1. **COURSE TITLE\*:**  Seminar
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*:** ACCT 1199
3. **PREREQUISITE(S)\*:** None **COREQUISITE(S)\*:** None
4. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**

Campus, Class Time, & Room #

1. **CREDIT HOURS\*:** 1-6 **LECTURE HOURS\*:** 0

**LABORATORY HOURS\*:** 0 **OBSERVATION HOURS\*:** 0

**SEMINAR HOURS\*:** 1

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***

Name & at least 2 methods of contact

1. **COURSE DESCRIPTION\*:**

Discussion of particular problems related to chosen program and areas of interest.

1. **LEARNING OBJECTIVES\*:**

At the discretion of the instructor

1. **ADOPTED TEXT(S)\*:**

At the discretion of the instructor

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

At the discretion of the instructor

1. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

**Example:**

**Points %**

Exams 600 60%

Quizzes 200 20%

Project 200 20%

Total 1,000 100%

1. **COURSE METHODOLOGY OR COURSE FORMAT: *(Course Syllabus – Individual Instructor Specific)***

Classes will consist of lectures, class discussions, small group projects, videos, outside assignments and supplemental materials. Interactive class discussion is encouraged and staying current on reading assignments necessary to be able to actively participate in class discussions.

1. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

At the discretion of the instructor

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

**Student Responsibilities: Students must Read the Textbook and/or Other Required Materials and understand the Learning Objectives. Attend class and be prepared to participate in that day’s discussion, complete the Project(s) by the due dates, and complete the Quizzes & Exams by the due dates. Students must also Display Sincere Adult Behavior in the classroom.  Students must do their own work!  No Plagiarism!**

**Instructor Responsibilities:** It is the responsibility of the instructor to enhance and expand the meaning and application of the subject matter covered in the course. The instructor will not normally review the assigned text. The instructor will provide grades in a timely manner and make arrangements to be available for assistance as needed.

1. **OTHER INFORMATION:\*\*\***

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**Disabilities:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431, x2604.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.