representing the work of another as one's own).
- c. Cheating is receiving information from another student or other unauthorized source or giving information to another student with intention to deceive while completing an examination or individual assignment.
- d. Falsification of academic materials, fabricating laboratory materials, notes or reports, forging an instructor's name or initials or submitting a report, paper, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- e. Procurement, distribution or acceptance of examinations, laboratory results or confidential academic materials without prior and expressed consent of the instructor.

Possible penalties for violation of scholastic dishonesty are an "F" grade, dismissal from a course, dismissal from the college, or denial or revocation of the degree. The sanction for Academic Dishonesty by the Academic Dean may be immediate suspension without a hearing.

WITHDRAWAL POLICY



Withdrawal

When a student finds it necessary to withdraw from the college during the semester, the proper forms through the Office of the Retention Coordinator of the College should be executed. Failure of the student to follow through with this procedure will result in an “F” for work taken and a charge for the full semester’s work. When a student is required to withdraw as the result of disciplinary action, he or she forfeits all rights and privileges as a member of the college family, as well as fees paid in advance. A grade of “W” will be given for all academic work.

ASSESSMENT AND EVALUATION

The Division of Business offers only the Bachelor of Science degree in business administration. In addition, it also offers minors in accounting, computer information systems and management.

The Division conducts annual evaluation of faculty through course evaluation by students, classroom evaluation by the chair and faculty self-evaluations. The evaluation instruments measure faculty effectiveness in the classroom, professional development activities, research and publications, scholarship and other forms of intellectual activity, community and public service, and participation in governance, and other responsibilities in the college. Evaluation results are also used to adjust goals, modify courses and instructional approaches as well as determine readiness for promotion and professional development needs of faculty.

The Senior Research Project and an in-house designed exit exam administered to graduating seniors and administered during the Cap Stone Course BUAD 433 Business Policy are used for program's evaluation within the Division. The scores are analyzed and used to measure students' academic achievement as well as serve as the basis for necessary curriculum review.

Additionally, the Division uses a variety of internal traditional evaluation tools such as examinations, graded homework assignments, senior exit survey form (located at the end of student handbook), overall GPA, student oral presentations, and group projects to improve its programs. The Division also uses a variety of external traditional evaluation tools such as job placements, the number of students entering graduate and professional schools, retention reports, and student satisfaction surveys to measure its program effectiveness.

I. PERSPECTIVES

A. Objective:

All students who complete the degree program in Business Administration are expected to demonstrate an understanding of the perspectives that form the context for business, the foundation knowledge of business, and oral communication. Included in the perspectives are:

- Ethical and global issues;
- Influence of political, social, legal, regulatory, environmental and technical issues;
- Impact of demographic diversity on organizations.

B. Measurable Results:

1. Students demonstrate a fundamental knowledge of accounting, finance, economics, management, quantitative business analysis, marketing, global business issues and the legal and social environment of business
2. Students demonstrate the ability to understand, appreciate, and apply diversity management concepts and technology in the workplace.
3. Students demonstrate the ability to communicate (orally, in writing, graphically, and mathematically).

C. Current Assessment Methods:

1. Beginning in 2005, foundation knowledge of business is assessed through the administration of the Senior Research Project and all students enrolled in BUAD 433 Business Policy class (capstone course). The scores are analyzed and used to assess students' academic achievement as well as internship as a basis for necessary curriculum review.
2. Students are required to prepare written reports, make case presentations and engage in case discussions and analyses.
3. The Division uses a variety of internal traditional evaluation tools such as examinations, graded homework assignments, exit interviews, overall GPA, student presentations and group projects to improve the program.
4. Also, the Division uses a variety of external traditional evaluation tools such as number of job placements and the number of graduates entering graduate and professional schools, and success rate on GMAT to measure its program effectiveness.

D. Expected Results:

1. The expected outcome from the Senior Research Project in Business is for all graduating seniors to demonstrate an ability to conduct effective research, write in a business manner (APA writing standards), and demonstrate an understanding of the business aspects within their desired field of education.
2. It is expected that all students cleared for graduation in the Division of Business will have demonstrated competency (clarity, syntax, and mechanics) in the preparation of written reports and case presentations.

Summary of Expected Student Learning Outcomes

Objectives	Assessment Methods	Outcome	Time
Demonstration of fundamental knowledge of accounting, finance, economics, management, quantitative business analysis, marketing, global business issues, legal and social environment of business	Administration of Senior Project in business related topic to all graduating seniors Class exams, graded homework, group projects, etc.	Students most score 11 or higher in all areas evaluated according to the senior project matrix on page 41 Grade of "C" or better GPA	While Senior Projects are evaluated during a students senior year, students are encouraged to meet with their advisor to begin collecting desired information and selecting an area of research during their sophomore year. Every Module
Competency in business analysis, the preparation of written reports and case presentations	Preparation and submission for grading written case analyses and oral case presentations by students enrolled in BUAD 433 Business Policy	Grade of "C" or better	2 times a year when the course is offered
Demonstrate knowledge of case analysis and presentation comparable to their peers from other colleges	Participation in intercollegiate case competition, eg. SAM, SIFE	Competitions and certificates won	Every Semester
Career and internship opportunities	Job placements in internships	Number of professional job placements and internships	Annual
Assessment of student satisfaction with their education	Exit interviews surveys of graduates	At least 70% to indicate satisfaction with their education at Rust College	Annual

II. Administration:

1. The Chair of the Division of Business coordinates the senior project and assigns a senior project advisor. Individual results are communicated to the students by the chair or senior project advisor. Records of and an analysis of student performance are the responsibility of the chair.
2. All students enrolled in Business Policy prepare and submit for grading written case analyses and oral case presentations and the instructor teaching the course maintains a record of every student performance as part of a student's grade.
3. The survey of recent graduates is coordinated by the chair in conjunction with the Rust College Office of Career Development.

Internship Report



All students graduating from the Division of Business must complete an internship requirement. Students are encouraged to find an Internship Assignment that relates to their major. All Internship Assignments must be approved by the student's academic advisor and the Division Chair. A copy of all the required forms follows the Internship Grading Matrix starting on page 64 of the student handbook and can be downloaded from the students Division of Business Jump Drive or by on Blackboard (Go to the "Business Division Senior Project").

Explanation of Report Requirements

1. Paper should be well organized and divided into parts with proper headings as required in APA formatting. Cover page with header, table of contents, and reference page (if necessary are required.) All reports need to be at least four pages in length; however, the cover page, table of contents, and reference page (if required) do not count as one of the four pages.
2. Students should avoid common English errors and spelling mistakes. Paper should be free from common APA errors. (Students can go to Blackboard under the Business Division Senior Project to obtain a copy of several examples of APA writing.)
3. While students are allowed to add anything they feel helps give a clear understand of their Internship experience, including related information about the profession, all students are required to present at a minimum the following information: 1) an overview of their individual skills and academic concentration (in this area students should indicate why they feel this Internship Assignment was right for them), 2) an overview of the organization where they completed their Internship Assignment, 3) an overview of what they were required to do during their Internship Assignment.
4. All papers need to end with a summary of what the student learned and how they feel that the Internship Assignment will help them in the future.
5. References are not required but if a student feels that some outside reference about that profession will help to support an idea the work must be cited and a reference page added to your paper. While references not required, they do help to better demonstrate the students understanding of what they learned during their Internship experience.

Grading Matrix for Internship Reports

<ol style="list-style-type: none"> 1. The Internship Reports is required within three days of the finals during the module of your Internship Assignment. 2. All Internship Reports should contain a cover page, table of contents, and reference page if required. Reports are to be written in APA style with a header and should be no less than four pages in length. The cover page, index page, and reference page (if required) do not count as one of the four pages. 3. A student must score an 11 or above in each of the following areas to receive a passing grade. Any student scoring less 10 or below will be allowed one rewrite. 4. All graduating seniors must complete their Internship Assignment before the end of the third module. Any senior who has not completed their Internship Assignment before the end of the third module will not be allow to graduate in that academic year. 			
	1 – 5 Points Poor	6 – 10 Points Average	11 – 15 Points Good
Paper Well Organized	Indicates writer failed to follow directions or lacks the skills required in this area.	Indicates the paper has some logical flow but needs some corrections before paper is acceptable.	Indicates the paper has a clear introduction and purpose, Contains all the parts and has a good flow to the material presented.
Writing Skills Analysis	The paper contains numerous writing errors and is not written in APA style.	The paper contains some writing errors and while it demonstrates some understanding of the APA format the paper still contains APA formatting errors.	The paper contains a few minor writing and APA formatting errors.
Subject Area and Content Analysis	Writer fails to show any understanding of the Internship Assignment.	Writer failed to cover some aspects of the Internship assignment.	Writer covers a relevant aspect of the Internship Assignment and demonstrated an understanding of the importance of the experience.
Conclusion Analysis	Writer failed to indicate what was gained and learned by this experience.	Writer demonstrated some aspects of an understanding to the Internship Assignment but failed to show how it will help them in their career goals.	Writer was able to clearly demonstrate what they had learned during the Internship Assignment and how it will help them in the future.
Reference Work (If required)	Poor reference work that does not follow APA style.	Paper contains reference work but has several English and APA errors.	Paper meets the standards for any reference page in APA writing.

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**RUST COLLEGE
INTERNSHIP RECOMMENDATION FORM
(Deadline for submission for ensuing year is April 15th)**

Date Received: _____

This is to certify that _____ has been recommended for
Internship during the:

FALL____; **SPRING**____; **SUMMER**____; **20**__ **Student Number:** _____

Area of Concentration: _____; **Classification:** _____; **GPA:** _____

The student understands that six (6) semester hours of credit is awarded and the assignment is to be approved by the Chair of the Division of Business. Failure to take the position as assigned may jeopardize the student's graduation time table.

Signed: _____ Signed: _____

(Academic Advisor)

(Division Chair)

Date: _____ Date: _____

***Please keep a copy for your files.**

For Office Use Only

Student Internship Placement: _____

(Company/Organization)

(Complete Address)

(Student/Title Position)

Signed: _____ Date: _____

(Student)

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Internship Agreement Form

(Company Name)

(Student Name)

(Employer's Name)

The parties of this form agree to abide by the conditions outlined below:

The Agency Agrees:

- To provide functional and suitable internship agreed on by Rust College and the employer.
- To maintain the internship experience for the prescribed period unless the student is unable to effectively perform the work assigned, or for other reasons beyond the control of the employer and after discussion with the internship coordinator.
- To reserve the option of offering full-time employment to the student until after the conclusion of the internship agreement.
- Conduct periodic appraisal for each student's performance and provide counseling that will improve the performance of the student.
- Relate work assignments to each student's major area of study and make every effort to maximize the student's learning from his/her internship.
- Place student(s) under competent supervisors; orientate them to the work environment and the conditions governing their employment.
- To submit the Internship Agreement form and Student Internship Evaluation Form to the Internship Coordinator.

- To provide the student an opportunity to work a minimum of eight (8) weeks and twenty hour per week. The student will be awarded six (6) semester hour of credit by Rust College.

The Institution Agrees:

- To designate a representative to work with the agency’s liaison officer.
- Inform ineligible candidate of the Agency’s Internship Program.
- Coordinate work and study in a manner that will assure maximum learning on the part of each student.
- Provide the agency with the necessary information for employment.

The Student Agrees:

- To enroll in curriculum leading to a bachelor degree and pursue an internship related to the area of concentration.
- To register for the internship program.
- To be recommended to the Division of Business, Rust College.
- To accept and abide by all conditions of employment.
- To submit a detailed five (5) page typed summary of their work experience within one (1) week after completion to their advisor within the Division of Business.
- To work for a period: From _____ To _____
(Date) (Date)
- To be responsible for all emergency room and other expenses for treatment of on the job incurred injuries.

INSTITUTION

AGENCY

Name: _____
(Signature)

Name: _____
(Signature)

Title: Chair Division of Business

Title: _____
(Position)

Address: 150 Rust Avenue
Holly Springs, MS 38635

Address: _____

Telephone: 662-252-8000 Ext 4352

Phone: _____

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Student Internship Information Form

Student Number _____

Classification _____

Major/Minor _____

Name: _____ / _____ / _____
(Last) (First) (Middle)

Campus Address _____ Phone: () _____
(P. O. Box or Street Number)

_____ / _____ / _____
(City) (State) (Zip Code)

Name of Parents or Guardian:

Permanent Address: _____ Phone: () _____
(P. O. Box or Street Number)

_____ / _____ / _____
(City) (State) (Zip Code)

Any Physical Limitations or Serious Illness:

EMPLOYMENT INFORMATION

Work Experience (Place of Employment)	Describe Work (Descriptive Title)	Hours Per Week	Employment Period From / To	

Do you have any Work Location Limits? _____

What geographical area would you prefer if a choice were available? _____

Have you been in any Military Services? Yes _____ No _____ Branch (if yes) _____

Do/did you participate in any Rust College Work Study? Yes _____ No _____ How long? _____

Job Title(s) of Work Study _____ Supervisor _____

Memberships:

Organization(s) _____

Position held in Organization(s) _____

Skills:

List any skills _____

Special Certification(s) _____

Additional comments and suggestions which could be helpful concerning your participation in an Internship Assignment.

I understand that my participation in the any Internship indicates my acceptance of the regulations outlined in the General Catalogue. I further understand that I am responsible for learning these regulations.

I hereby grant permission to Rust College, Division of Business, to release information contained in my internship file to employers, educational institutions, and foundations for the purpose of assisting me in obtaining an Internship Assignment(s).

Date _____ Students Signature _____

For Office Use Only

Advisor _____

Comments _____

Suggestions for Internship Placement _____

Advisors Signature _____ Date _____

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Student Internship Evaluation Form

This Evaluation form should be mailed (in the self addressed, stamped envelop) to The Division of Business, Rust College Internship Program, 150 Rust Avenue, Holly Springs, MS 38635, after the student completes the internship experience.

Personal Data	
Student's Name: _____	Title/Position: _____
Company/Agency: _____	Location: _____
Supervisor: _____	Title/Position: _____

Internship Assignment Began: _____ Ended: _____
 Students are required to complete a minimum of 20 hours per week, totaling 160 internship hours.

How many hours per week did the student work? _____ Total Hours completed? _____

Check the number rating that corresponds to the assessments of the student's competencies below:

Characteristics / Competencies Evaluated	Excellent	Very Good	Good	Fair	Poor
Dependability					
Punctuality					
Quality of work (competencies listed below)					
1. _____					
2. _____					
3. _____					
Overall rating of Students competencies					

Comments: _____

Name and Position of Evaluator: _____

Supervisor's Signature

Date Signed

Exit Interview
Division of Business
Rust College
Holly Springs, MS 38635

Please complete this form before you graduate. The responses will be kept confidential. We are interested in your input so that we can continue to offer a quality education that adapts to a changing business environment. The faculty hope that you will maintain contact with the division when you graduate and will send us your updated address, e-mail, and home phone if you move.

Name _____		Social Security Number _____	
Current Address _____		Phone No. () _____	
<small>Street</small>			
City _____		E-Mail _____	
<small>State</small>		<small>Zip</small>	
Permanent Address _____			
<small>Street</small>		<small>City</small>	
<small>State</small>		<small>Zip</small>	
Driver's License No. _____		State of Issue of D/L _____	
Graduation Date: (mo/yr) _____		Major _____	
		Minor _____	
Parent/Guardian _____		Phone No. () _____	
Address _____			
<small>Street</small>		<small>City</small>	
<small>State</small>		<small>Zip</small>	
Your Spouse's Name _____		Employer _____	
		Employer Phone() _____	
Spouse's Parent's Name _____		Spouse Parent's Phone No. () _____	
Spouse's Parent's Address _____			
<small>Street</small>		<small>City</small>	
<small>State</small>		<small>Zip</small>	
RELATIVE (NOT LIVING AT THE ADDRESS ABOVE) WHO WILL ALWAYS KNOW YOUR ADDRESS			
Name _____		Relationship _____	
		Phone No. () _____	
Address _____			
<small>Street</small>		<small>City</small>	
<small>State</small>		<small>Zip</small>	
Relative's Employer _____		Employer Phone No. () _____	
Address _____			
<small>Street</small>		<small>City</small>	
<small>State</small>		<small>Zip</small>	
Are you currently employed? _____ In what field? _____ Part time <input type="checkbox"/> Full time <input type="checkbox"/> Hrs/week _____			
Where do you work? _____ What is your position title? _____			
<small>(Name of business, organization, agency, etc)</small>			
What is their mailing address? _____			
Are you involved in a job search? _____ Want assistance with _____			
Did you complete an internship? _____ Where? _____ Doing? _____			
Did you study abroad? _____ Where? _____ Doing? _____			
While at Rust College were you a member of any student organizations? _____ If yes, please list _____			
Are you involved in community activities? _____ If so, what organization (s)? _____			
Doing? _____			

Have you taken any of these exams?

	Score/Ranking	Date of Test
GMAT	_____	_____
GRE	_____	_____
MCAT	_____	_____
Other	_____	_____

Do you already have a job offer? _____ Yes _____ No

If yes, employer's name _____

Address _____
Street City State Zip

Phone No. () _____ Title/Position _____

Salary < \$30,000 \$30,000-\$35,000 \$35,001-\$40,000 \$40,001-\$45,000 >\$45,000

Are you going to graduate school? _____ If so, have you been accepted? _____ To start when? _____

Name of school: _____

Program _____

Degree _____

Other graduate schools you applied to:

What are your long-term plans/goals?

How well do you feel that the business program has prepared you for successful completion of your goals?

What do you consider the most valuable part of your major experience? Why?

If you were given the opportunity, what would you change about the business program?

Would you be interested in participating in our Alumni Counseling Program? This would involve spending minimal time talking with students of the Division of Business at Rust College (via phone, e-mail, or in writing) about your experiences with work, employers, graduate school, and work or study abroad. Yes _____ No _____

If yes, what areas would you be willing to talk to students about?

Professional Field _____ Employer _____ Graduate School _____ Work and Study Abroad _____

How do you wish to be contacted? Phone _____ Email _____ Writing _____

I understand that to be officially recommended for graduation in the Division of Business, I must complete this form and obtain the signatures of all persons listed below. In no case would I be recommended for graduation until the originally completed and signed exit interview form has been received and signed by the Chair of the Division of Business

Student Signature: _____ Date _____

The following signatures must be obtained in sequence.

- 1. _____
Senior Project Advisor _____
Date

- 2. _____
Academic Advisor _____
Date

- 3. _____
Chair, Division of Business _____
Date