

BUSINESS MANAGEMENT DEPARTMENT

Internal Program Review Self-Study

May 21, 2016

Section 1. Introduction

The Business Management department offers two degree plans focused on preparing students for managerial and leadership positions. Initially, students may start their program of study by enrolling in an associate's level (two year) program of business fundamentals including highly marketable accounting courses (Accounting I & II, and Payroll accounting). Also included in the associates degree is a general core of writing, math, science and technology-based courses.

The 4-year degree was initially developed in 1990s and has been updated numerous times since resulting in current curriculum that incorporates core business courses including accounting, communications, management, marketing, entrepreneurship, business law and economics with three different emphasis areas; including tribal management, accounting and legal studies. These updates to the curriculum have come through feedback from students and community leaders.

For example in 2012, the Legal Studies emphasis was added to address the many legal issues that face the Sicangu Oyate. As Ron Hutchinson wrote in the Nov. 8th, 2015 issue of the Tribal College Journal, "The ultimate goal of the legal studies minor is to develop knowledge and skills which can be used to preserve and strengthen the sovereignty of the Lakota Nation."

Nov 8th, 2015 | By [Ron Hutchinson](#) | Category: [27-2: American Indian Law](#), [Tribal College News](#)

Mission Statement, Vision & Goals

The Mission of the Business Management Department is to maintain a challenging learning environment that fosters excellence in business education and prepares students to contribute to the development of the Sicangu Oyate and its surrounding communities.

The Vision Statement of the Business Management Department is to develop graduates with strong management, financial, accounting, and analytical skills who are adept business and government leaders and managers and who understand their roles and responsibilities to manage and lead programs and businesses that are innovative, responsive to community and that reflect Lakota values and culture.

Specific goals (outcomes) of the Business Management Department graduates are that they will:

- Apply economic reasoning, computational skills, and appropriate technology skills to produce relevant business-related reports.

- Comprehend and demonstrate sound management skill-sets inclusive of written and verbal communications, while using appropriate accounting/computational skills.
- Analyze, synthesize, evaluate and appropriately use management skills within individual, team, and/or group organizational contexts.
- Apply Lakota values (respect, generosity, wisdom, and fortitude) with reference to leading and managing business programs and organizations and in keeping with the concept of Wolakota.

Additionally, since 2006, there has been an on-going discussion and development working towards a graduate degree in business and the following timetable reflects progress through early 2013:

- On-going technology upgrades culminating in Computer Lab for Business students within Business Department
- Business faculty dialogue referencing possible degree developments including Legal Studies and possible Master's degree (December 2009-present) based on student requests from their (course/instructor evaluations)
- Legal Studies emphasis area development/approval (December 2011-March 2012) adding a third emphasis area to B.A. Business degree
- Master's survey design/implementation plan – (Feb/March 2012)
- Master's surveys/Input from Current Students – (April/May 2012)
- Master's surveys/Input from Stakeholders – Tribal Directors (May 2012)
- Meetings about Master's program with community leadership/perspective adjunct faculty (March, 2012 – ongoing)
- Drafting perspective graduate courses utilizing information from stakeholders/current students and input from community leadership
- Environmental Scanning – USD & OLC Master's programs (May-June 2012)
- Construction plans for new Business Department completed- Building design with provision for 3 classrooms/student study area/faculty offices/technology integration (April-June 2012)
- Attendance at presentation of On-line course/delivery
- Meeting to discuss HCL timeline and requirements for graduate program (June 26th)
- Surveys/Input from Alumni – Luncheon (June 28th)
- Late July: Class III Requirements – work begins to draft responses (Issues to address include course development, budget, technology/library needs/new graduate faculty credentials, community partnership component and Assessment planning/documentation)
- August – September 2012: Continued development of Class III document (integrating alumni and other community leadership input) into development of academic program/courses & descriptions
- 2013: continue to plan for internal approval process for Master's degree in Business in Organizational Leadership.

See following draft Master's degree in Organizational Leadership program synopsis and courses below at 33-36 credits: *Understanding that leadership demands expertise in a broad range of areas, the courses developed for this Master's degree in Organizational Leadership provides students with the range of issues that perspective leadership will be confronted with either as directors and managers, political leaders and/or private business owners. While this program is mindful of Native specific issues, this curriculum will also integrate issues from surrounding communities and jurisdictions mindful that national and global issues have local impact.*

<u>COURSES</u>	<u>PRIMARY TOPICS:</u>
Federal Indian Law	History & conflicts of Federal Indian Law
Business & Leadership	Tribal Government & Individual Leadership Issues
Managerial Accounting	Analysis/interpretation of Financial Reports/Contracts
Nation Building	Sovereignty, Land & Indigenous development issues
Technology Management	Capacity, Security/information Mgmt, networking/social media
Communications Mgmt	Research, public engagement/media, IRB
Change & Conflict	Individual & Systems Change/Processes, Civil discourse
People, Ethics & Systems	Teams/Boards/Volunteer Dev't/Planning; Customer Service
Organizational Leadership	Organizational & Leadership Theories; Creativity
Community/Organizational Action Project	Action Project with Community Partner
Individualized Learning Achievement I @ 2 credits	Proposal Development on research topic based on student's personal and/or professional interests
Individuals Learning Achievement II @ 4 credits	Criteria-based research & development, Final Report and Presentation

- March 2013 – 2014: HCL Visit and accreditation process
- 2015: Continuation of work on internal process for master's degree including refining courses with community stakeholders and alumni input; application process and budget (new faculty/administrative positions to support master's degree).

Section 2. Alignment with SGU mission

Departmental efforts regarding alignment with college mission and purpose drive the Business Management curriculum. Student surveys and alumni input, community stakeholder as well as members of the reservation business community and tribal government/programs are routinely involved in this collaborative effort.

From a business perspective, Business Management students learn Wolakota is expressed by acting in a professional manner with honor and integrity, by utilizing

managerial/leadership skill sets to respectfully deal with others, by being socially responsible in regards to Mother Earth and our future generations.

Section 3. Alignment with Community Needs

A breakdown of graduate placement indicate graduates predominately work within the local area and are employed by tribal and/or local programs including the Rosebud Sioux Tribe (RST Court, RST Finance department, Sicangu Employment & Training offices, Rosebud Economic Development Corporation known as REDCO, and various other local departments/programs and school districts), Sinte Gleska University (predominately in the Business Office of administration) as well as various managerial and administrative offices for nonprofit organizations/programs as well as other tribes including Flandreau and Crow Creek tribes. An internal system to generate more precise graduate placement information is required in the future to develop more specific, quantifiable patterns of graduate placement especially in terms of wages.

An informal, environmental scan of tribal and local programs indicates the student success upon graduation given the number of graduates in director/management positions:

Sicangu Nation Employment and Training, Rosebud Economic Development Corporation, Sinte Gleska University Finance Office, Institute of Technology, RST Finance, St Francis Indian School, Wells Fargo Bank, RST Casino, RST Housing, RST Planning & Research, RST Court, Indian Health Service (IHS), Cherry Todd Electric, SGU Payroll, SGU Student Affairs, SGU Financial Aid Office, Certified Public Accountancy, SGU Bookstore, RST Ranch, RST Treasurer, RST Attorney General's office, Todd County School District, RST Elderly Office, US Air Force, Wanbli Wiconi Tipi, etc.

However, from a broader perspective, the Department of Labor Statistics (website found at) http://dlr.sd.gov/lmic/menu_occupational_profiles.aspx indicate wages for business graduates with expertise in management (supervision/administrative) and accounting professions can anticipate annual salaries in the range of \$45k to \$60 respectively. Further, these particular professions are within their "High demand and high wages" category through 2022.

Likewise, the South Dakota Bar Association's website found at <http://www.sdbar.org/new/lawyers/jobs.html> indicates wages for practicing attorneys ranging from \$50-65k. As such, with respect to the business management degree that offers three different emphasis areas in tribal management, accounting and legal studies, these emphasis areas provide a relevant education to students to attain gainful employment. Regarding the legal studies emphasis area, students also achieve a prerequisite academic framework should law school be of interest.

As such, graduates of the Business Management program may anticipate above-average salaries and high probability of employment locally or outside of

reservation boundaries. Also, a number of students have opted for advanced study such as law school or advanced accounting certification. Frequent inquiries into the status of our Master's program shows the continued interest in continuing their education here with us.

Primary collaborators with community stakeholders for student internship placements include the Rosebud Sioux Tribe and Rosebud Economic Development Corporation (REDCO).

Section 4. Student Participation and Success

Figures for enrollment within these parameters may be ascertained through the Jenzabar system in the near future. However, departmental records (via Excel spreadsheets and paper files) indicate approximately 268 students have had their status sheets updated since 2008.

Since 2004, the Business Management department has graduated a total of 114 students. Over 90% of graduates are Native students with a majority of graduates working and contributing to the Sicangu Oyate.

TOTAL GRADUATES (2004-2015):	114
Associate's degrees:	75
Bachelor's degrees:	39

Program:	Business Management				
Academic Year	New Students	Continuing Students	Completed	Retained (Still Enrolled)	Withdrew (Drop or Stop Out)
2015-2016	*	*	14	*	*
2014-2015			4		
2013-2015			15		
2012-2013			17		

* Note: Data was collected but erroneously included each class, in terms of new, continuing, retained, and withdrew, giving greater numbers than just counting students. Will need to go back and review each individual file to try to get more accurate counts.

The Business Management Department was the following courses required not only for our degree program but also by IOT degree and/or certificate programs.

BA 205 Business Math – 2012 to present – 9 IOT completed with passing grade

BA 246 Business Communication - NO INFO AT THIS TIME

BA 285 Small Business Development – NO INFO AT THIS TIME

There are several courses that may be taken by non-degree seeking students or for professional development. The Legal Studies emphasis courses have been taken by

individuals looking to improve their knowledge of legal issues and our tribal court system. BA 465 Contracts & Grant Management is also open to the public.

BA 370. Business Statistics has not been offered and MA 370 Statistics has been substituted on status sheets.

Section 5. Program Learning Outcomes and Curriculum and Instruction

Specific student outcomes for Business Management graduates will:

- apply economic reasoning, computational skills, and appropriate technology skills to produce relevant business-related reports.
- demonstrate sound management skill-sets inclusive of written and verbal communications, while using appropriate accounting/computational practices.
- analyze, synthesize, evaluate and appropriately use management skills within individual, team, and/or group organizational contexts.
- apply Lakota values (respect, generosity, wisdom, and fortitude) with reference to leading and managing business programs and organizations, as portrayed in the SGU logo and in keeping with the concept of WoLakota.

Student progress towards program learning outcomes is evaluated by a variety of assessment tools; tests, assignments, projects, hands on activities, group discussions, and rubrics. Faculty will discuss what's working, what others are doing, and to share best practices.

Community stakeholders, students and alumni impact the curriculum and offerings of the Business Management department starting with the development of the Bachelor's degree. Changes to the overall program are a direct result of collaborations with community and students.

AA course requirements include:

Accounting I, Accounting II, Payroll Accounting, Business Principles, Business Math, Business Communications, Personal Finance, Fundamentals of Computers, Accounting Applications, Economics for Managers, Freshmen English I, Freshmen English II, Personal Health & Wellness, Humanities elective, Lakota Language I, Lakota Language II, Lakota History & Culture, College Algebra, Science Elective, Sociology or Psychology, Speech Communications, Business or Data Processing Elective.

BA core courses include:

Small Business Development, Human Resource Management, Marketing, Management Theory & Practice, Business Law I, Business Law II, Business Statistics,

Ethics, Conflict Management, Organizational Behavior & Development, Professional Writing, Tribal Law/Treaties & Government, Free upper division elective.

Additionally, to complete a BA degree in Business Management, students select one of the following emphasis areas:

Tribal Management Emphasis area: Governmental & Nonprofit Accounting I, Governmental & Nonprofit Accounting II, Contracts/Grants Management, Business & Leadership Issues in Indian Country, Community Development and Seminar in Tribal Management.

Accounting Emphasis area: Governmental & Nonprofit Accounting I, Governmental & Nonprofit Accounting II, Managerial Accounting, Auditing, Finance and Seminar in Accounting.

Legal Studies Emphasis area: Federal Indian Law, Native American Property Rights, Civil and Criminal Jurisdiction in Indian Country, Business & Leadership Issues in Indian Country, Sicangu Oyate Bar Association (SOBA) Methods I, Sicangu Oyate Bar Association (SOBA) Methods II.

Following is our **Curriculum mapping** for our bachelor's program:

Business Management Department Courses	Graduates will apply economic reasoning, computational skills, and appropriate technology skills to produce relevant business-related reports.	Graduates will demonstrate sound management skill-sets inclusive of written and verbal communications, while using appropriate accounting/computational practices.	Graduates will analyze, synthesize, evaluate and appropriately use management skills within individual, team, and/or group organizational contexts.	Graduates will apply Lakota values (respect, generosity, wisdom, and fortitude) with reference to leading and managing business programs and organizations.
AC 211	I	I	I	I
AC 212	I	I	I	I
AC 250	I	I	R	I
AC 350	R	R	R	I
AC 370	R	R	R	I
AC 375	R	R	R	I
AC 489	R	R	R	I
AC 499	R	M,A	M,A	R
BA 165	I	I		I
BA 205	I			I
BA 246	I	R	I	I
BA 280	I	R	I	I
BA 285	I	R	R	I
BA 345	R	R	R	R

BA 355	R	R		I
BA 360	R	R	R	R
BA 367	R	R		
BA 370	I	R		
BA 373	R	R	R	I
BA 375	R	R	R	I
BA 380	R	R	R	M
BA 450		R	M	R
BA 462		R	R	R
BA 465	R	R	M	I
BA 473		R	M	R
BA 475		R	R	R
BA 477		R	R	R
BA 479		R	R	I
BA 481		R	R	R
BA 491			M	R
BA 499	M,A	M,A	M,A	M,A
BA 499-LS	R	M,A	M,A	R
EC 203	I	R	I	I
EC 405	R	R	M	R

Key: I=Introduced; R=Reinforced & opportunity to practice; M=Mastery at senior or exit level; A=Assessment evidence collected.

Current syllabi for the 2016 Spring Semester are included in Appendix A.

Recent excerpts from 2014-15 student evaluations from each of the core faculty include regarding the question, *Do you see Lakota values or culture implemented in this course through instruction, if so, how?*

Faculty #1: (Conflict Management):

1. Yes – how our culture can have an impact in conflict management and peacemaking.
2. Yes, our instructor was very accommodating to the student’s needs. Generosity was the value as well as wisdom.
3. We watched several inspiring videos of fellow natives that were implementing their culture into changing negativity behavior.

Faculty #2: (Various Accounting courses):

1. Great Class. Yes. Integrity, Listening, she’s completely aware of student needs.
2. Yes, because I can use this information to help others in this field.
3. Yes – a lot of patience, understanding and respect.

Faculty #3: (Legal Studies & Economics):

1. Yes, every topic was laced with our culture and values.
2. Yes, how we should try to integrate our own values into our tribal government.
3. Always refers to things happen(ing) in tribal government.

Faculty #4: (Contracts, Grants Management & Supervision courses):

1. Yes. We compared mainstream (business) culture to our local culture.
2. Some aspects were discussed pertaining to certain aspect of the course.
3. Only that I know she is from here, raised here, and has the understanding of life here so she can relate and I can relate to her.

With the current academic year still going on through the Summer Semester, the most current composites of student evaluations for each instructor, including adjunct instructors, are not yet available.

Students were asked to also include in their evaluations issues such as style of textbooks, timing and length of classes. The Spring 2016 semester saw classes taught during the day, held two times a week for 1 ½ hour blocks, instead of three hour blocks once a week. Students have voiced their opinions on this and it will be interesting to see what they will document for us.

Section 6. Human, Financial, and Physical Resources

The Human Resources budgeted for the department includes three Instructors, one Dept. Chair/Instructor, and four Adjunct Instructors. Current core Business Management department faculty include:

Maureece Heinert, M.B.A., American Indian Entrepreneurship, Gonzaga University,
Spokane, WA

B.A., Business Administration & Management, University of
Wyoming, Laramie, WY

Ron Hutchinson, J.D., University of Colorado School of Law, Boulder, CO

B.S., Commercial Economics, South Dakota State University,
Brookings, SD

Sheila Wheeler, CPA, B.S., Comprehensive Business Administration with an
Emphasis in Accounting, University of Nebraska at Kearney, NE
(formerly Kearney State College)

Certified Public Accountant Certificate; April 19, 1989

Instructor	FT/A status	Degree /Known Expertise	Strength to Program	PD accomplished or attended	Active SGU Committee Membership	Community Service Completed
Sheila Wheeler, CPA	FT	See above degree. 25+ years as a CPA. 15+ years as SGU Faculty.	Primary resource for creation and implementation of Accounting Concentration, Sole Faculty for Accounting courses, Primary Advisor for Accounting emphasis students.	Teaching with Course Sites; Teaching Strategies and Methods Workshop	Faculty Development Committee	Wood Lake Cemetery Board; Cherry County Hospital Board; Valentine Library Board; Sandhills Area Foundation; Valentine Presbyterian Church; Valentine Logos Program
Maureece Heinert, MBA	FT	See above degree. 10+ years in Personnel/HR. 10+ years as SGU Faculty.	AIBL Student Advisor	Teaching with Course Sites; Teaching Strategies and Methods Workshop, HR Conference, ACA webinar,	Department Chair, Scholarship Committee	SGU VITA Coordinator; Relay For Life Volunteer
Ron Hutchinson, JD	FT	See above degree. 30 + years legal experience. 15+ years as SGU Faculty. Entrepreneurship	Primary resource for creation and implementation of Legal Studies Concentration, Primary Advisor for Legal Studies emphasis students.	Teaching with Course Sites; Teaching Strategies and Methods Workshop	Faculty Council	Sicangu Oyate Bar Association (SOBA), Native American Rights Fund (NARF) Indigenous Peacemaking Initiative. Networks with Tribal Court and Programs on legal issues facing Indian Country.

A major strength of the Business Management department is its' faculty who have been operating as a team between 10 and 20 years. All of the above-mentioned core faculty are actively involved within their community and profession.

Currently the personnel budget has four Instructor positions, one of which is vacant. There is no budget provision for support staff. Lois Antoine, MSW (retired) works as a part-time receptionist position, funded through the Experience Works program. The department benefits from Ms. Antoine's presence but needs a full-time administrative assistant, knowledgeable in technology.

Currently there are four Adjunct Faculty positions that help to cover the gaps in staffing and/or expertise.

Adjunct faculty (2015-16):

George Shipley, Jr, MBA Finance/Mgmt.	Finance
Janet Routzen, JD	Business Law I & II
Annmarie Michaels, JD	Conflict Management
Vernon "Ike" Schmidt, B.A. Business (SGU)	Business Principles

The building and grounds still have the "new" feel and make for a friendly, open, learning environment with three different classrooms and a student computer lab that includes PC's and Mac's. We have Apple TV's and projectors in each of the classrooms. The technology available is sometimes intimidating and our MIS/Computer gurus are very helpful when we have technical difficulties.

I have several concerns for the building itself. First there are several minor issues that the contractor was to address before the warranty period was up. Our Maintenance department has been fixing these issues as they can.

The second issue is the prairie dog infestation. They are a safety and health hazard, as well as destroying the landscaping.

Another student concern is the lack of external lighting, making it uncomfortable and sometimes scary when exiting the building after dark. The security guards are responsive when called, and often offer to keep an eye out for people exiting the buildings late at night.

Section 7. Recommendations

Future departmental recommendations include:

- secure faculty support staff (an administrative assistant for the business management department) with appropriate technology-related and administrative support skills,
- expand faculty base for future development of Master's program in business,
- create additional linkages between department and business/wider civic community to cultivate more and diverse student internship opportunities,
- expand services to business students through Antelope Lake campus meals, tutoring services, and expand student support for business-related club membership and participation at regional and national gatherings,
- develop professional development opportunities for faculty regarding student retention, success, and learning opportunities,
- address the building and grounds safety and health hazards; external lighting, security, and the prairie dog infestation; damage to grounds,
- develop greater opportunities for department faculty to better use data to inform curriculum and decision-making processes,

APPENDIX A:

**Spring 2016
Business Education
Syllabii**

Course	Sect.	Course Title	Instructor
AC 100	00	Intro. To Accounting	S. Wheeler
AC 212	00	Accounting II	S. Wheeler
AC 250	00	Payroll Accounting	S. Wheeler
AC 375	00	Governmental & Nonprofit Accounting II	S. Wheeler
AC 293/493	00	Volunteer Income Tax Assistance (VITA)	M. Heinert
BA 165	00	Business Principles	V. Schmidt
BA 246	00	Business Communications	M. Heinert
BA 280	00	Personal Finance	R. Hutchinson
BA 290	00	Sophomore Business Internship	M. Heinert
BA 360	00	Management Theory & Practice	M. Heinert
BA 367	00	Finance	G. Shipley
BA 375	00	Business Law II	J. Routzen
BA 380	00	Ethics	M. Heinert
BA 450	00	Conflict Management	A. Michaels
BA 477	00	Native American Property Rights	R. Hutchinson
BA 490	00	Senior Business Internships	M. Heinert
BA 499 LS	00	SOBA Methods II	R. Hutchinson
EC 203	00	Economics for Managers	R. Hutchinson

**SINTE GLESKA UNIVERSITY
BUSINESS DEPARTMENT
COURSE SYLLABUS**

Semester/Year: Spring Semester 2016

Course Number/Course Title: AC 100 Introduction to Accounting

Credit Hours: 3

Prerequisites: None

Instructor: Sheila Wheeler

Email Address: wheeler_sheila@hotmail.com
Sheila.Wheeler@sintegleska.edu

Telephone: 856-8208 or extension 8515

Office Hours: Office hours will be posted at the Business Management Department and will also be provided to the class.

Location: Business Management Building
Antelope Lake Campus

Day/Time: Tuesday and Thursday 1:00 pm—2:30 pm

Textbook: College Accounting (Chapters 1-9) 21st Edition
Heintz & Parry
South-Western Copyright 2014
ISBN 978-1-285-58623-6

Supplemental Material: College Accounting Working Papers 21/E
Heintz & Parry
Notebook, pencils and a calculator

Class Description: This course is designed to introduce basic accounting terminology and practices. Emphasis will be on the accounting cycle in its simplest form.

Student Learning Outcomes: Students will be able to:

1. Define accounting terminology and generally accepted accounting principles.
2. Identify different classifications of accounts and comprehend the rules of debits and credits.
3. Analyze transactions, journalize them and post to ledger accounts.
4. Complete the accounting cycle for a sole proprietorship.
5. Perform basic payroll calculations and entries.

Student Responsibility: The student is responsible for attending class and completing all required coursework, including reading assigned materials and turning in all homework assignments.

Attendance: Due to the number of accounting exercises and problems that will be done in class,

attendance is expected and required. Students are expected to attend class on a consistent and regular basis which means arriving promptly and leaving when class has ended. Students are expected to read assigned material PRIOR to class. Students are also expected to study outside of class to ensure they understand text material and are prepared to discuss material during class. Also, building in study time outside of class will aide students in achieving good/ excellent grades on their exams. If students need to miss class, it is the student's responsibility to contact your instructor and ask for assignments or instructions for the next class period.

Grading: The semester grade will be comprised of homework assignments, exams, and attendance (preparedness and preparation).

All homework assignments are due one week from the date they are assigned.

One (1) point will be deducted for all homework assignments and ten (10) points for all exams that are not completed within one week of their due date. Therefore, it is important that you complete assignments and exams on their scheduled due dates. IF you must be absent on an exam date, please make arrangements to take the exam prior to the scheduled date. Any extra credit on exams is ONLY available for students who take their exams on the scheduled date. Your final grade will be determined on the basis of a grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
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4 exams @ 100 points	400
11 assignments @ 20 points	<u>220</u>
Total points	620

Final grades will be submitted to the Registrar's Office on the due date set by that office, with no exceptions. This ensures equity and fairness for all students.

Portfolio: In preparation for your senior year, be mindful of the upcoming portfolio requirement when you enroll in either AC 499 (Seminar in Accounting) or BA 499 (Seminar in Tribal Management) your last summer before you graduate!

Your portfolio will be divided into FOUR primary categories:

- 1) Academics 2) Lakota Values 3) Leadership 4) References**

For each of these four categories, **you will select 4-6 significant representations** that pertain to these categories. These representations are called portfolio products. These portfolio products should have meaning for you as might consider them "best works" or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is BA or AC 499. For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 1-2 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development.

In order to accomplish this, you will need to be mindful of accumulating portfolio products throughout your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. So this portfolio is NOT a scrapbook, but rather a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Attendance Policy: There is a very strong correlation between good grades and good attendance, so if your goal is to have good grades, attend all classes, be prepared for those classes and participate in class discussions. Students are reminded of the SGU attendance policy (refer to Student Handbook) that requires consistent attendance in all enrolled classes. Three (3) consecutive or five (5) total absences are grounds for dropping a student from the class.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Academic Honesty: It is anticipated that all SGU students will adhere to academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Weekly Requirements:

January 19	Introduction: Syllabus, Course Outline, Expectations Class exercise
January 21	Chapter 1—Introduction to Accounting Managing Your Writing
January 26	Chapter 2—Analyzing Transactions: The Accounting Equation
January 28	Chapter 2
February 2	Chapter 2 Mastery Problem
February 4	Chapter 3—The Double-Entry Framework

February 9	Chapter 3
February 11	Chapter 3 Mastery Problem
February 16	Test—Chapters 2-3
February 18	Chapter 4—Journalizing and Posting Transactions
February 23	Chapter 4
February 25	Chapter 4 Mastery Problem
March 1	Chapter 5—Adjusting Entries and the Work Sheet
March 3	Chapter 5
March 8	Chapter 5 Mastery Problem
March 10	Test—Chapters 4-5
March 15	Spring Break
March 17	Spring Break
March 22	Chapter 6—Financial Statements and the Closing Process
March 24	Chapter 6
March 29	Chapter 6 Mastery Problem
March 31	Chapter 7—Accounting for Cash
April 5	Chapter 7 Mastery Problem
April 7	Test—Chapters 6-7
April 12	Chapter 8—Payroll Accounting: Employee Earnings And Deductions
April 14	Chapter 8
April 19	Chapter 8 P8-9B
April 21	Chapter 9—Payroll Accounting: Employer Taxes And Reports
April 26	Chapter 9
April 28	Chapter 9

	P9-7B
May 3	Review
May 5	Test—Chapters 8-9

Syllabus subject to change. Any changes will be communicated to students in class.

**SINTE GLESKA UNIVERSITY
BUSINESS DEPARTMENT
COURSE SYLLABUS**

Semester/Year: Spring Semester 2016

Course Number/Course Title: AC 212 Accounting II

Credit Hours: 3

Prerequisites: Accounting I (AC211)

Instructor: Sheila Wheeler

Email Address: wheeler_sheila@hotmail.com
Sheila.Wheeler@sintegleska.edu

Telephone: 856-8208 or extension 8515

Office Hours: Office hours will be posted at the Business Management Department and will also be provided to the class.

Location: Business Management Building
Antelope Lake Campus

Day/Time: Tuesday and Thursday 9:00 am –10:30 am

Textbook: College Accounting: A Practical Approach Chapters 1-25, 12th Edition
Jeffrey Slater
Prentice-Hall Copyright 2013
ISBN 978-0-13-3027648

Supplemental Materials: College Accounting Study Guide & Working Papers Chapters 13-25
Jeffrey Slater
ISBN 978-0-13-2772167
Notebook, pencils, and a calculator

Class Description: The study of accounting as applied to partnerships and corporations and the basic elements of financial statement analysis and interpretation, of payroll, cost, budgeting, departmental, and branch accounting.

Student Learning Outcomes: Students will be able to:

1. Calculate value of inventory using various methods and prepare the related journal entries.
2. Calculate the value of fixed assets and calculate depreciation using various methods and prepare the related journal entries.
3. Describe advantages and disadvantages of partnership and corporate forms of business ownership.
4. Calculate division of partnership income/loss and value of partner capital and prepare the related journal entries.
5. Calculate stock, treasury stock and dividend transactions and prepare the related journal entries.
6. Prepare a statement of cash flows.
7. Analyze financial statements using various methods.

Student Responsibilities: The student is responsible for attending class and completing all required coursework, including reading assigned materials and turning in all homework assignments.

Attendance: Due to the number of accounting exercises and problems that will be done in class, attendance is expected and required. Students are expected to attend class on a consistent and regular basis which means arriving promptly and leaving when class has ended. Students are expected to read assigned material PRIOR to class. Students are also expected to study outside of class to ensure they understand text material and are prepared to discuss material during class. Also, building in study time outside of class will aide students in achieving good/ excellent grades on their exams. If students need to miss class, it is the student's responsibility to contact your instructor and ask for assignments or instructions for the next class period.

Grading: The semester grade will be comprised of homework assignments and tests.

One (1) point will be deducted for all homework assignments and ten (10) points for all tests that are not completed within one week of their due date. Therefore, it is important that you complete assignments and tests on their scheduled due dates. However, if you know that you will be unable to do so due to good cause or emergency, you must consult with the instructor to make arrangements to complete the assignment or test. Your final grade will be determined on the basis of a grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
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5 tests @ 100 points	500
11 assignments @ 30 points	<u>330</u>
Total points	830

Final grades will be submitted to the Registrar's Office on the due date set by that office, with no exceptions. This ensures equity and fairness for all students.

Portfolio: Your portfolio will be divided into FOUR primary categories:

1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is your seminar in either Accounting (AC 499), Tribal Management (BA 499) or Legal Studies (BA 499LS).

For the Portfolio requirement for each of these minors, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references.

Your portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Academic Honesty: It is anticipated that all SGU students will adhere to academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Attendance Policy: There is a very strong correlation between good grades and good attendance, so if your goal is to have good grades, attend all classes, be prepared for those classes and participate in class discussions. Students are reminded of the SGU attendance policy (refer to Student Handbook) that requires consistent attendance in all enrolled classes. Three (3) consecutive or five (5) total absences are grounds for dropping a student from the class.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Weekly Requirements:

January 19	Introduction and Review Exercises
January 21	Chapter 14—Notes Receivable and Notes Payable
January 26	Chapter 14 Problem 14A-1 Page 546
January 28	Chapter 15—Accounting for Merchandise Inventory
February 2	Chapter 15 Problem 15A-4 Page 583
February 4	Chapter 16—Accounting for Property, Plant, Equipment and Intangible Assets
February 9	Chapter 16 Handout assignment
February 11	Test—Chapters 14-16
February 16	Chapter 17—Partnerships
February 18	Chapter 17 Problem 17-A1 Page 648 Problem 17-B2 Page 649
February 23	Chapter 18—Corporations: Organization and Stock Problem 18A-1 Page 675 Problem 18A-2 Page 676
February 25	Chapter 18
March 1	Test—Chapters 17-18
March 3	Chapter 19—Corporations: Stock Values, Dividends, Treasury Stock and Retained Earnings
March 8	Chapter 19 Problem 19A-2 Page 706 Problem 19A-3 Page 706
March 10	Chapter 20—Corporations and Bonds Payable
March 15	Spring Break
March 17	Spring Break
March 22	Chapter 20
March 24	Test—Chapters 19-20
March 29	Chapter 21—Statement of Cash Flows
March 31	Chapter 21

Problem 21B-1 Page 757-758
Problem 21B-2 Page 758-759

April 5	Chapter 22—Analyzing Financial Statements
April 7	Chapter 22
April 12	Test—Chapters 21-22
April 14	Chapter 23—The Voucher System
April 19	Chapter 24—Departmental Accounting
April 21	Chapter 24
April 26	Chapter 25—Manufacturing Accounting
April 28	Chapter 25
May 3	Review
May 5	Test—Chapters 23-25

Syllabus subject to change as deemed necessary by the instructor.

**SINTE GLESKA UNIVERSITY
BUSINESS DEPARTMENT
COURSE SYLLABUS**

Semester/Year: Spring Semester 2016

Course Number/Course Title: AC 250 Payroll Accounting

Credit Hours: 3

Prerequisites: None—Accounting I (AC211) recommended

Instructor: Sheila Wheeler

Email Address: wheeler_sheila@hotmail.com
Sheila.Wheeler@sintegleska.edu

Telephone: 856-8208 or extension 8515

Office Hours: Office hours will be posted at the Business Management Department and will also be provided to the class.

Location: Business Management Building
Antelope Lake Campus

Day/Time: Tuesday and Thursday 10:30 am to 12:00 pm

Textbook: Payroll Accounting 2016 Edition
Bernard Bieg and Judith Toland
Cengage Learning Copyright 2016
ISBN 9781305665910

Additional materials and handouts will be provided as needed.

Supplemental Materials: Notebook, pencils, and a calculator

Class Description: The step-by-step study of the entire payroll process. Payroll law, computation of earnings and withholdings, and reporting requirements will all be covered.

Student Learning Outcomes: Students will be able to:

1. Identify major employment laws and describe their impact on both employees and employers.
2. Compute wages using various methods.
3. Calculate payroll withholdings and net pay.
4. Complete payroll register, employee earnings record and other required payroll forms.
5. Calculate required tax deposits and due dates.
6. Journalize transactions related to payroll.

Student Responsibilities: The student is responsible for attending class and completing all required coursework, including reading assigned materials and turning in all homework assignments.

Attendance: Due to the number of accounting exercises and problems that will be done in class, attendance is expected and required. Students are expected to attend class on a consistent and regular basis which means arriving promptly and leaving when class has ended. Students are expected to read assigned material PRIOR to class. Students are also expected to study outside of class to ensure they understand text material and are prepared to discuss material during class. Also, building in study time outside of class will aide students in achieving good/ excellent grades on their exams. If students need to miss class, it is the student's responsibility to contact your instructor and ask for assignments or instructions for the next class period.

Grading: The semester grade will be comprised of homework assignments, exams, and attendance (preparedness and preparation).

All homework assignments are due one week from the date they are assigned.

One (1) point will be deducted for all homework assignments and ten (10) points for all exams that are not completed within one week of their due date. Therefore, it is important that you complete assignments and exams on their scheduled due dates. IF you must be absent on an exam date, please make arrangements to take the exam prior to the scheduled date. Any extra credit on exams is ONLY available for students who take their exams on the scheduled date. Your final grade will be determined on the basis of a grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
3 tests @ 100 points			300	
Payroll Project			200	
8 homework assignments @ 30 points			<u>240</u>	
Total points			740	

Final grades will be submitted to the Registrar's Office on the due date set by that office, with no exceptions. This ensures equity and fairness for all students.

Portfolio: Your portfolio will be divided into FOUR primary categories:

1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them "best works" or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is your seminar in either Accounting (AC 499), Tribal Management (BA 499) or Legal Studies (BA 499LS).

For the Portfolio requirement for each of these minors, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references.

Your portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown

over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Attendance Policy: There is a very strong correlation between good grades and good attendance, so if your goal is to have good grades, attend all classes, be prepared for those classes and participate in class discussions. Students are reminded of the SGU attendance policy (refer to Student Handbook) that requires consistent attendance in all enrolled classes. Three (3) consecutive or five (5) total absences are grounds for dropping a student from the class.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Academic Honesty: It is anticipated that all SGU students will adhere to academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Weekly Requirements:

January 19	Introduction and Beginning Exercises
January 21	Learning Styles and Skills Exercise
January 26	Chapter 1—The Need for Payroll and Personnel Records
January 28	Chapter 1 Article and summary
February 2	Chapter 2—Computing Wages and Salaries
February 4	Chapter 2
February 9	Chapter 2 Problem 2-4A Page 2-34
February 11	Test—Chapters 1-2
February 16	Chapter 3—Social Security Taxes
February 18	Chapter 3

February 23	Chapter 3 Problem 3-9A Page 3-38
February 25	Chapter 4—Income Tax Withholding
March 1	Chapter 4
March 3	Chapter 4 Problem 4-5A Page 4-40
March 8	Test—Chapters 3-4
March 10	Payroll Project Introduction
March 15	Spring Break
March 17	Spring Break
March 22	Chapter 5—Unemployment Compensation Taxes
March 24	Chapter 5
March 29	Chapter 6—Analyzing and Journalizing Payroll Transactions
March 31	Chapter 6
April 5	Chapter 6 Ethics in Payroll project
April 7	Test—Chapters 5-6
April 12	Chapter 7—Payroll Project
April 14	Chapter 7
April 19	Supplemental Material—Payroll Systems and Control Procedures
April 21	Supplemental Material
April 26	Supplemental Material—Cost-Saving Policies and Techniques
April 28	Supplemental Material
May 3	Supplemental Material—South Dakota Payroll Information
May 5	Project Supplemental Material

Syllabus subject to change as deemed necessary by the instructor.

**SINTE GLESKA UNIVERSITY
BUSINESS DEPARTMENT
COURSE SYLLABUS**

Semester/Year: Spring Semester 2016

Course Number/Course Title: AC 375 Governmental and Non-Profit
Accounting II

Credit Hours: 3

Prerequisites: Governmental and Non-Profit Accounting I (AC370)

Instructor: Sheila Wheeler

Email Address: wheeler_sheila@hotmail.com
Sheila.Wheeler@sintegleska.edu

Telephone: 856-8208 or extension 8515

Office Hours: Office hours will be posted at the Business Management
Department and will also be provided to the class.

Location: Business Management Building
Antelope Lake Campus

Day/Time: Tuesday and Thursday 2:30 pm-4:00pm

Textbook: Government and Not-For-Profit Accounting: Concepts and Practices
5th edition
Michael H. Granof and Saleha B. Khumawala
John Wiley & Sons, Inc. Copyright 2011
ISBN 978-0-470-39078-8

Supplemental Materials: Notebook, pencils and a calculator

Class Description: Students will increase their knowledge of Governmental and Non-Profit accounting principles, emphasizing types of funds used and the relationship of transactions on specific funds. More in depth analysis of financial reports and types of organizations will be covered as well as specific accounting procedures focusing on non-profit organizations.

Student Learning Outcomes: Students will be able to:

1. List the governmental fund types and identify types of transactions common to each fund.
2. Journalize specific transactions for different funds.
3. Analyze transactions that are unique to Governments and nonprofits.
4. Describe unique characteristics of Nonprofit Organizations.
5. Journalize transactions for different types of Nonprofit Organizations.

Student Responsibilities: The student is responsible for attending class and completing all required coursework, including reading assigned materials and turning in all homework assignments.

Attendance: Due to the number of accounting exercises and problems that will be done in class, attendance is expected and required. Students are expected to attend class on a consistent and regular basis which means arriving promptly and leaving when class has ended. Students are expected to read assigned material PRIOR to class. Students are also expected to study outside of class to ensure they understand text material and are prepared to discuss material during class. Also, building in study time outside of class will aide students in achieving good/ excellent grades on their exams. If students need to miss class, it is the student's responsibility to contact your instructor and ask for assignments or instructions for the next class period.

Grading: The semester grade will be comprised of homework assignments and

exams.

All homework assignments are due one week from the date they are assigned.

One (1) point will be deducted for all homework assignments and ten (10) points for all exams that are not completed within one week of their due date. Therefore, it is important that you complete assignments and exams on their scheduled due dates.

IF you must be absent on an exam date, please make arrangements to take the exam prior to the scheduled date. Any extra credit on exams is ONLY available for students who take their exams on the scheduled date. Your final grade will be determined on the basis of a grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
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5 tests @ 100 points	500
8 assignments @ 30 points	<u>240</u>
Total points	740

Final grades will be submitted to the Registrar's Office on the due date set by that office, with no exceptions. This ensures equity and fairness for all students.

Homework assignments are on handouts provided by the instructor.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Academic Honesty: It is anticipated that all SGU students will adhere to academic standards set forth in the Student Handbook. as such, acts that are dishonest (such as plagiarism) are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or

relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Portfolio: Your portfolio will be divided into FOUR primary categories: **1) Academics; 2) Lakota Values; 3) Leadership 4) References.** For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is BA or AC 499. For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. So this portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio!

Attendance Policy: There is a very strong correlation between good grades and good attendance, so if your goal is to have good grades, attend all classes, be prepared for those classes and participate in class discussions. Students are reminded of the SGU attendance policy (refer Handbook) that requires consistent attendance in all enrolled classes. Three (3) consecutive or five (5) total absences are grounds for dropping a student from the class.

Weekly Requirements:

January 19

Introduction and Review Exercises

January 21	Chapter 6—Accounting for Capital Projects and Debt Service
January 26	Chapter 6
January 28	Chapter 7—Capital Assets and Investments in Marketable Securities
February 2	Chapter 7
February 4	Chapter 8—Long Term Obligations Overlapping Debt
February 9	Chapter 8
February 11	Test—Chapters 6—8
February 16	Chapter 9—Business-Type Activities Landfill
February 18	Chapter 9
February 23	Chapter 10—Fiduciary Funds and Permanent Funds
February 25	Chapter 10
March 1	Test—Chapters 9—10
March 3	Chapter 11—Issues of Reporting Disclosure and Financial Analysis
March 8	Chapter 11
March 10	Chapter 12—Not-For-Profit Organizations
March 15	Spring Break
March 17	Spring Break
March 22	Chapter 12 Nonprofit Analysis
March 24	Test—Chapters 11—12
March 29	Chapter 13—Colleges and Universities

March 31	Chapter 13 Travis College
April 5	Chapter 14—Health Care Providers
April 7	Chapter 14 Hospital
April 12	Test—Chapters 13—14
April 14	Chapter 15—Managing for Results
April 19	Chapter 15 Ethics in Governments and Nonprofits
April 21	Chapter 16—Auditing Governments and Not-For-Profits
April 26	Chapter 16
April 28	Test—Chapters—15—16
May 3	Chapter 17—Federal Government Accounting
May 5	Chapter 17 Article on Federal Government Accounting

Syllabus subject to change as deemed necessary by the instructor.

<p style="text-align: center;">BUSINESS PRINCIPLES (BA 165) Spring 2016 COURSE SYLLABUS Wednesday 7PM-10PM</p>

Location: Business Management Building (BMB)
Direct Phone Number 856-8150 or SGU Main # 856-8100
Building Fax Number: 856-5401

Instructor: Vernon (Ike) Schmidt, B.A.

Contact Information: ikeschmidt62@yahoo.com
Cell: 605-840-4486/Office# 605-856-8149

Required Text: Better Business by Solomon, Poatsy & Martin, 3rd Edition
Pearson Publishing. ISBN: 9780133059045

Academic Credit: 3 Credit Hours **Prerequisite:** None

Course Objectives: Business Principles is an introductory course designed to provide students with an opportunity to explore business as a field of study. Topics include economics, management practices, different types of business ownership, human resource management, marketing, fiscal management and other areas of business. In addition, there will be discussions integrating both local business practices and Lakota culture views and concepts.

Course Description: Business principles will be an introductory course designed to provide students with an opportunity to explore business as a field of study. Topics include economics, management practices, different types of business ownership, personnel management, marketing, fiscal management and other areas of business. In addition, there will be discussions integrating local business practices and Lakota cultural views and concepts.

Course Materials: Students will need notepaper, pens/pencils for note-taking. Students will also need access to a computer/printer for research and writing Active Learning Assignments (ALAs). Students are encouraged to use the computer lab/printer here at the Business Management department.

Student Responsibilities: Students are expected to attend class on a consistent and regular basis which means arriving promptly and leaving when class has ended. Students are expected to read assigned material prior to class and have their ALAs typed and ready to share at the beginning of class. Students are also expected to study outside of class to ensure they understand text material and are prepared to discuss material during class and also building in study time outside of class will aide students in achieving good/excellent grades on their quizzes. If students need to miss class, it is the student's responsibility to contact your instructor and ask for assignments or instructions for next class period.

Assessment/Grading: There will be 5 quizzes worth 50 points each. Quiz material is comprised of multiple choice and/or essay questions from text and from student contributions, class discussions and any assigned readings/guest presentations or assignments. All late quizzes will be downgraded by at least one letter grade and must be made up by the following class. **If** you must be absent on a quiz date please make arrangements to take the quiz prior to scheduled date. Any extra credit on quizzes is **ONLY** available for students who take their quizzes on the scheduled date.

Also, a significant part of your grade will come from Active Learning Assignments (or ALAs) which are mini papers/presentations. Ideas for ALAs may come from a newspaper article from any local paper or a public meeting – but your ALA topic must be relevant to our weekly chapter in reference to business terminology, theories or ideas from your text. **READ YOUR CHAPTER FIRST**, and then organize your ALA by first summarizing the article/meeting in one, short paragraph. The remaining paragraph(s) and where the majority of points are earned derive from what you write/present as it pertains to weekly, relevant business terms, theories or ideas; how you use or apply that information to your worldview and then how you compare or organize those ideas. (How long does an ALA have to be? Less than 1 typed page. See the attached rubric for more information. **ALL ALAs ARE DUE AT THE VERY BEGINNING OF CLASS.**

Attendance (preparedness and participation): Attendance is very important and part of the learning process. To garner full attendance points, students must arrive on time, leave on time, and have read assigned material. If students are presenting an ALA, the ALA must be typed and ready at the beginning of that class period. Points are summarized below:

Quizzes (5 @ 50 points)	250 points
Active Learning Assignments (ALAs):	
Written Report & Presentation (10 @ 15 pts each)	150 points
Attendance (preparedness and participation) (15 @10 pts)	<u>150 points</u>
Total Possible Points	550 points

Student Outcomes: By the end of the semester, students will have a greater understanding of important topics that comprise the business environments as a field of study. Students will also gain valuable research and presentation skills. Specific outcomes include:

Outcome #1: Achieve at least 70% on scheduled quizzes;

Outcome #2: Achieve at least 70% on researching and writing one page ALAs.

Outcome #3: Achieve at least 80% attendance, preparedness and participation points.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest, such as copying from your fellow students (this is called cheating and/or plagiarism) are not acceptable student behaviors and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Cell Phone Policy: Cell phone usage during class disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

Attendance Policy: There is a very strong correlation between good grades and good attendance so if your goal is to have good grades, attend all of your classes, be prepared for those classes and participate in class discussions. Students are reminded of the SGU attendance policy (refer to Student handbook) that requires consistent attendance in all enrolled classes. **Three (3) consecutive or 5 total absences are grounds for dropping a student from the class.**

Portfolio: Your portfolio will be divided into FOUR primary categories:

1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is BA or AC 499.

For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references.

Your portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Course Outline:**

January 20th	Course Syllabus/Introductions/Know your status sheet. Practice Active Learning Assignment or ALA Assignment for next week: Chapter 1
January 27 th	Business Basics – Chapter 1 & ALAs Assignment: Chapter 2
February 3 rd	Economics & Banking – Chapter 2 & ALAs Assignment: Chapters 3 & 4
February 5 th	ADD/DROP Period Ends
February 10th February 15 th	Chapters 3 & 4: Ethics & Business in a global Economy Lakota Itancan Anpetu
February 17th	Quiz #1 (Chapters 1-4)... Assignment: Chapters 5 and 6

February 24th	Chapters 5 & 6: Small Business & Forms of Ownership & ALAs
March 2nd	Quiz #2 (Chapters 5 & 6) Assignment: Chapters 7 & 8
March 9th	Chs 7 & 8: Business Mgmt/Organization & Motivation, Leadership and Teamwork & ALAs Assignment: Chapters 9 & 10
March 14-18 th	Spring Break/AIHEC Conference
March 23th	Chs 9 & 10: HRM & Online Business and Technology & ALA. Assignment: Chapters 12
March 25-27th	Easter Holiday
March 30rd	Ch 12: Marketing & Consumer Behavior & ALAs Assignment: Study for quiz
April 1 st	Last Day to withdraw
April 6th	Quiz #3 (Chapters 7-8-9-10-12)
April 13th	Chpts 13 & 14: Product Dev't & Pricing Strategies & ALAs Assignment: Chapters 15 & 16
April 20 th	Chapters 15 & 16 Financing & Tracking Business Operations: Investment Opportunities
April 27th	Course/Instructor Evaluations/Guest speakers from various local Business entities to be announced
May 4th	Final Quiz #4 (Chapters 13-16), turn in ALA's

****IMPORTANT NOTE:** Syllabus is subject to change – any changes will be announced in class. IF INCLEMENT WEATHER OCCURS ON OUR CLASS DATES, PLEASE CONTINUE WITH YOUR READINGS AS INDICATED ON THIS SYLLBUS.

Business Principles (BA 165)

Active Learning Assignments (ALAs)

Rubric

Criteria	15-13 points	12-10 points	9 or fewer points	Score and Feedback: (Fall 2015)
Depth of Understanding Regarding Info from Textbook (interpret, explain, compare)	Strong evidence of understanding business terms, ideas or theories.	Shows average amount of understanding.	Lacks appropriate understanding	
Ability to apply/use new information (terms, theories or ideas) and share information in writing and verbally.	Identifies, then uses material from text to student's understanding of how business works.	Demonstrates general understanding.	Lacks understanding	
Analysis of information as it applies to tribal or local community/orgs.	Compares ideas and information from text to tribal or local ways of knowing.	Comparisons need further explanation or justification.	Lacks analysis.	
Meets requirements (length: up to 1 typed page but more than 2 full size paragraphs), size 12 font, readable & interesting.	Appropriate length and font, typed. Student has developed interesting ideas.	Needs some elaboration or inclusion of required components.	Lacks length and/or other requirements	

Business Communications (BA246) SYLLABUS*
Spring 2016
Tuesday/Thursday 10:30 – 12:00

Academic Credit: Three (3) Credit Hours
102

Prerequisites: EN101 & EN

Location: BMB Room 101, Antelope Lake Campus

Instructor: Maureece Heinert (maureece.heinert@sintegleska.edu)
 Building Phone Number 856-8100 Ext. 8423; Fax Number: 856-2173
 Direct Line: 856-8111; Cell: 208-0432

Office Hours: Mon. /Wed. 9:30 – 1; Tues./Thurs. 12 - 4; other times by appointment.

Required Text: Business Communication Essentials Plus MyBCommLab with Pearson
 eText -- Access Card Package; 7th Ed., Bovee/Thill. Pearson. ISBN-10:
 0134088255 • ISBN-13: 9780134088259
 Companion Website: www.pearsonhighered.com/bovee

Student Responsibilities: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade, given the nature of the material covered. It is also important to be on time and stay for the entire class. Students are reminded of the SGU attendance policy (refer to Student Handbook) that requires consistent attendance in all enrolled classes. A student with three consecutive absences or five total absences may be dropped from the class.

It is the student's responsibility to keep up with all the assignments, to read and follow directions, and to submit completed work on time. All late quizzes will be downgraded one letter grade and only students taking their quizzes on their scheduled dates will be eligible for any extra credit. If you must be absent on a day that work is due, please make arrangements to turn it in early to avoid any late penalty.

Student Learning Outcomes: Students will be able to:

- Describe and discuss the various factors involved in using the three step process
- Modify the message to fit the audience and purpose
- Utilize computer skills through the Internet, word processing, and other technology
- Communicate effectively through visual, written and oral presentation assignments
- Work effectively as a team member through team projects, case studies and problem analysis

Grading/Assessment: For BA246 Business Communication the final grade will be calculated on a weighted percentage basis, broken down into 3 parts.

Quizzes (3 at 100 points each)	300 points	50%
Homework (10 at 20 points each)	200 points	33%
Presentation	<u>100 points</u>	17%
TOTAL POSSIBLE POINTS:	600 POINTS	

Quizzes will be generated from the text. Quiz questions may be multiple choice, short essay and/or true false. Make-up quizzes will not be allowed unless instructor approval gained prior to the scheduled date. They must be completed before the next quiz and only made up outside of regular class time. Late quizzes will be penalized 10% of the grade.

All **Homework (HW)** assignments are to be typed, minimum of one page (unless otherwise indicated), maximum size 12 font, with your name, assignment title/number, and date submitted as a heading. There are 11 Homework assignments on the schedule. #6, 7, 8 and 11 are required but of the rest, the lowest HW score will be dropped. Only 10 will count towards the final grade. Late work will be penalized and not accepted after 2 class periods past due, or the last day of class, whichever comes first. **Details for the assignments can be found on the schedule.**

Homework Grading Criteria	Points
○ Basic grammar (punctuation, mechanics, vocabulary)	3
○ Format (typed, font size, minimum 1 page, heading)	2
○ Timely	5
○ Correct Answers	<u>10</u>
TOTAL POINTS	20

There will be a Student **Presentation** worth 100 points. Attendance is mandatory for the presentations as there will not be any alternative times scheduled. In addition to the oral presentation, a written outline will also be required but will be graded separately (as HW#11). The presentation should follow the outline. The format to be used can be found on pages 315-316, Figure 12.4, “Effective Outline for a 30-Minute Presentation.” The topic can be picked by the student, subject to instructor approval. Details on the presentation will be discussed in the class when the appropriate chapter is covered.

Presentation Grading Criteria	Points
• Introduction	20
• Body	25
• Close	20
• Q & A	10
• Delivery	5
• Visual Aids	10
• Time - Appropriate length (5 – 10 minutes)	<u>10</u>
TOTAL POINTS	100

If a student has had consistent attendance and participated in class discussions, it may be possible to earn **extra credit**. A **report** may be turned in for up to 50 points towards the final grade. The topic needs to be approved by the instructor by the end of class, April 1st, and must be turned in no later than May 5th. The report assignment can be found on pp 301-302, Portfolio Builder, 11-18 Analytical Reports.

Extra Credit Report Grading Criteria	Points
○ Memo Format (typed, font size, 3-5 pages, not including cover page...)	5
○ Basic grammar (punctuation, mechanics, vocabulary...)	5
○ Introduction	10
○ Body	20
○ Close	<u>10</u>
TOTAL POINTS	50

Portfolio: Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item.

One of the final courses you take as a Business Major is BA or AC 499. For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about.

After you have completed compiling products and after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. So this portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio!

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or adviser if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Course Outline:

Date	Reading	Due
1/19/16		Class Overview HW#1 – Letter of Introduction (in class exercise, handwritten acceptable) Write an informal letter to your instructor telling about yourself, include what part communication plays in your life now, your communication strengths and weaknesses... and all contact information.
1/21/16	Ch 1	

1/25/16-1/31/16		Founder's Forums and Wacipi
1/26/16		Attend Founder's Forum (sign-in and pick up HW#2 at Forum from Instructor)
1/28/16	Ch 2	HW #2 – Founder's worksheet & discussion
2/2/16	Ch 3	HW #3 – Practice Your Skills, pp. 77-78, 3-10 through 3-44
2/4/16	Ch 4	
2/5/16		ADD/DROP Period Ends
2/9/16	Ch 5	
2/11/16		Quiz 1 (Ch 1-5)
2/15/16		Lakota Itancan Anpetu – no classes
2/16/16	Ch 6	
2/18/16		Review Quiz 1

Date	Reading	Due
2/23/16	Ch 7	HW #4 – Practice Your Skills, Exercises for Perfecting Your Writing, working in teams (in class) 6-11 through 6-15; p. 152.
2/25/16	Ch 8	
3/1/16	Ch 9	HW #5 – Test Your Knowledge: questions; p. 175, p. 202, p. 227. (15 total)
3/3/16		Quiz 2 (Ch 6-9)
3/8/16	Ch 10	
3/10/16		Review Quiz 2
3/13/16-3/18/16		AIHEC Conference aka SPRING BREAK – no classes
3/22/16	Ch 10	
3/24/16	Ch 11	
3/25/16- 3/27/16		Easter Holiday
3/29/16	Ch 11	HW #6 & 7 (double points) Cases, Portfolio Builder, Long Reports, 11-22. P. 303 (2-3 pages. Cover page required but page count does not include cover page or appendixes.)
3/31/16	Ch 12	HW #8 – Planning Your Presentation: Write a one page memo, explaining what topic you've picked for your presentation and going through the Planning Step.
4/1/16		Last day to Withdraw (Extra Credit Report topic?)
4/5/16	Ch 12	HW #9 - Test Your Knowledge: questions; p. 256, p. 300, p. 332.
4/7/16	?	
4/7/16-4/9/16		AIBL Conference
4/12/16	Ch 13	
4/14/16	Ch 13	
4/19/16	Ch 14	
4/21/16	Ch 14	HW #10 – Resume and cover letter
4/26/16		Mock Interviews
4/27/16		Administrative Professionals Day
4/28/16		Quiz 3 (Ch 10-14)
5/3/16		Presentation MANDATORY ATTENDANCE Round 1

		HW #11 – Presentation Outline Follow format in Figure 12.4, Effective Outline for a 30-Minute Presentation, p 330-331.
5/5/16		Presentation MANDATORY ATTENDANCE Round 2 Extra Credit Report due

**SINTE GLESKA UNIVERSITY
BUSINESS DEPARTMENT
SPRING 2016**

COURSE TITLE/NUM.: PERSONAL FINANCE (BA 280)

COURSE CREDIT: 3 Credit hours

INSTRUCTOR: Ron Hutchinson. 856-8244. Ron.Hutchinson@sintegleska.edu

OFFICE HOURS: Office hours will be posted at the Business Department and will be provided to the class.

REQUIRED TEXT: Focus on Personal Finance: An Active Approach to Help You Develop Successful Financial Skills, Kapoor, Dlabay, and Hughes (4th ed., McGraw-Hill/Irwin).

COURSE DESCRIPTION: Personal Finance is designed to provide students, regardless of their major, a broad, practical overview of personal financial management concepts and skills. An understanding of basic personal financial management skills has profound impacts on individuals and the communities in which they live. This class will empower students to improve the quality of their lives and strengthen their communities through application of the knowledge gained in this class to practical personal financial planning problems. Topics covered include financial planning principles and related economic concepts; goal setting and planning; cash flow management and budgeting; use and management of credit; role of insurance in managing risk, including life, disability, auto, home, and health insurance; saving and investing fundamentals, including saving and investing alternatives and strategies; the role of banking and its relationship to personal financial planning; informed purchasing strategies for a home and a car; the basics of retirement and estate planning strategies; impact of taxes on financial planning decisions; and how to obtain financial planning assistance.

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

- explain personal financial principles and concepts
- identify and analyze the practical personal financial planning problems which affect everyone
- apply personal financial planning principles and concepts to solve those problems
- make personal financial planning decisions which will improve their lives and strengthen their communities.

ASSESSMENT/EVALUATION/GRADING POLICY: Your grade will be based on class attendance and participation and completion of class assignments, quizzes, and exams. Each quiz and assignment will be worth 20 points. The exams will be worth 100 points each.

Your final grade will be determined on the basis of Sinte Gleska University's standard grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
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Final grades will be turned into the registrar's office on the "final grades due date" set by that office, with no exceptions. This ensures equity and fairness for all students.

General class attendance is worth 100 points. The grade for class attendance will be calculated as follows:

100 % if no absences	95% if one absence
90% if two absences	80% if three absences
70% if four absences	60% if five absences
0% if 6 or more absences	

Students must be present for the entire class to receive attendance points (no tardiness or early departures).

Class assignments (7 @ 20 points)	140 possible points
Quizzes (4 @ 20 points)	80 possible points
Exams (2 @ 100 points)	200 possible points
<u>Attendance (see above)</u>	<u>100 possible points</u>
Total possible points	520 points

ASSIGNMENT SUMMARY (ALSO SET FORTH IN COURSE OUTLINE):

ASSIGNMENT #1: Set your financial goals (see worksheet 2, page 30 in text).

ASSIGNMENT #2: Do a cash flow analysis and budget (see worksheets 7 & 8, page 74-75 in text) and track your miscellaneous spending for a week (see pages 70-71 and Appendix D, page 518 in text).

ASSIGNMENT #3: Get familiar with the details of your debt: who is the creditor, principal amount of debt, monthly payment, and interest rate (see worksheet 15, page 184 in text and add a column for interest rate/terms).

ASSIGNMENT #4: Order and check your free annual credit report from each of the major credit bureaus (see www.annualcreditreport.com).

ASSIGNMENT #5: Establish a record of current and needed insurance coverage (see worksheet 26, page 278 in text).

ASSIGNMENT #6: Evaluate a mutual fund (see worksheet 41, page 459 in text).

ASSIGNMENT #7: Research and evaluate the purchase of any model of a new or used automobile (See worksheet 18, page 213 in text as a general guide)

COURSE REQUIREMENTS/FACULTY EXPECTATIONS: Seize the opportunity! It is the student's responsibility to be actively involved in learning. A student's ability, effort, and desire will determine how much and how well they learn. There is no substitute for doing the reading assignments, attending class, working through the material, and participating in class discussions. A teacher cannot cause a student to learn. All a teacher can do is to organize and present the material. In short, students are

expected to attend class, read assignments, come to class prepared to learn, and participate in class discussions.

Textbook chapters should be read in advance. This will greatly enhance your ability to understand lectures and class discussion.

Attendance is not only expected, but is critical in order to obtain a good grade. Also, the material covered on any quizzes and tests is emphasized in class lectures and discussions. Please refer to the SGU Student Handbook's Attendance Policy. A student with three consecutive unexcused absences or five total unexcused absences will automatically be dropped. No "incompletes" will be given.

Instructors are not obligated to allow students to complete late work. Also, allowing some students to be late with their work may be unfair to those students who complete their work on time. If you miss a scheduled exam, 20 points will automatically be dropped from the grade on that exam. If an assignment or quiz is missed, 5 points will automatically be dropped from your score. No make ups will be allowed after the exam, assignment, or quiz is handed back to the class. No "incompletes" will be given. As such, it is imperative that you complete assignments, quizzes, and tests on their scheduled due date. However, if you know that you will be unable to do so due to good cause or emergency, you must consult with the instructor to make arrangements to complete the assignment, quiz, or exam.

COURSE OUTLINE: (class dates are best estimates and are subject to change as announced in class)

1. (January 20, 25, and 27, and February 1, 3, 8 and 10) (Text chapters 1, 2, 4, and 5). Syllabus review and intro to course; Getting started and review of financial planning basics: setting goals, getting organized, cash flow management, budgeting, controlling spending, and financial planning overview and general principles.

ASSIGNMENT #1: Set your financial goals (see worksheet 2, page 30 in text).

ASSIGNMENT #2: Do a cash flow analysis and budget (see worksheets 7 & 8, page 74-75 in text) and track your miscellaneous spending for a week (see pages 70-71 and Appendix D, page 518 in text).

2. (February 17, 22, 24 and 29 (Text chapter 5). Taking control of debt: managing credit, dealing with problem debt and debt relief options, credit reports, credit ratings, building or rebuilding good credit, identity theft, and credit cards.

ASSIGNMENT #3: Get familiar with the details of your debt: who is the creditor, principal amount of debt, monthly payment, and interest rate (see worksheet 15, page 184 in text and add a column for interest rate/terms).

ASSIGNMENT #4: Order and check your free annual credit report from each of the major credit bureaus (see www.annualcreditreport.com).

3. (March 2, 7, and 9) (Text chapters 8, 9, and 10). Managing risk through insurance: automobile, home, life, disability, and health insurance.

ASSIGNMENT #5: Establish a record of current and needed insurance coverage (see worksheet 26, page 278 in text).

March 14 and 16 SPRING BREAK

4. (March 21, 23, 28, 30, and April 4 and 6) (Text chapters 2, 4, 11, 12, and 13). Saving and investing fundamentals: investing vs. saving, risk and reward, compounding and the importance of time, finding the funds to save and invest, building an emergency fund, saving and investing options and asset categories, banking, investing in mutual funds and exchange traded funds, dollar cost averaging vs. market timing, diversification, costs and expenses, and investing to achieve specific investment objectives such as funding retirement and education.

ASSIGNMENT #6: Evaluate a mutual fund (see worksheet 41, page 459 in text).

5. (April 11 and 13) (Text chapters 6 and 7). Purchasing strategies for buying a home and a motor vehicle: buying and financing a home, buying and financing a motor vehicle, and leasing vs. owning.

ASSIGNMENT #7: Research and evaluate the purchase of any model of a new or used automobile (See worksheet 18, page 213 in text as a general guide)

6. (April 18, 20, and 25) (Text chapter 14). Retirement planning and estate planning: planning for retirement; importance of estate planning, probate, and estate planning documents.

7. (April 25 and 27) (Text chapter 4). How to obtain financial planning assistance and working with financial planning advisors (e.g. insurance agent, banker, and financial planner).

8. (May 2 and 4) (Text chapter 3) Taxes in your financial plan: basics of federal income tax, using tax planning strategies.

9. (May 9 and 10) (Makeup Finals Week). Makeup Finals week class may be used to review course material and to make up classes missed due to weather, etc.

Note: Tax planning issues (e.g. marginal tax rates, avoiding taxes by proper planning), economic considerations that affect personal finance decision making (e.g. risk, diversification, opportunity costs, income taxes, time value of money, interest rates, and inflation), and will be discussed throughout the course as the listed topics are covered.

PORTFOLIO: The Business Department requires a portfolio from all their business majors. In preparation for your senior year, be mindful of the upcoming portfolio requirement when you enroll in either AS 499 (Seminar in Accounting), OR BA 499 (Seminar in Tribal Management) OR BA 499 LS (SOBA II) your last summer before you graduate. Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership; and 4) References. You will select 4-6 significant representations for each of these categories. These representations are called portfolio products. These portfolio products should have personal and professional/academic

meaning for you. For example, you might include them as examples of your “best work,” because of your interest level, or because you struggled with a particular item. One of the final courses you will take as a Business Major is BA or AC 499. For the portfolio requirement of this class, you will review your portfolio products and, for each of the four sections, you will write a 1-2 page paper explaining, elaborating, demonstrating, and reflecting on your accomplishments and development.

In order to accomplish this, you will need to accumulate portfolio items early on in your academic journey, so that you have something to reference and write about. After you have completed compiling products and after you have written about them, the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership, and your references. This portfolio IS NOT a scrapbook. Rather, it is a collection which highlights your development as a student and a whole person within a community and nation. The portfolio should visually demonstrate your academic, professional, and personal growth during your time at Sinte Gleska University.

CELL PHONE POLICY: Cell phone use during class time disrupts the learning process. Cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

ACADEMIC HONESTY: All SGU students will adhere to academic standards set forth in the SGU Student Handbook. Accordingly, acts which are dishonest (e.g. plagiarism) are not acceptable student behavior and the student will bear the responsibility of dishonest acts. If you have a question about academic dishonesty, please contact your instructor or relevant academic administrator.

DISABILITY LIMITATION: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

SYLLABUS CHANGES: This syllabus may be subject to change as deemed necessary by the instructor. Any changes will be communicated to students.

SINTE GLESKA UNIVERSITY
BUSINESS ADMINISTRATION/TRIBAL MANAGEMENT
SOPHOMORE INTERNSHIP CONTRACT (BA 290)

- Three elective credit hours will be granted after successful completion of internship experience. (Three credits are granted per three standard work weeks or 120 internship/contact hours.)
- The student is responsible for providing a job description and proposed work schedule to Business Advisor (2015-16 academic year the advisor is Maureece Heinert). As this is a sophomore level internship, it is expected that student will be exposed to introductory management functions.
- The internship placement is considered similar to a supervisor-employee relationship in that the internee is expected to abide by organization's rules of conduct, confidentiality policies and other applicable regulations.
- Successful completion of internship is determined by:
 - 1) **Job Description & Work Schedule on File (provided by host organization).**
 - 2) **A written evaluation by Supervisor with one copy to student and one copy to business advisor at the conclusion of the internship experience.**
 - 3) **One-page report written by student internee describing what she/he has gained/learned from the internship placement.**

By my signature, I hereby agree with the aforementioned terms of my Internship Contract and agree to comply with the best of my ability. I also understand that it is the responsibility of the host site to determine whether or not compensation and/or stipends are available for this internship experience.

Student Signature

Date

Internship Site Supervisor

Date

Instructor Signature

Date

Sophomore Business Internship (BA 290)
COURSE SYLLABUS
Spring 2016

Location: Dependent upon placement with host organization.

Instructor: Maureece Heinert (Maureece.Heinert@sintegleska.edu)
Building Phone Number 856-8100 Ext. 8423, cell 208-0432
Direct Line: 856-8111 Fax Number: 856-2173

Required Text/Supplemental Readings: N/A

Academic Credit: Three (3) Elective Credit Hours **Prerequisites:** Sophomore Business Major in Good Standing

Course Description: Sophomore internships are supervised work experiences. Students with little or no work experience in the field of business/tribal management will gain work experience in local settings which are supervised by work-site personnel and an SGU advisor.

Student Learning Outcomes: To provide students with hands-on experience. Further objectives may be provided by host organization.

Student Responsibility: Students will be expected to select an organization of their choice to fulfill their internship requirements. On occasion, the Business Department will be able to find an organization to host an intern, but generally, it is the student's responsibility to design their internship experience at an organization of their choice. Students are expected to comply with all host organization's policies and procedures and perform in satisfactory form as would any "employee" of that organization. Compensation for this internship placement is at the discretion of the organization – please clarify with them whether or not you will receive payment; although compensation is not a requirement for internship placement, but appreciated by the student.

Attendance: Students are expected to contribute 120 contact hours. All hours must be completed before the final work day of May5, 2016. It is suggested that work hours be co-developed by the host organization and the intern and submitted to Maureece as soon as possible.

Grading: See Sophomore Internship Contract

Cell Phone Policy: Please check with the host organization for their policy regarding cell phone use on the job.

Academic Honesty: It is anticipated that all SGU students will adhere to academic standards set forth in the Student Handbook. If you have any questions regarding work expectations or appropriate business practices, please consult with your host supervisor.

Portfolio: The Business Department requires a Portfolio as part of their student's senior status. It is highly recommended that students be mindful of their Portfolio requirement and start early in their academic journey in safeguarding all relevant academic work. Some examples of academic products that students may save and integrate into their Portfolios are: scholarly papers/research, special projects, acts of leadership, community involvement, Lakota language/culture projects.

Weekly Requirements: There is no class time affiliated with this course; however, 120 contact hours are required through actual work hours at the organization or internship site.

Management Theory & Practice (BA 360)
Spring 2016 Syllabus
Monday/Wednesday 2:30 – 4:00

Academic Credit:	3 Credit Hours	Prerequisites: none
Location:	Business Management Building (BMB) Building Fax Number: 856-2173	
Instructor:	Maureece Heinert, MBA (maureece.heinert@sintegleska.edu) Direct Phone Number 856-8111 or SGU Main # 856-8100	
Office Hours:	M/W 9:30 – 1; T/Th 12 – 4; other times by appointment	
Required Text:	Modern Management: Concepts and Skills, Student Value Edition (Unbound), 14 th Ed., Pearson Publishing ISBN-10: 0133846644 • ISBN-13: 9780133846645	

SGU Course Catalog Description: Theories and principles of management and organizations will be addressed in this course. Specific topics include key management functions (planning, organizing, directing and controlling); Customer focus; globalism; diversity; ethics; information technology; entrepreneurship; work teams, the service economy and small business. Integration of Lakota perceptions of organizational health and well-being will also be incorporated into this course.

Student Responsibilities: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade, given the nature of the material covered. It is also important to be on time and stay for the entire class. Students are reminded of the SGU attendance policy (refer to Student handbook) that requires consistent attendance in all enrolled classes. **Three (3) consecutive or 5 total absences are grounds for dropping a student from the class.**

It is the student's responsibility to keep up with all the assignments, to read and follow directions, and to submit completed work on time. All late quizzes will be downgraded one letter grade and only students taking their quizzes on their scheduled dates will be eligible for any extra credit. If you must be absent on a day that work is due, please make arrangements to turn it in early to avoid any late penalty.

Student Learning Outcomes: Students will be able to:

- analyze and implement critical management concepts on multiple levels; tribal, local, national and global
- understand modern management challenges and how to resolve them
- develop related managerial skills – such as planning, organizing, influencing and controlling

Grading/Assessment: The final grade will be calculated on a weighted percentage basis, broken down into 3 parts.

Quizzes (2 at 50 points each)	100 points	12.5%
Chapter Summaries (10 at 50 points each)	500 points	62.5%
Research Report (2 @ 100 points each)	<u>200 points</u>	25.0%
TOTAL POSSIBLE POINTS:	800 POINTS	

Students are required to write two (2) Research Reports based on management topics covered in text. Your first report must address a topic(s) from Chapters 1-11 and your 2nd report must address a topic(s) from concluding Chapters. Each report should be 7-15 pages, size 12 font, double-spaced, grammar/quality appropriate and will be verbally presented by the student. Students may consider speaking to several local directors/managers within community of practice to gather input regarding perspective research issues that coincide with student's career goals. Students should plan on incorporating a minimum of 7-15 sources. Students may select whatever writing format they are most comfortable (APA, MLA or Chicago Style); however the cover page, reference list and any charts and/or attachments will not count as part of the required 7-15 pages.

In addition to the two research reports, students will develop & share Chapter Summaries consisting of 1-2 typed pages of highlights that students will share in class (both in writing and verbally) to reinforce Chapter insights and generate discussion. As such student attendance, preparedness, and participation are vital components to student learning and success in this course.

Quiz material will derive from your text or assigned reading and any other class/guest or special presentations or assigned activities. Late research reports and quizzes will be down-graded by one letter grade and must be made up after one week of scheduled activity. If your schedule mandates you miss class during a scheduled quiz/research activity, please consult with your instructor to make arrangements to take your quiz and/or present your research report early to avoid the late penalty. Late or multiple Chapter summaries during a single class period are not accepted.

Portfolio: Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them "best works" or because of interest level or perhaps you struggled with a particular item. One of the final courses you will take as a Business Major is BA or AC 499 and saving products for your upcoming portfolio is strongly advised.

For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. Your portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest, such as copying from your fellow students (this is called cheating and/or plagiarism) are not acceptable student behaviors and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

Course Outline:

Week / Date		In Class (read material before class)	Due
1	01/20/16	Introductions, Syllabus Over-view, Assessment of Research Reports & Ch. Summaries	
01/25-31/16		Founders Forums/Wacipi	
2	01/25/16	Ch. 1: Introduction Modern Management	
	01/27/16	Attend Founder's Forum	Founder's assignment?
3	02/01/16	Ch. 2: Managers, Society, and Sustainability	
	02/03/16	Ch. 3: Management and Diversity	
	02/05/16	Add/Drop ends	
4	02/08/16	Ch. 4: Managing in a Global Arena	
	02/10/16	Ch. 5: Planning and Planning Tools	
5	02/15/16	Lakota Itancan Anpetu - No Classes	
	02/17/16	Ch. 6: Making Decisions	
6	02/22/16	Ch. 7: Strategic Planning: Strategies, Tactics, and Competitive Dynamics	
	02/24/16	Ch. 8: Fundamental of Organizing	
7	02/29/16	Ch. 9: Responsibility, Authority, and Delagation	
	03/02/16	Quiz #1 (Ch.s 1-9)	
8	03/07/16	Appdx. 2: Management and Entrepreneurship	
	03/09/16	Ch 10. Human Resource Management	
03/14-18/16		AIHEC Conference aka SPRING BREAK	
9	03/21/16	Ch. 11: Changing Oranizations: Stress, Conflict, and Virtuality	
	03/23/16	Research Reports/ Presentation #1	
10	03/28/16	Ch. 12: Influencing and Communication	
	03/30/16	Ch. 13: Leadership	
04/01/16		Last Day to Withdraw	
11	04/04/16	Ch. 14: Motivation	
	04/06/16	?	
04/07-09/16		AIBL Conference	
12	04/11/16	Appdx. 3: Encouraging Creativity	
	04/13/16	Ch. 15: Groups and Teams	
13	04/18/16	Ch. 16: Managing Organizational Culture	
	04/20/16	Ch. 17: Controlling, Information, and Technology	

14	04/25/16	Ch. 18: Production and Control	
	04/27/16	Quiz #2 (Ch.s 10-18)	Admin. Professionals Day - Wopila!
15	05/02/16	Attend tribal council meeting or other public community meeting	
	05/04/16	Final Research/Report/Presentations	

IMPORTANT NOTE: Syllabus subject to change – any changes will be announced in class. IF INCLEMENT WEATHER OCCURS ON OUR CLASS DATES, PLEASE CONTINUE WITH YOUR READINGS/ASSIGNMENTS AS INDICATED ON THIS SYLLBUS.

Research Report Rubric

Criteria	Maximum Points Per Paper: 100-90 pts	Average Amt of Points: 89-70 pts or less	Less than average pts: 69 or less points	Score and Feedback:
Depth of Understanding of Research Paper Topics & Analysis of Key Managerial Concepts, Relevance to Community of practice (Up to 100 pts)	Strong evidence of understanding key managerial concepts and research process with relevance to students' community of practice.	Shows average amount of understanding of research and analysis.	Lacks appropriate knowledge.	
Writing Components of Research Paper (Up to 40 pts)	Appropriate Length, Quality and Relevance of Research.	Average quality and appropriateness of research.	Research project lacking in structure and quality.	
Topic relevance to student interest and/or appropriate for career prospects and goals. (Up to 30)	Connects ideas and demonstrates interest/relevance to student career goals.	Connections need further explanation or justification - requires more elaboration.	Lacks connection of research.	
Verbal Presentation of Research (Up to 30 pts)	Prepared, professional and exudes confidence. Appropriate body language. Interesting presentation.	Needs a greater sense of enthusiasm and/or quality of research and presentation.	Does not meet standard requirements for quality of research or presentation style/format or requirements.	

Sinte Gleska University
Business Law II BA 375

Monday 7:00 p.m. -10:00 p.m.

Instructor Janet A. Routzen

jroutzen@gmail.com

(605) 208-2098

Office Hours: Call me and we will meet!

Text: Business Law, With UCC Appliations *Gordon W. Brown, Paul A. Sukys*

Additional Required Materials: Given as needed

Prerequisite BA 373

c Course Objectives:

This course is designed as an introduction to business law. We will cover principles of contracts, sales and consumer protection, property law, negotiable instruments and secured transactions, business organization and regulation. We will use cases and presented problems to analyze and gain a basic understanding of business law. (3 lecture hours) There will be an emphasis on your understanding of the concepts and vocabulary presented

Instructor's Expectations: I expect students to be prepared for class by reading assigned chapters and studying for each quiz. I also expect students to participate in class discussions. It is my hope that if a student is having problems understanding the material or concepts that we can work together to enhance your understanding of the basic concepts of Business Law.

Student Expectations: Students have the right to expect for the instructor to be there for each in every class session. Students also have the right to expect the instructor to address any problems or issues they may have in a timely fashion. Students also have the right to make suggestions to the instructor to allow for comfortable learning environment. Let's all work together to make this a great learning environment for the students and the instructor.

Assessment/Grading:

There will be 6 quizzes worth 50 points. Quiz material is comprised of multiple choice and/or essay questions from text and from student contributions, class discussions and any assigned readings/guest presentations or assignments. Therefore, participation, preparedness (read chapters prior to class) and attendance (for entire class period) will also be taken into consideration in determining overall grade. All late quizzes will be downgraded by at least one letter grade. If you must be absent on a quiz date

please make arrangements to take the quiz prior to scheduled date to avoid late penalty.

There will also be cases law, which you expected to do a summary of with a brief, elements will be given to you in class. Each case is worth 50 points, there will 5 cases handed during the semester.

In addition to quizzes, a portion of your grade will derive from there will be a midterm and final. The midterm and final will be worth 100 points each. The midterm will be multiple choice and/or essay, the final will be an oral argument.

Quizzes (6 @ 50 points)	300 points
Midterm/Final	200 points
Case Briefs (5 @ 50 points)	200 points
*Participation/Attendance Points (15@20 pts)	<u>300 points</u>
TOTAL Possible Points	1000 points

***To receive full participation/attendance points you must be present for the entire class (no tardiness or early departures).**

ALL LATE QUIZZES WILL BE DOWNGRADED ONE LETTER GRADE and ONLY STUDENTS TAKING THEIR QUIZZES ON THEIR SCHEDULED DATES ARE ELIGIBLE FOR EXTRA CREDIT.

THE SEMESTER IS 15 WEEKS LONG...as such; final grades will be turned in to the registrar at the end of the semester to ensure equity and fairness for ALL STUDENTS.

Portfolio: Your portfolio will be divided into FOUR primary categories:

1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is BA or AC 499. For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio.

Your portfolio should highlight and emphasize your academics, your values, your leadership and your references. Your portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest, such as copying from your fellow students (this is called cheating and/or plagiarism) are not acceptable student behaviors and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

Attendance Policy: There is a very strong correlation between good grades and good attendance so if your goal is to have good grades, attend all of your classes, be prepared for those classes and participate in class discussions. Students are reminded of the SGU attendance policy (refer to Student handbook) that requires consistent attendance in all enrolled classes. **Three (3) consecutive or 5 total absences are grounds for dropping a student from the class.**

***Course Outline:**

January 26 2016	First Class	Introduction
February 1, 2016	Chapters 15	Product Liability
February 8, 2016	Chapters 16	Negotiable Instruments
February 15, 2016	Chapters 17	Negotiable Instruments
February 22, 2016	Chapters 18	Bank Depositor/cyber banking
February 29, 2016	Chapters 19, 20	Insurance/mortgages, securities
March 7, 2016	Chapters 22,23,24	Employment /Labor Law, Agents/Agency
March 14 2016	Chapters 25	Sole/Partnership
March 21, 2016	Mid Term	
March 28, 2016	Chapters 26	Business/Corporations
April 4, 2016	Chapters 27,28	Corporations
April 11, 2016	Chapters 29,30	Personal /Real Property .

April 18, 2016	Chapters 31, 32	Wills/Professional Liab
April 25, 2016	Chapters 33,34	Science/International
May 2, 2016	Final	

IMPORTANT NOTE: Syllabus subject to change – any changes will be announced in class.

Business Law (BA 365)

Active Learning Assignments (ALAs)

Rubric

Criteria	20-17 points	16-13points	12 or fewer points	Score and Feedback: Feedback will be written on your returned ALAs...
Depth of Understanding Regarding Info from Textbook (interpret, explain, compare)	Strong evidence of understanding business terms, ideas or theories.	Shows average amount of understanding.	Lacks appropriate understanding	
Ability to apply/use new information (terms, theories or ideas) and demonstrates meaning from new information.	Identifies, then uses material from text to student's understanding of how business works.	Demonstrates general understanding.	Lacks understanding	
Analysis of information as it applies to tribal, local or wider business community.	Compares ideas and information from text to tribal or local ways of knowing.	Comparisons need further explanation or justification.	Lacks analysis.	
Meets requirements (length: up to 1 typed page but more than 2 full size paragraphs), size 12 font, readable & interesting.	Appropriate length and font, typed. Student has developed interesting ideas.	Needs some elaboration or inclusion of required components.	Lacks length and/or other requirements.	

ETHICS (BA 380)
Spring 2016 Syllabus
Monday/Wednesday 1-2:30

Academic Credit:	3 Credit Hours	Prerequisites: none
Location:	Business Management Building (BMB) Building Fax Number: 856-2173	
Instructor:	Maureece Heinert, MBA (maureece.heinert@sintegleska.edu) Direct Phone Number 856-8111 or SGU Main # 856-8100, ext 8423	
Office Hours:	M/W 9:30 – 1; T/Th 12 – 4; other times by appointment	
Required Text:	BUSINESS ETHICS, 9 th Ed., CENGAGE Publishing	

Student Responsibilities: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade, given the nature of the material covered. It is also important to be on time and stay for the entire class. Students are reminded of the SGU attendance policy (refer to Student handbook) that requires consistent attendance in all enrolled classes. **Three (3) consecutive or 5 total absences are grounds for dropping a student from the class.**

It is the student's responsibility to keep up with all the assignments, to read and follow directions, and to submit completed work on time. All late quizzes will be downgraded one letter grade and only students taking their quizzes on their scheduled dates will be eligible for any extra credit. If you must be absent on a day that work is due, please make arrangements to turn it in early to avoid any late penalty.

SGU Course Catalog Description: Ethics (BA 380) introduces business ethics as a process of responsible decision making to influence ethical behavior. Lakota cultural values will be referred as a means o further effectuate behavior in keeping tribal expectations and practices.

Student Learning Outcomes: Students will be able to:

- be aware of/sensitive to ethical issues in all aspects of the business environment and professional exchanges.
- utilize reasoning and decision-making tools to help think through ethical issues, to respond sensibly when faced with such issues and to take into account the impact of their decision on a wide variety of stakeholders.
- effectively integrate their personal values and reasoning skills into all of what they do and stand for, and to understand why “decent” people might be persuaded to act unethically.
- “practice” values integration and ethical reasoning processes in case experiences.
- comprehend the role they play in forming an organization's culture and the means by which they can impact it in a positive manner.

Grading/Assessment: To achieve these above objectives, we will together engage in vigorous discussions involving all participants and perspectives, explore values integration and ethical

reasoning processes through real case studies, and challenge ourselves through both individual and group projects and analyses. Students will be graded in several areas; homework, exams, and a group project. Although not a component of your final grade for the course, your participation is required. The final grade will be calculated on a weighted percentage basis, broken down into 4 parts.

Participation	Required
Homework	40%
Exams	30%
Group Project	30%

1. **Participation:** Due primarily to the philosophical nature of values, beliefs and ethics, adequate participation is required. If you are uncomfortable speaking or participating in class *in any way*, please discuss with me any difficulty you might have with this requirement at the *beginning* of the course. Students are expected to read the assigned material prior to class, and be prepared to discuss the issues. If you miss class, you are responsible for the material that you missed.
2. **Homework:** 40%. Students are expected to use and apply concepts learned in class or in the readings to the assigned topics. Students will pick topics for the last two assignments, subject to instructor approval. All written assignments must be typed, one- to two-pages, your name, the date and assignment number/title. Each assignment will be subject to class discussion on the day it is due. To keep it fair for those who are prepared, LATE ASSIGNMENTS will immediately be penalized 10% and will not be accepted after the following class. Assignments not completed within this time will be given a “0”. Remember all written assignments should be **PROOFREAD** prior to being handed in.
3. **Exams:** Three (3) worth 100 points each. Exam material will be generated from our text and/or class discussions. Questions may be multiple choice, short essay and/or true false. Make-up exams will only be given with **prior** notice and subject to instructor approval. Since I give out both my office phone and cell, both with voice mail, I expect students to contact me **before** missing a scheduled exam. Failure to do so may result in denial of making up the exam. Exams can only be made up outside of scheduled class time and will not be allowed after the exam is handed back to the class.
4. **Group Project: (Social Change)** 30% in two equal parts; Oral Presentation and Written Group Report (grade will include group report + peer evaluations from both group members and class members during presentation). The project will be further discussed in class.

Portfolio: Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item. One of the final courses you will take as a Business Major is BA or AC 499 and saving products for your upcoming portfolio is strongly advised.

For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total

package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. Your portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest, such as copying from your fellow students (this is called cheating and/or plagiarism) are not acceptable student behaviors and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

Course Outline:

Week / Date	In Class (read material before class)	Due
1	01/20/16	Introductions, Syllabus Over-view,
01/25-31/16		Founders Forums/Wacipi
2	01/25/16	Snow day
	01/27/16	Attend Founder's Forum
		Social project questionnaires
3	02/01/16	Ch 1 – The Nature of Morality
	02/03/16	Ch 2 – Normative Theories of Ethics
		HW #1 – Case 1.2 – Loose Money
	02/05/16	Add/Drop ends
4	02/08/16	Lakota Values
	02/10/16	Ch 3 – Justice and Economic Distribution
		HW #2 – Lakota Values and Ethics
5	02/15/16	Lakota Itancan Anpetu - No Classes
	02/17/16	Social Project overview and group assignments
6	02/22/16	Ch 4 – The Nature of Capitalism
		HW #3 – Case 4.4 – A New Work Ethic?
	02/24/16	The “1099” economy
7	02/29/16	Exam I (ch 1-4 & class discussion)
	03/02/16	Ch 5 - Corporations
8	03/07/16	
		HW #4 – Case 5.5 – Charity to Scouts?
	03/09/16	Ch 6 – Consumers
03/14-18/16		AIHEC Conference aka SPRING BREAK
9	03/21/16	Ch 7 – The Environment
	03/23/16	
		HW #5 – Stopping the “Black Snake”
10	03/28/16	Ch 8 – The Workplace (1): Basic Issues
	03/30/16	
		HW #6 – RST “Right To Work”
04/01/16		Last Day to Withdraw
11	04/04/16	Exam II (ch 5-8 & class discussion)
	04/06/16	Group work
04/07-9/16		AIBL Conference
12	04/11/16	Ch 9 – The Workplace (2): Today's Challenges
	04/13/16	
		HW #7 - ?
13	04/18/16	Ch 10 – Moral Choices Facing Employees
	04/20/16	
		HW # 8 - ?
14	04/25/16	Ch 11 – Job Discrimination
	04/27/16	
		Admin. Professionals Day – Wopila!
15	05/02/16	Group Project - Presentation
		Group Project – Written Group Report
	05/04/16	Exam III (ch 9-11 & class discussion)

IMPORTANT NOTE: Syllabus subject to change – any changes will be announced in class. IF INCLEMENT WEATHER OCCURS ON OUR CLASS DATES, PLEASE CONTINUE WITH YOUR READINGS/ASSIGNMENTS AS INDICATED ON THIS SYLLBUS.

REVISED 01/26/16

Thursday 7-10:00 Spring, 2016	CONFLICT MANAGEMENT BA 450 Syllabus
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Academic Credit: Three (3) Credits **Location:** BMB, RM 102

Instructor: Annemarie Michaels (dpls6@gwtc.net)

Office Hours: E-mail for appointment

Required Text: Managing conflict through communication. Cahn & Abigail, 5th Ed. Pearson. *Additional articles will be provided.*

Course Objectives/Outcomes: Conflict management is a course designed to provide students with a greater understanding of conflict, the role of conflict and the management of conflict as it pertains to business or organizational settings. Topics covered include understanding the important role of communication regarding conflict fundamentals, responses to conflict, managing conflict, stress, anger, face, forgiveness, as well as mediation processes, group, organizational and social conflict. Cultural perspectives about creating and maintaining healthy relationships will be incorporated with the expectation that students will explore personal, family and/or community understandings and/or histories regarding perpetuating WoWahwala Wiconi (living a peaceful existence) and by learning about Indigenous peacemaking processes.

<u>Assessment:</u>	Learning Event (2 @ 100 points)	200 points
	10 Weekly Self-Assessment Activities: Assignments, In-Class Activities/Discussion (40 points per class)	<u>400 points</u>
	Total	600 points

Learning Events will provide students the opportunity to enhance their understanding of text material and classroom discussion by observing and learning from others in real life settings. To develop Learning Events, the student will observe various public settings in order to critically observe communication patterns and assess organizational climates by identifying specific approaches that signify appropriate or inappropriate communication strategies. Based on student observations, reports should provide a critical analysis that incorporates and references conflict communication terminology, theories and ideas from their text. Additionally, students will incorporate personal reflections and incorporate Lakota cultural perspectives or values. Students will share their learning by providing verbal presentations of their Learning Events. As such, students should a) plan to write up their observations and critical analysis in a 5-10 page report and b) present their work on assigned dates (see course outline). It is strongly recommended you start early in this process and attend several types of meetings to ensure you have enough substantive information to develop your report. **IMPORTANT ASSESSMENT NOTE:** Other points will be earned weekly by students' assessment of their preparedness and level of contribution. Please refer to attached weekly contribution rubric.

Portfolio: In preparation for your senior year, be mindful of the upcoming portfolio requirement when you enroll in either AC 499 (Seminar in Accounting) or BA 499 (Seminar in Tribal Management) or (BA 499LS - Legal Studies) your last summer before you graduate!

Your portfolio will be divided into FOUR primary categories: **1) Academics 2) Lakota Values 3) Leadership and 4) References** . For each of these four categories, you will select 4-6 significant representations that pertain to these categories. These representations are called portfolio products. These portfolio products should have meaning for you as might consider them “best works” or because of interest level or perhaps you struggled with a particular item. One of the final courses you take as a Business Major is AC, BA or BA 499LS. For the Portfolio requirement, you will review your products, then for each of the four sections, you will write a 1-2 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio products throughout your academic journey so you have something to reference and write about. After you have completed compiling products **and** after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. So this portfolio is NOT a scrapbook, but rather a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio. Students will present their portfolios.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Course Outline:

Jan. 21: Student Introductions, Syllabus Overview, Introductions.
Review of the Course Outline/Assessment Process
The role of conflict & peacemaking in our communities:
Readings provided by instructor & discussion.

Jan. 28: Indigenous Peacemaking
Student Research: Family, Friends, Community, www.NARF.org
& Cultural components of WoWahwala Wiconi

- Feb. 4:** Sharing research findings; Guest presentation
- Feb.11:** Chapter 1: The study of conflict communication
- Feb. 18:** Chapter 2: Communication options in conflict
Attend public meeting.
- Feb. 25:** Chapter 3: A theoretical perspective of conflict
Attend public meeting.
- Mar. 3:** Chapter 4: Responding to conflict
Attend public meeting.
- Mar. 10:** Students share findings of public meeting;
Chapter 5: Managing violent tendencies
- Mar. 17:** **SPRING BREAK. NO CLASS.**
- Mar. 24:** Chapter 6: Managing conflict climate
Chapter 7: Managing Face
- Mar. 31:** **LEARNING EVENT #1 – Student Presentations**
Chapter 8: Managing stress and anger
- Apr. 7:** Chapter 9: Managing conflict through forgiveness
- Apr. 14:** Chapter 11: Managing others’ disputes through mediation
- Apr. 21:** Chapter 10: Managing win-lose conflicts through negotiation
- Apr. 28:** Chapter 12: Managing conflict in the workplace
Course/Faculty Evaluations
- May 5:** **LEARNING EVENT #2 – Student Presentations**

NOTE TO STUDENTS:

Syllabus subject to change – any changes will be announced during class.

***WEEKLY CONTRIBUTION
SELF-ASSESSMENT RUBRIC***

Name: _____ Date: _____

Chapter/Subject: _____

According to the criteria indicated below, please indicate your level of preparedness as demonstrated by the following active learning criteria:

Description _____ **Score (4 = strong...1 = weak)**

Read & studied assigned readings PRIOR to class: 4 3 2 1

Supporting Comments: _____

Completed all assignments according to deadline: 4 3 2 1

Supporting Comments: _____

Offered ideas and contributed to class discussion: 4 3 2 1

Supporting Comments: _____

Listened and/or engaged well with others appropriately: 4 3 2 1

Supporting Comments: _____

**SINTE GLESKA UNIVERISTY
BUSINESS DEPARTMENT
SPRING 2016**

COURSE TITLE: Native American Property Rights

COURSE NUMBER: BA 477

COURSE CREDIT: 3 credit hours

INSTRUCTOR: Ron Hutchinson. 856-8244. Ron.Hutchinson@sintegleska.edu.

OFFICE HOURS: Office hours will be posted at the Business Department and will be provided to the class.

REQUIRED TEXTBOOK/REFERENCE MATERIALS: Message Runner Volumes 1-5 (Indian Land Tenure Foundation); Cutting Through the Red Tape: an Indian Landowner's Guide to Reading and Processing Federal Forms (Indian Land Tenure Foundation); No Quick Fixes: A Look at the Bureau of Indian Affairs Indian Land Consolidation Project (Indian Land Tenure Foundation); Native Land Law: Can Native People Find Justice in the U.S. Legal System (Indian Land Tenure Foundation).

The class attempts to utilize guest speakers from and visits to local programs and agencies whenever possible (e.g. BIA Realty Office, BIA Office of Special Trustee, Dakota Plains Legal Services Indian Estate Planning Program; Sicangu Oyate Land Office, Rosebud Sioux Tribe Tribal Land Enterprise, Rosebud Sioux Tribal Council, and Rosebud Sioux Tribe Water Resources). The class outline and course coverage may change to accommodate these speakers and visits.

COURSE DESCRIPTION: This course will focus on property rights and types of property held by tribes and individual tribal members. The course will examine the historical development of the Trust Doctrine; tribal ownership concepts such as aboriginal title, recognized title, and executive order title; trust, restricted, and fee title and the practical and legal implications of each; allotments and the issue of ownership fractionalization; land consolidation, the fee to trust process, and the practical and legal implications of placing land into trust; authority to acquire and convey interests in trust land, including assignments, land sales, mortgages, leases, and easements; probate and estate planning for trust landowners; and a brief survey of water rights and rights to hunt and fish. Special emphasis will be placed on the unique rules or situations concerning Native American property rights on the Rosebud Reservation (Tribal Land Enterprise, Isolated Tracts Act, etc.).

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

-demonstrate knowledge of key events in American Indian history and how those events relate to the current land tenure of American Indian tribes and individuals

-describe the general principles of the Trust Doctrine and its relationship to tribal sovereignty and use of tribal land

-describe and explain the major different types of land status in Indian country and the general principles of property law applicable in Indian country and contrast those with the general principles of property law in the American legal system.

-describe legal rights, responsibilities, and issues involved in making beneficial use of trust land through assignment, sale, lease, loan, gift, inheritance, and mortgaging.

-describe the legal issues surrounding the ownership and development of Indian lands and natural resources, including issues regarding property rights, water rights, hunting and fishing rights, natural resources development, and environmental issues in Indian country.

-evaluate and recommend suggested land tenure policy reforms needed to strengthen tribal sovereignty and economic development

ASSESSMENT/EVALUATION/GRADING POLICY: Your grade will be based on attendance, participation, and completion of two random quizzes, two take-home exams (mid-term and final), and a writing assignment/class presentation. Each quiz will be worth 20 points. Each exam will be worth 100 points. The writing assignment and class presentation is worth 100 points. General class attendance is worth 100 points. Attendance for guest speakers and program/agency visits will be worth an additional 20 points.* Your final grade will be determined on the basis of Sinte Gleska University's standard grading system using the following percentages:

90-100%.....A

80-89%.....B

70-79%.....C

60-69%.....D

Below 60%.....F

General class attendance is worth 100 points. The grade for class attendance will be calculated as follows:

100 % if no absences

90% if two absences

70% if four absences

0% if 6 or more absences

95% if one absence

80% if three absences

60% if five absences

Summary:

Quizzes (2 @ 20 points)

40 possible points

Exams (2 @ 100 points)

200 possible points

Writing assignment/presentation

100 possible points

Attendance (see above)

100 possible points*

Total possible points

440 possible points*

* Attendance for guest speakers and program/agency visits will be worth an additional 20 points. The exact number of these visits is not certain, so the possible applicable points are not certain.

WRITING ASSIGNMENT/CLASS PRESENTATION: Students will analyze and write about a class relevant topic or issue of particular interest to you. Your paper should be no longer than ten pages, double spaced, and should include an explanation of the issue and your critical thinking on the issue. This writing assignment is due by the

second to last week of class. On the last week of class, you will share your learning by discussing your paper with the class.

The paper and presentation will be evaluated using the following criteria:

Your paper/presentation reflects appropriate/relevant topics (20 points).

Your paper is readable and free of grammatical errors (20).

Your presentation was informative (50 points).

Your presentation was engaging (10 points).

COURSE REQUIREMENTS/FACULTY EXPECTATIONS: Seize the opportunity! It is the student's responsibility to be actively involved in learning. A student's ability, effort, and desire will determine how much and how well they learn. There is no substitute for doing the reading assignments, attending class, working through the material, and participating in class discussions. A teacher cannot cause a student to learn. All a teacher can do is to organize and present the material. In short, students are expected to attend class, read assignments, come to class prepared to learn, and participate in class discussions.

Textbook chapters should be read in advance. This will greatly enhance your ability to understand lectures and class discussion.

Attendance is not only expected, but is critical in order to obtain a good grade. Also, the material covered on any quizzes and tests is emphasized in class lectures and discussions. Please refer to the SGU Student Handbook's Attendance Policy. A student with three consecutive unexcused absences or five total unexcused absences will automatically be dropped. No "incompletes" will be given.

Instructors are not obligated to allow students to complete late work. Also, allowing some students to be late with their work may be unfair to those students who complete their work on time. If you miss a scheduled exam, 20 points will automatically be dropped from the grade on that exam. If an assignment or quiz is missed, 5 points will automatically be dropped from your score. No make ups will be allowed after the exam, assignment, or quiz is handed back to the class. No "incompletes" will be given. As such, it is imperative that you complete assignments, quizzes, and tests on their scheduled due date. However, if you know that you will be unable to do so due to good cause or emergency, you must consult with the instructor to make arrangements to complete the assignment, quiz, or exam.

COURSE OUTLINE: Topics to be covered include (class dates are best estimates and are subject to change as announced in class):

1. January 25: Syllabus review and class introduction and overview. Watch and discuss "The People and the Land are One" and "American Indian Homelands" and view Indian Land Tenure Foundation website resources.

2. February 1 and 8: Historical origins of Indian land status: European doctrines of discovery and conquest; original Indian property rights under American law; the Indian Trade and Intercourse Acts; treaties and the reservation system; the allotment era (includes a discussion of the significant steps in the formation of the Rosebud Sioux

Reservation); the Indian Reorganization Act; the Indian Claims Commission Act; the termination era and Public Law 280; and the contemporary/tribal self-determination era.

February 15: No class (President's Day).

3. February 22 and 29: General principles of property law: property as a "bundle of rights;" estates in land, chain of title/title examination; boundaries of property; constitutional protection of property; restrictions on the use of property; and involuntary loss of property.

4. March 7: Basic definitions of Indian land tenure and major concepts of Indian property law: e.g. fractionated land; undivided interest; tribally owned land; off reservation trust land; federal trust land; fee simple land; restricted fee land; forced fee patents; allotted land; surplus lands; checkerboard effect; Indian country; aboriginal title and recognized title; the federal trusteeship over Indian property; tribal land and individual allotments; and the interplay of tribal jurisdiction and land ownership.

March 14: No class (spring break).

5. March 21 and 28: Rights and responsibilities regarding the use and management of Indian lands: general customary and legal rights attached to land ownership; different types of land status in Indian country (e.g. tribal trust land, tribal fee land, government land, tribal assignment land, individual allotted trust land, individual fee land); federal trust responsibility and authority; land rights, including purchases, sales, fee patents, exchanges, partitions, easements, leases and permits, loans, gifts, inheritance, mortgaging, trespass, boundary disputes, enforcement and compliance issues; limits on individual land rights, including general limits, individual tribal member use of tribal lands, owners of fractionated interests, and federal and tribal environmental/resource protection laws; eminent domain on Native lands; and taxation issues (is Native land taxable and is income derived from Native land taxable).

6. April 4 and 11: Tribal reacquisition of native land base: allotment and fractionation; reacquisition of lost lands; fee to trust process; consolidation; and estate planning, probate, and inheritance.

7. April 18: The operation of the reserved rights doctrine: hunting, fishing, and water rights.

8. April 25 and May 2: Future of Indian lands: assertion of sovereignty in developing a successful future in managing lands, including acquisition of land, halting the erosion of land base, restoration of traditional values in land management, strategic land use planning/zoning, and development of sustainable land-based tribal economies; obtaining economic beneficial use of individually owned land; leadership/management challenges in balancing and resolving conflicting demands; and legal reform efforts and strategies.

9. May 9: Makeup finals week classes may be used for class presentations and to review course material and make up classes missed due to weather, etc.

PORTFOLIO: The Business Department requires a portfolio from all their business majors. In preparation for your senior year, be mindful of the upcoming portfolio requirement when you enroll in either AS 499 (Seminar in Accounting), OR BA 499 (Seminar in Tribal Management) OR BA 499 LS (SOBA II) your last summer before you graduate. Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership; and 4) References. You will select 4-6 significant representations for each of these categories. These representations are called portfolio products. These portfolio products should have personal and professional/academic meaning for you. For example, you might include them as examples of your “best work,” because of your interest level, or because you struggled with a particular item. One of the final courses you will take as a Business Major is BA or AC 499. For the portfolio requirement of this class, you will review your portfolio products and, for each of the four sections, you will write a 1-2 page paper explaining, elaborating, demonstrating, and reflecting on your accomplishments and development.

In order to accomplish this, you will need to accumulate portfolio items early on in your academic journey, so that you have something to reference and write about. After you have completed compiling products and after you have written about them, the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership, and your references. This portfolio IS NOT a scrapbook. Rather, it is a collection which highlights your development as a student and a whole person within a community and nation. The portfolio should visually demonstrate your academic, professional, and personal growth during your time at Sinte Gleska University.

CELL PHONE POLICY: Cell phone use during class time disrupts the learning process. Cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

ACADEMIC HONESTY: All SGU students will adhere to academic standards set forth in the SGU Student Handbook. Accordingly, acts which are dishonest (e.g. plagiarism) are not acceptable student behavior and the student will bear the responsibility of dishonest acts. If you have a question about academic dishonesty, please contact your instructor or relevant academic administrator.

DISABILITY LIMITATION: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

SYLLABUS CHANGES: This syllabus may be subject to change as deemed necessary by the instructor. Any changes will be communicated to students.

SINTE GLESKA UNIVERSITY

**BUSINESS ADMINISTRATION/TRIBAL MANAGEMENT
SENIOR INTERNSHIP CONTRACT (BA 490)**

Criteria:

- Three elective credit hours will be granted after successful completion on internship. (Three credits are granted per three standard work weeks or 120 hours.)
- Student is responsible for providing a job description and proposed work schedule to Business Advisor (for the academic year 2015-16 Fall the advisor is Maureece Heinert). As this is a Senior Internship, it is expected that student will engage in the primary management functions: planning, organizing, controlling, leading, etc. Research is required feature of this internship.
- The internship placement is considered similar to a supervisor-employee relationship in the internee is expected to abide by organization's rules of conduct, confidentiality policies and other applicable regulations.
- Successful completion of internship is determined by:
 - 4) Job Description/Work Schedule on File.
 - 5) On-site visitation by Business Advisor (when deemed appropriate).
 - 6) Evaluation by Supervisor.
 - 7) Two to four page description of what student has gained/learned from the internship placement.

By my signature, I hereby agree with the aforementioned terms of my internship and agree to comply. I also understand that it's up to the host site to determine whether or not compensation for this internship experience may be granted.

Student Signature

Date

Instructor Signature

Date

Internship Supervisor

Date

Senior Business Internship (BA 490)
COURSE SYLLABUS
Spring 2016

Location: Dependent upon placement with host organization.

Instructor: Maureece Heinert (Maureece.Heinert@sintegleska.edu)
Building Phone Number 856-8100 Ext. 8423, cell 208-0432
Direct Line: 856-8111 Fax Number: 856-2173

Required Text/Supplemental Readings: N/A

Academic Credit: Three (3) Elective Credit Hours **Prerequisites:** Senior Business student in good standing.

Course Description: Senior internships are supervised work experiences. Students with little or no work experience in the field of business/tribal management will gain work experience in local settings which are supervised by work-site personnel and an SGU advisor.

Course Objectives: To provide students with hands-on experience. Further objectives may be provided by host organization.

Student Responsibility: Students will be expected to select an organization of their choice to fulfill their internship requirements. On occasion, the Business Department will be able to find an organization to host an intern, but generally, it is the student's responsibility to design their internship experience at an organization of their choice. Students are expected to comply with all host organization's policies and procedures and perform in satisfactory form as would any "employee" of that organization. Compensation for this internship placement is at the discretion of the organization – please clarify with them whether or not you will receive payment; although compensation is not a requirement for internship placement, but appreciated by the student.

Attendance: Students are expected to contribute 120 contact hours. All hours must be completed before the final work day of December 4, 2015. It is suggested that work hours be co-developed by the host organization and the intern and submitted to the instructor as soon as possible.

Grading: See Senior Internship Contract

Cell Phone Policy: Please check with the host organization for their policy regarding cell phone use on the job.

Academic Honesty: It is anticipated that all SGU students will adhere to academic standards set forth in the Student Handbook. If you have any questions regarding work expectations or appropriate business practices, please consult with your host supervisor.

Portfolio: The Business Department requires a Portfolio as part of their student's senior status. It is highly recommended that students be mindful of their Portfolio requirement and start early in their academic journey in safeguarding all relevant academic work. Some examples of academic products that students may save and integrate into their Portfolios are: scholarly papers/research, special projects, acts of leadership, community involvement, Lakota language/culture projects.

Weekly Requirements: There is no class time affiliated with this course; however, 120 contact hours are required through actual work hours at the organization or internship site.

**SINTE GLESKA UNIVERISTY
BUSINESS DEPARTMENT
SPRING 2016**

COURSE TITLE/NUM.: Sicangu Oyate Bar Association (“SOBA”) Bar Examination Topics and Tribal Court Practice Methods II (BA 499LS)

COURSE CREDIT: 3 credit hours

INSTRUCTOR: Ron Hutchinson. 856-8244. Ron.Hutchinson@sintegleska.edu.

OFFICE HOURS: Office hours will be posted at the Business Department and will be provided to the class.

REQUIRED TEXTBOOKS: Introduction to Tribal Legal Studies, Richland and Deer (Altamira Press, 2d ed.); Tribal Criminal Law and Procedure, Garrow and Deer (Altamira Press); Students will also be provided resources to supplement the texts, some of which can be accessed on the internet.

COURSE DESCRIPTION: SOBA Topics and Tribal Court Practice Methods I and II will help prepare an aspiring tribal court practitioner to prepare for the Rosebud Sioux Tribal Court bar examination (referred to as the Sicangu Oyate Bar Association Bar Exam or SOBA Bar Exam) through a substantive survey of the SOBA Bar Examination topics and Rosebud Sioux Tribal Code chapters. Those topics include Indian law, criminal law and procedure, family law and procedure, child welfare law and procedure, civil and appellate procedure, and professional/ethical duties and responsibilities. SOBA Topics and Tribal Court Practice Methods I and II will both, in conjunction with covering the substantive information on the SOBA topics, incorporate in the learning process practical training and fundamental practice basics on legal research, civil and appellate procedure, admission of evidence, trial advocacy, the structure and practices of tribal court systems, and best practices for tribal court practitioners.

SOBA Topics and Tribal Court Practice Methods II will place special emphasis on civil practice, including domestic relations and juvenile/child welfare law with a Rosebud Sioux Tribal Court practice emphasis.

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

- demonstrate a basic knowledge of the topics covered in the SOBA bar examination, including the basic legal rules affecting Tribal Court civil jurisdiction
- interview a client, research applicable law, draft necessary pleadings, and present a case before the Rosebud Sioux Tribal Courts
- demonstrate fundamental lay advocacy skills with respect to interviewing clients, legal research and writing, the structure and process of the Rosebud Sioux Tribal Court system, civil and appellate procedure, admission of evidence and trial advocacy, and best practices for tribal court practitioners.

ASSESSMENT/EVALUATION/GRADING POLICY: Your grade will be based on attendance, participation, and completion of two quizzes, a comprehensive take-home exam, and a Tribal Court advocacy presentation. Each quiz will be worth 25 points. The final exam will be worth 100 points. The Tribal Court advocacy presentation is worth 25 points. General class attendance is worth 100 points. Your final grade will be determined on the basis of Sinte Gleska University's standard grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
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Final grades will be turned into the registrar's office on the "final grades due date" set by that office, with no exceptions. This ensures equity and fairness for all students.

General class attendance is worth 100 points. The grade for class attendance will be calculated as follows:

100 % if no absences	95% if one absence
90% if two absences	80% if three absences
70% if four absences	60% if five absences
0% if 6 or more absences	

Students must be present for the entire class to receive attendance points (no tardiness or early departures).

Summary:

Quizzes (2 @ 50 points)	100 possible points
Exam (1 @ 100 points)	100 possible points
Advocacy presentation	25 possible points
<u>Attendance (see above)</u>	<u>100 possible points</u>
Total possible points	325 possible points

COURSE REQUIREMENTS/FACULTY EXPECTATIONS: Seize the opportunity! It is the student's responsibility to be actively involved in learning. A student's ability, effort, and desire will determine how much and how well they learn. There is no substitute for doing the reading assignments, attending class, working through the material, and participating in class discussions. A teacher cannot cause a student to learn. All a teacher can do is to organize and present the material. In short, students are expected to attend class, read assignments, come to class prepared to learn, and participate in class discussions.

Textbook chapters should be read in advance. This will greatly enhance your ability to understand lectures and class discussion.

Attendance is not only expected, but is critical in order to obtain a good grade. Also, the material covered on any quizzes and tests is emphasized in class lectures and discussions. Please refer to the SGU Student Handbook's Attendance Policy. A student with three consecutive unexcused absences or five total unexcused absences will automatically be dropped. No "incompletes" will be given.

Instructors are not obligated to allow students to complete late work. Also, allowing some students to be late with their work may be unfair to those students who complete their work on time. If you miss a scheduled exam, 20 points will automatically be dropped from the grade on that exam. If an assignment or quiz is missed, 5 points will automatically be dropped from your score. No make ups will be allowed after the exam, assignment, or quiz is handed back to the class. No “incompletes” will be given. As such, it is imperative that you complete assignments, quizzes, and tests on their scheduled due date. However, if you know that you will be unable to do so due to good cause or emergency, you must consult with the instructor to make arrangements to complete the assignment, quiz, or exam.

COURSE OUTLINE: (class dates are subject to change as announced in class):

1. January 19: Syllabus review and class introduction; Researching and keeping current with federal Indian law issues and accessing federal, tribal, and state legal research resources; Rosebud Sioux Tribal Court structure and laws; Balancing Tribal legal traditions and Anglo-American Law; Introduction to Sicangu Oyate Bar Association; Differences between criminal and civil Law;

2. January 26: Review of Federal Indian Law civil jurisdiction principles; Introduction to the Indian Civil Rights Act and Rosebud Sioux Tribe Constitution’s Bill of Rights. (Introduction to Tribal Legal Studies text chapters 1-11, 13, 18, and 19-21 and supplementary handouts).

3. February 2 and 9: Separation of powers and ethics for Tribal Court judges and court personnel; Ethics for Tribal Court advocates (Introduction to Tribal Legal Studies text chapters 27-30 and supplementary handouts).

4. February 16 and 23, and March 1: Rosebud Sioux Tribal Court Rules of Civil Procedure and drafting pleadings. (RST Rules of Civil Procedure and supplementary handouts).

5. March 8: Rosebud Sioux Tribal Court appellate practice and writing appellate briefs (Rosebud Sioux Tribal Supreme Court Rules of Procedure and supplementary handouts).

March 15: Spring break (no class)

6. March 22, 29, and April 5: Domestic relations and juvenile court practice and proceedings with emphasis on Rosebud Sioux Tribal Court system (Introduction to Tribal Legal Studies text chapters 16 and 17) (Rosebud Sioux Tribal Code and supplementary handouts).

7. April 12: Probate and guardianship proceedings with emphasis on Rosebud Sioux Tribal Court system (Rosebud Sioux Tribal Code and supplementary handouts)

8. April 19, 26, and May 3: Interviewing, researching, drafting pleadings, and trial advocacy.

9. May 10: Makeup finals week classes may be used to review course material and make up classes missed due to weather, etc.

PORTFOLIO: The Business Department requires a portfolio from all their business majors. In preparation for your senior year, be mindful of the upcoming portfolio requirement when you enroll in either AS 499 (Seminar in Accounting), OR BA 499 (Seminar in Tribal Management) OR BA 499 LS (SOBA II) your last summer before you graduate. Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership; and 4) References. You will select 4-6 significant representations for each of these categories. These representations are called portfolio products. These portfolio products should have personal and professional/academic meaning for you. For example, you might include them as examples of your “best work,” because of your interest level, or because you struggled with a particular item. One of the final courses you will take as a Business Major is BA or AC 499. For the portfolio requirement of this class, you will review your portfolio products and, for each of the four sections, you will write a 1-2 page paper explaining, elaborating, demonstrating, and reflecting on your accomplishments and development. In order to accomplish this, you will need to accumulate portfolio items early on in your academic journey, so that you have something to reference and write about. After you have completed compiling products and after you have written about them, the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership, and your references. This portfolio IS NOT a scrapbook. Rather, it is a collection which highlights your development as a student and a whole person within a community and nation. The portfolio should visually demonstrate your academic, professional, and personal growth during your time at Sinte Gleska University.

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DISABILITY LIMITATION: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

SYLLABUS CHANGES: This syllabus may be subject to change as deemed necessary by the instructor. Any changes will be communicated to students.

Volunteer Income Tax Assistance (VITA) (BA289) SYLLABUS*

Spring 2016
Tuesday 4:00 – 7:00 pm

Academic Credit: Three (3) Credit Hours **Prerequisites:** None

Location: BMB, Antelope Lake Campus

Instructor: Maureece Heinert (Maureece.Heinert@sintegleska.edu)
Building Phone Number 856-8100 Ext. 8423, cell 208-0432
Direct Line: 856-8111 Fax Number: 856-2173

Office Hours: Mon. /Wed. 9:30 – 1; Tues./Thurs. 12 - 4; other times by appointment.

Required Text/Supplemental Readings:

VITA Training Package will be provided.

Computer access required; www.irs.gov/app/vita/index.jsp

Student Responsibilities: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade, given the nature of the material covered. It is also important to be on time and stay for the entire class. Students are reminded of the SGU attendance policy (refer to Student Handbook) that requires consistent attendance in all enrolled classes. A student with three consecutive absences or five total absences may be dropped from the class.

Student Learning Outcomes: Students will be able to:

- Describe and discuss the various factors involved in using the three step process
- Modify the message to fit the audience and purpose

Course Objectives/Outcomes: This course is a study of the federal tax system, tax accounting, taxable income and deductions, sales and exchanges, with an emphasis on the effects on an individual tax return. Students will master individual income tax preparation through hands-on experience working as a certified IRS Volunteer Income Tax Assistance (VITA) volunteer.

Course Requirements: Volunteers must be certified to assist individuals with their taxes. Certification is achieved through on-line training and then taking and passing the certification test with 80% minimum. Certification levels include Basic, Advanced, with other optional levels.

Student will also be required to put in 45 hours minimum over the semester. Class time is mandatory and will be spent either continuing the lessons to become certified at a higher level, discussing tax related issues, or volunteering to help VITA clients. The VITA site hours are flexible, allowing for walk-ins, appointments, and drop-offs and the class will be required to make sure the site is open and staffed every Wednesday from 4:00 to 7:00 pm.

Grading/Assessment: **Basic certification** is required for the BA289 students. Certain items are out of scope for this level, which will be fully discussed in class and is noted in the training materials. Certification counts for 40% of the grade. Failure to achieve certification by the Drop/Add date will result in being dropped from the class.

Volunteer time counts as 30% of the grade. The 45 hours is a minimum. Class time will be the core hours for the SGU VITA site, so attendance is critical. There may be *some* flexibility in scheduling volunteer hours but it is limited primarily to class time and community events. More will be discussed in class. All volunteer time will be tracked through a sign in/out procedure. It is the students' responsibility to make sure they put the time in and it is accurately recorded. All hours must be scheduled and worked before finals week.

The Basic certification and 45 hours are not indicative of excellence but rather just that of average achievement and a "C-" grade. Students may exceed these minimum requirements and further improve their grade several ways. Achieving **additional levels of Certification** would be worth an additional 10% each. When not busy with clients, students can work on the lessons and when ready, take the next certification test.

Volunteering to serve as a **Community Event Coordinator** would be worth an additional 10%. Holding tax clinics out in the communities has been well received, making it easier for people to get their taxes done for free. In the past, Community Clinics have been held at Rosebud, Okreek, Horse Creek, and Winner. As a Coordinator, students would be responsible for planning, coordinating logistics, advertising and documenting the event. Community Events should be scheduled before Spring Break. The first Community Event will be Feb. 1st at the SGU Founders Wacipi.

Also working **additional hours** would improve grades at one point per hour, maximum of 10 hours or 10%. You are welcome to work even more, while it will not count towards your grade it would be greatly appreciated by the SGU VITA program and the people you are helping.

Minimum Requirements:

Basic Certification	40%
Hours (45 minimum)	30%

And/Or Combination of the following:

Higher Certification	10%
Coordinator	10%
Additional Hours (10 max)	10%

Portfolio: Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them "best works" or because of interest level or perhaps you struggled with a particular item.

One of the final courses you take as a Business Major is BA or AC 499. For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about.

After you have completed compiling products and after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. So this portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio!.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behaviour and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or advisor if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Attendance Policy: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade. Please refer to the SGU Student Handbook's Attendance Policy, page 8. A student with three consecutive absences or five total absences will automatically be dropped. Also please come on time for class and stay for the entire period. It is very disruptive when people are coming and going during class time.

Course Schedule: To be filled in with your schedule, keeping in mind that class time is top priority, community events next, additional hours last. Subject to instructor approval.

Week-Date		
o Jan 22	Class Overview	
o Jan 29	VITA Site Kick-Off	
Jan 27 – Feb 02	Founders' Celebration	Feb 01 – Community Event 1-7 pm
o Feb 05		
Feb 07	Add/Drop Period Ends	
o Feb 12		
o Feb 19		
o Feb 26		
o Mar 05		
o Mar 12	Midterm Evaluations	
o Mar 17-21	SPRING BREAK - AIHEC	
o Mar 26		
o Apr 02		
Apr 04	Last Day to Withdraw	
o Apr 09		
o Apr 16		
o Apr 23		
o Apr 30		
o May 07	Close-Out	

* Syllabus may be subject to change.

**SINTE GLESKA UNIVERSITY
BUSINESS DEPARTMENT
SPRING 2016**

COURSE TITLE/NUM.: ECONOMICS FOR MANAGERS (EC 203)

COURSE CREDIT: 3 Credit hours

INSTRUCTOR: Ron Hutchinson. 856-8244. Ron.Hutchinson@sintegleska.edu

OFFICE HOURS: Office hours will be posted at the Business Department and will be provided to the class.

REQUIRED TEXT: O’Sullivan, Sheffrin, and Perez, “Survey of Economics, Principles, Applications, and Tools,” (6th Edition, Pearson/Prentice Hall).

COURSE DESCRIPTION: This is an introductory class in economics, which covers the essential concepts of both macroeconomics and microeconomics. The fundamental objective of this course is to enable students to see the relevance of economics to their lives, their careers, and their futures; understand the logic of economic reasoning; and learn how to use the principles of economics in their business and personal lives. The course uses basic concepts of economics to give students the framework of economic reasoning and to explain a wide variety of timely and interesting economic applications. Every opportunity will be taken to reduce the technical detail of presentations in favor of more intuitive explanations. An understanding of the fundamentals of economics will empower a student to make more rational decisions in life, business, and government.

The text and the course focus on and are organized around the five key principles of economics in explaining the logic underpinning the most important tools of economics:

1) Principle of Opportunity Cost. The opportunity cost of something is what you sacrifice to get it. 2) Marginal Principle. Increase the level of an activity as long as its marginal benefit exceeds its marginal cost. Choose the level at which the marginal benefit equals the marginal cost. 3) Principle of Voluntary Exchange. A voluntary exchange between two people makes both people better off. 4) Principle of Diminishing Returns. Suppose output is produced with two or more inputs, and we increase one input while holding the other input or inputs fixed. Beyond some point-called the point of diminishing returns-output will increase at a decreasing rate. 5) Real-Nominal Principle. What matters to people is the real value of money or income-its purchasing power-not its face value.

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

- identify and describe the key principles of microeconomics and macroeconomics and explain the relevancy of economics to their lives, their careers, and their futures

- identify and analyze the practical, current economic issues affecting their lives and businesses

- apply the principles of microeconomics and macroeconomics in order to make more rational decisions in life, business, and government
- explain and evaluate governmental economic policies and understand the United States and world economies

ASSESSMENT/EVALUATION/GRADING POLICY: Grades will be based upon regular weekly quizzes, a comprehensive final exam, classroom presentations by each student on newsworthy topics involving economics, and attendance. Although not assigned a specific point total, class participation and involvement will be considered in determining your final grade.

Your final grade will be determined on the basis of Sinte Gleska University's standard grading system using the following percentages:

90-100%.....A	80-89%.....B	70-79%.....C	60-69%.....D	Below 60%.....F
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Final grades will be turned into the registrar's office on the "final grades due date" set by that office, with no exceptions. This ensures equity and fairness for all students.

General class attendance is worth 100 points. The grade for class attendance will be calculated as follows:

100 % if no absences	95% if one absence
90% if two absences	80% if three absences
70% if four absences	60% if five absences
0% if 6 or more absences	

Students must be present for the entire class to receive attendance points (no tardiness or early departures).

Quizzes (9 @ 20-60 points)	285 possible points
Final Cumulative Exam (1 @ 100 points)	130 possible points
Class presentations (2 @ 25 points)	50 possible points
<u>Attendance (see above)</u>	<u>100 possible points)</u>
Total possible points	565 possible points

COURSE REQUIREMENTS/FACULTY EXPECTATIONS: Seize the opportunity! It is the student's responsibility to be actively involved in learning. A student's ability, effort, and desire will determine how much and how well they learn. There is no substitute for doing the reading assignments, attending class, working through the material, and participating in class discussions. A teacher cannot cause a student to learn. All a teacher can do is to organize and present the material. In short, students are expected to attend class, read assignments, come to class prepared to learn, and participate in class discussions.

Textbook chapters should be read in advance. This will greatly enhance your ability to understand lectures and class discussion.

Attendance is not only expected, but is critical in order to obtain a good grade. Also, the material covered on any quizzes and tests is emphasized in class lectures and discussions. Please refer to the SGU Student Handbook's Attendance Policy. A student with three consecutive unexcused absences or five total unexcused absences will automatically be dropped. No "incompletes" will be given.

Instructors are not obligated to allow students to complete late work. Also, allowing some students to be late with their work may be unfair to those students who complete their work on time. If you miss a scheduled exam, 20 points will automatically be dropped from the grade on that exam. If an assignment or quiz is missed, 5 points will automatically be dropped from your score. No make ups will be allowed after the exam, assignment, or quiz is handed back to the class. No "incompletes" will be given. As such, it is imperative that you complete assignments, quizzes, and tests on their scheduled due date. However, if you know that you will be unable to do so due to good cause or emergency, you must consult with the instructor to make arrangements to complete the assignment, quiz, or exam.

COURSE OUTLINE: (class dates are subject to change as announced in class).

Class/Date/Chapter/Topic:

1. (Jan. 20 and 25) (Chpt. 1&2) Introduction: What is Economics and Key Principles of Economics
 2. (Jan. 27 and February 1) (Chpt. 3) Demand, Supply, and Market Equilibrium
 3. (Feb. 3 and 8) (Chpt. 4) Elasticity: a Measure of Responsiveness
 4. (Feb. 10 and 17) (Chpt. 5) Production, Technology, and Cost
 5. (Feb. 22 and 24) (Chpt. 6-8) Perfect Competition, Monopoly and Price Discrimination, Market Entry, Monopolistic Competition, and Oligopoly
 6. (Feb. 29 and March 2) (Chpt. 9) Imperfect Information, External Benefits, and External Costs
 7. (March 7 and 9) (Chpt. 10) The Labor Market and the Distribution of Income
- (March 14 and 16) SPRING BREAK-NO CLASS**
8. (March 21 and 23)(Chpt. 11) Measuring a Nation's Production and Income
 9. (March 28 and 30) (Chpt. 12) Unemployment and Inflation
 10. (April 4 and 6) (Chpt. 13&14) Why Do Economies Grow? Aggregate Demand and Aggregate Supply
 11. (April 11 and 13) (Chpt. 15) Fiscal Policy

12. (April 18 and 20) (Chpt. 16) Money and the Banking System
13. (April 25 and 27) (Chpt. 17) Monetary Policy and Inflation
14. (May 2 and 4) (Chpt. 18) International Trade and Finance
15. (May 9 and 11) Finals Week and Makeup Finals week classes may be used to review course material and make up classes missed due to weather, etc.

PORTFOLIO: The Business Department requires a portfolio from all their business majors. In preparation for your senior year, be mindful of the upcoming portfolio requirement when you enroll in either AS 499 (Seminar in Accounting), OR BA 499 (Seminar in Tribal Management) OR BA 499 LS (SOBA II) your last summer before you graduate. Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership; and 4) References. You will select 4-6 significant representations for each of these categories. These representations are called portfolio products. These portfolio products should have personal and professional/academic meaning for you. For example, you might include them as examples of your “best work,” because of your interest level, or because you struggled with a particular item. One of the final courses you will take as a Business Major is BA or AC 499. For the portfolio requirement of this class, you will review your portfolio products and, for each of the four sections, you will write a 1-2 page paper explaining, elaborating, demonstrating, and reflecting on your accomplishments and development. In order to accomplish this, you will need to accumulate portfolio items early on in your academic journey, so that you have something to reference and write about. After you have completed compiling products and after you have written about them, the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership, and your references. This portfolio IS NOT a scrapbook. Rather, it is a collection which highlights your development as a student and a whole person within a community and nation. The portfolio should visually demonstrate your academic, professional, and personal growth during your time at Sinte Gleska University.

CELL PHONE POLICY: Cell phone use during class time disrupts the learning process. Cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class.

ACADEMIC HONESTY: All SGU students will adhere to academic standards set forth in the SGU Student Handbook. Accordingly, acts which are dishonest (e.g. plagiarism) are not acceptable student behavior and the student will bear the responsibility of dishonest acts. If you have a question about academic dishonesty, please contact your instructor or relevant academic administrator.

DISABILITY LIMITATION: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs.

SYLLABUS CHANGES: This syllabus may be subject to change as deemed necessary by the instructor. Any changes will be communicated to students.

Volunteer Income Tax Assistance (VITA) (AC289) SYLLABUS*
Spring 2016
Tuesday 4:00 – 7:00 pm

Academic Credit: Three (3) Credit Hours **Prerequisites:** None

Location: BMB, Antelope Lake Campus

Instructor: Maureece Heinert (Maureece.Heinert@sintegleska.edu)
 Building Phone Number 856-8100 Ext. 8423, cell 208-0432
 Direct Line: 856-8111 Fax Number: 856-2173

Office Hours: Mon. /Wed. 9:30 – 1; Tues./Thurs. 12 - 4; other times by appointment.

Required Text/Supplemental Readings:

VITA Training Package will be provided.

Computer access required; www.irs.gov/app/vita/index.jsp

Student Responsibilities: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade, given the nature of the material covered. It is also important to be on time and stay for the entire class. Students are reminded of the SGU attendance policy (refer to Student Handbook) that requires consistent attendance in all enrolled classes. A student with three consecutive absences or five total absences may be dropped from the class.

Student Learning Outcomes: Students will be able to:

- Describe and discuss the various factors involved in using the three step process
- Modify the message to fit the audience and purpose

Course Objectives/Outcomes: This course is a study of the federal tax system, tax accounting, taxable income and deductions, sales and exchanges, with an emphasis on the effects on an individual tax return. Students will master individual income tax preparation through hands-on experience working as a certified IRS Volunteer Income Tax Assistance (VITA) volunteer.

Course Requirements: Volunteers must be certified to assist individuals with their taxes. Certification is achieved through on-line training and then taking and passing the certification test with 80% minimum. Certification levels include Basic, Advanced, with other optional levels.

Student will also be required to put in 45 hours minimum over the semester. Class time is mandatory and will be spent either continuing the lessons to become certified at a higher level, discussing tax related issues, or volunteering to help VITA clients. The VITA site hours are flexible, allowing for walk-ins, appointments, and drop-offs and the class will be required to make sure the site is open and staffed every Wednesday from 4:00 to 7:00 pm.

Grading/Assessment: **Basic certification** is required for the BA289 students. Certain items are out of scope for this level, which will be fully discussed in class and is noted in the training materials. Certification counts for 40% of the grade. Failure to achieve certification by the Drop/Add date will result in being dropped from the class.

Volunteer time counts as 30% of the grade. The 45 hours is a minimum. Class time will be the core hours for the SGU VITA site, so attendance is critical. There may be *some* flexibility in scheduling volunteer hours but it is limited primarily to class time and community events. More will be discussed in class. All volunteer time will be tracked through a sign in/out procedure. It is the students' responsibility to make sure they put the time in and it is accurately recorded. All hours must be scheduled and worked before finals week.

The Basic certification and 45 hours are not indicative of excellence but rather just that of average achievement and a "C-" grade. Students may exceed these minimum requirements and further improve their grade several ways. Achieving **additional levels of Certification** would be worth an additional 10% each. When not busy with clients, students can work on the lessons and when ready, take the next certification test.

Volunteering to serve as a **Community Event Coordinator** would be worth an additional 10%. Holding tax clinics out in the communities has been well received, making it easier for people to get their taxes done for free. In the past, Community Clinics have been held at Rosebud, Okreek, Horse Creek, and Winner. As a Coordinator, students would be responsible for planning, coordinating logistics, advertising and documenting the event. Community Events should be scheduled before Spring Break. The first Community Event will be Feb. 1st at the SGU Founders Wacipi.

Also working **additional hours** would improve grades at one point per hour, maximum of 10 hours or 10%. You are welcome to work even more, while it will not count towards your grade it would be greatly appreciated by the SGU VITA program and the people you are helping.

Minimum Requirements:

Basic Certification	40%
Hours (45 minimum)	30%

And/Or Combination of the following:

Higher Certification	10%
Coordinator	10%
Additional Hours (10 max)	10%

Portfolio: Your portfolio will be divided into FOUR primary categories: 1) Academics; 2) Lakota Values; 3) Leadership 4) References. For each of these four categories, you will select meaningful representations that pertain to these categories. These submissions are called portfolio products. These portfolio products should have meaning for you as might consider them "best works" or because of interest level or perhaps you struggled with a particular item.

One of the final courses you take as a Business Major is BA or AC 499. For the Portfolio requirement of AC/BA 499, you will review your products, then for each of the four sections, you will write a 2-4 page paper explaining, elaborating, demonstrating and reflecting on your accomplishments and development. In order to accomplish this, you will need to be mindful of accumulating portfolio items early on in your academic journey so you have something to reference and write about.

After you have completed compiling products and after you have written about them – the total package is then called your Senior Portfolio. This portfolio should highlight and emphasize your academics, your values, your leadership and your references. So this portfolio is NOT a scrapbook, but rather, but a collection of work that highlights your development as a student and as a whole person within a community and nation who has grown over their academic life from a freshmen to senior and who can demonstrate professional (academic) and personal growth through a visual document, your Portfolio!.

Academic Honesty: It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest (such as plagiarism) are not acceptable student behaviour and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.

Disability Limitation: SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or advisor if you have any special needs.

Cell Phone Policy: Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.

Attendance Policy: Students are expected to attend class and participate in class discussions. Attendance is not only expected, but is critical in order to obtain a good grade. Please refer to the SGU Student Handbook's Attendance Policy, page 8. A student with three consecutive absences or five total absences will automatically be dropped. Also please come on time for class and stay for the entire period. It is very disruptive when people are coming and going during class time.

Course Schedule: To be filled in with your schedule, keeping in mind that class time is top priority, community events next, additional hours last. Subject to instructor approval.

Week-Date		
o Jan 22	Class Overview	
o Jan 29	VITA Site Kick-Off	
Jan 27 – Feb 02	Founders' Celebration	Feb 01 – Community Event 1-7 pm
o Feb 05		
Feb 07	Add/Drop Period Ends	
o Feb 12		
o Feb 19		
o Feb 26		
o Mar 05		
o Mar 12	Midterm Evaluations	
o Mar 17-21	SPRING BREAK - AIHEC	
o Mar 26		
o Apr 02		
Apr 04	Last Day to Withdraw	
o Apr 09		
o Apr 16		
o Apr 23		
o Apr 30		
o May 07	Close-Out	

*** Syllabus may be subject to change.**