

San José State University

**College of Business
Accounting & Finance
Course Number: 21485
Advanced Honors Practicum in Accounting & Finance
Bus 127B – 01, Spring 2012**

Instructor:	William DeVincenzi (Mr. D)
Office Location:	Business Tower 460
Telephone:	408 924 3488
Email:	william.devincenzi@sjsu.edu
Web site:	www.cob.sjsu.edu/devinc_w/index.htm
Office Hours:	Monday, 4:00 to 5:00; or by appointment
Class Days/Time:	Monday, 6:00 to 8:45
Classroom:	Boccardo Business Center 106
Prerequisites:	At least one of the following: Bus121A, Bus121B, Bus122A, Bus170 or Bus173A

Faculty Web Page and MYSJSU Messaging

Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on my faculty web page (www.cob.sjsu.edu/devinc_w/index.htm) accessible through the faculty home page. You are responsible for regularly checking with the messaging system through MySJSU (or other communication system as indicated by the instructor).

Course Description

The course involves business enterprise sponsored projects that will allow students to apply their accounting and finance skills learned in the classroom to real world business problems. For second semester students, the course will provide opportunities for more in depth or follow-on type projects that will build upon their original experience, as well as opportunities for multi-disciplinary team projects. Students will work in teams and be able to choose from a variety of projects to work on. Students will work directly with business personnel under the guidance of the faculty advisor. Upon completion of the project, the

student team will be expected to prepare a scholarly written report and a power point presentation for both the class and the host business. This work is for college course credit, not for pay. For those students who qualify to graduate with honors (SJSU GPA of 3.5 or above), an individual scholarly report is required.

Course Goals and Student Learning Objectives

The goals of the course are as follows:

1. provide a professional team work experience by sending students in teams to work on business projects together
2. provide students with the opportunity to apply classroom learning to real business problems by requiring a scholarly report at the end of the project
3. Enhance students oral and written communication and presentation skills through in class and business presentations
4. give students a real world work experience and evaluation by business professionals
5. provide students with a broad knowledge of the business world operations, opportunities, etc through in class presentations by business executives

Course Content Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Work well in a team environment
2. Deepen their knowledge of concepts through applied learning
3. Give professional oral and written presentations
4. Understand how the real world work environment operates
5. Be better able to evaluate and choose business opportunities

Required Texts/Readings

None required

Classroom Protocol

Since we are preparing you to be successful in the business world, this class will be conducted in accordance with good professional business behavior. This means that you will be expected to attend work sessions and class sessions every scheduled date. If you must miss work, or a class, you must call or email me and/or your teammates in advance of your absence. Failure to do so will result in lost participation and assessment points. You

will also be expected to arrive in class on time, just as you would in the work place. Lateness, especially on days when we host guest speakers, will result in lost participation points. There will be no eating or drinking (other than water) in the class room. Cell phones must not be seen or heard in the classroom. This includes head sets.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-324.html> Information about late drop is available at <http://www.sjsu.edu/sac/policies/latedrops/>. Students should be aware of the current deadlines and penalties for adding and dropping classes.

Assignments and Grading Policy

Grades will be based on a report by the host company of the individual and group performance on their project, the quality of the delivered report on the results of the project, the self assessment of the group members of each other's performance, participation in class activities and by the assessment of the faculty advisor. Points will be allocated as follows:

Host company assessment

100

This will provide students with an evaluation by business professionals as to the quality of their work, team work, chemistry with other business professionals, dependability, attitude, responsiveness, communication and level of effort

Quality of final report and presentation

75

This will evaluate how well students applied their learning to the project and their oral and written presentation skills. The final report will be graded based on project result content, written skills, and professional presentation. Presentation skills will be graded on speaking skills, team presentation dynamics, and quality of power point

Assessment by faculty advisor and teammates

75

Teammates will assess each other's participation and cooperation as team mates. Advisor assessment will include evaluation of class participation, quality of informal in class status reports, speaker papers, team work, level of effort and customer satisfaction

Total Points

250

Note: Points can be negatively impacted by non-professional behavior such as bad team dynamics, failure to notify faculty of being late or missing class, or being a distraction in class. Points can be positively impacted by the quality and insightfulness of short (1 to 2 pages) papers highlighting the key thoughts or comments from our speakers. You are expected to comment on one or more key concepts expressed by the speaker, those that meant the most to you, and explain why. Ultimately, this is your personal record of what you want to remember from this presentation.

University Policies

Academic integrity

Students should know the University's Academic Integrity Policy that is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial_affairs/index.html

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at

<http://www.sjsu.edu/larc/>

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at

<http://www.sjsu.edu/writingcenter/>

College of Business Policies:

To ensure that every student, current and future, who takes courses in the Boccardo Business Center has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:

Eating:

Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

Cell Phones:

Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

Computer Use:

In the classroom, faculty allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such referral can lead to suspension from the University.) Students are urged to report to their instructors computer use that they regard as inappropriate (i.e., used for activities that are not class related).

Academic Honesty:

Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.

Bus 127B, Advanced Honors Practicum Course Schedule Spring 2012

All classes start at 6:00PM sharp in BBC 106, except as noted in bold below. Please be on time. Speaker information will be added during the first part of the semester, so check my web site weekly for changes to this course schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/30 6:00	Orientation; meet up with team mates; assignment of projects. Assignment: Contact firm, set up and attend first meeting, confirm project content and deliverables with firm contacts
2	2/06 6:00 7:30	Speaker 1: Dr. Jeanne Sawyer, "Project Management" Oral presentation skills Discuss ground rules Solicit speaker preferences Assignment: create your own team set of ground rules, sign and bring to next class
3	2/13 6:00 7:30	Eng 189 - Speaker 2: SVCE – "The mind, the money and the market", Andy Coan, CEO, Splice Communications BBC 106 - Report in on first meeting with host company contacts Discuss relationship with company sponsors, grading Name that team! Turn in statement of work signed by client and student team. Turn in team ground rules
4	2/20 5:30 7:00	BBC 032 - Internal Networking Event, 5:30 – 6:30 PM, BBC 106 - Speaker 3 TBD
5	2/27 6:00 7:30	Speaker 4: TBD Status report #1 Group B
6	3/05 6:00 7:30	BBC 324 - Speaker 5: Rob Vitale "Presentation on Presentations", BBC 106 - Status report 1, Group A

7	3/12 6:00	Speaker: 6: TBD Review final report format, grading
8	3/19 6:00	Speaker 7: TBD
	3/26 – 3/30	Spring Break
9	4/02 6:00	Status report #2 – Semi-formals; dress business casual, 15 minute time limit, all teams
10	4/09 5:30 6:30	BBC 032 - Info night for new recruits; please bring friends, candidates for the fall semester (you get 1 point per recruit) BBC 032 - Speakers 8: Alumni Panel – “What they don’t tell you b4 you start work”. (Alums from all four departments)
11	4/16 6:00	Speaker 9: TBD
12	4/23 6:00	Speaker 10: TBD (Fall application due)
13	4/30	Final Report/Presentations 6:00 6:35 7:10 Break 7:20 7:55

14	5/07	<p>Final Report/Presentations:</p> <p>6:00</p> <p>6:35</p> <p>7:10 Break</p> <p>7:20</p> <p>7:55</p> <p>8:30 SOTES</p>
15	5/14	<p>Final Report/Presentations:</p> <p>6:00</p> <p>6:35</p> <p>7:10 Break</p> <p>7:20</p> <p>7:55</p>
	5/16 5:00	<p>BBC 032 - Graduation/Networking Event, with the Dean, Gary Sbona, alumni, company sponsors, faculty, good food.</p> <p>(5:00 – 8:00)</p>
	5/21 6:00	<p>Final Exam at Mr. D's</p> <p>(Program graduates only)</p>