

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing, & Administrative Systems
Course Prefix/Number: ADMS 486 (Credit Variable)
Course Title: Problems
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: A directed study of selected problems in administrative systems. May be repeated with department head approval.
- II. Prerequisites: Senior classification and approval of department head
- III. Expanded Course Description: This course is designed to allow student to complete various independent study projects under the direct supervision of a faculty member. Assignments and topics will vary dependent upon the unique needs of the student and/or professor.
- IV. Intended Student Outcomes:
 - Explore a selected topic in depth in the area of Administrative Systems.
 - Demonstrate conversance in the selected topic through appropriate application.

At the conclusion of the course the student will:

 - Develop a greater appreciation for the administrative systems field through guided practice.
- V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:
 - a) Course Requirements
 - b) Required Text(s)
 - c) Bibliography
- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure of give

help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

- VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

_____/_____/_____

Date