Code # BU04

**New/Special Course Proposal-Bulletin Change Transmittal Form**

[x]  **Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.

[ ]  **Graduate Council** - Print 1 copy for signatures and send 1 electronic copy to mmcginnis@astate.edu

|  |
| --- |
| [x] **New Course or** [ ]  **Special Course (Check one box)***Please complete the following and attach a copy of the catalogue page(s) showing what changes are necessary.*  |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (If applicable)**   |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

1. Proposed Course Prefix and Number (For variable credit courses, indicate variable range.)

ACCT 4163

2. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Estate Planning and Taxation

3. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio problems, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Lecture only.

4. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental)?

Standard Letter

5. Is this course dual listed (undergraduate/graduate)?

No.

6. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)

No.

7. Brief course description (40 words or fewer) as it should appear in the bulletin.

Introduction to estate planning. Study of how different types of property are transferred during life and at death. An examination of the documents used in estate planning. Addresses the taxation of property transfers at the state and federal levels.

8. Indicate all prerequisites and if this course is restricted to a specific major, which major. (If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

a. Are there any prerequisites?

ACCT 4013. Tax Accounting I.

b. Why?

Students taking Estate Planning and Taxation should have a basic understanding of federal tax terminology and doctrines.

9. Course frequency(e.g. Fall, Spring, Summer). Not applicable to Graduate courses.

Spring

10. Contact Person (Name, Email Address, Phone Number)

John Robertson

jfrobert@astate.edu

972-3739

11. Proposed Starting Term/Year

Spring 2014

12. Is this course in support of a new program? Yes

If yes, what program?

Minor in Financial Wealth Management

13. Does this course replace a course being deleted? No

If yes, what course?

Enter text...

Has this course number been used in the past? No

*Submit Course Deletion Proposal-Bulletin Change Transmittal Form.*

14. Does this course affect another program? Yes

If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.

Patricia Robertson, Chair

Department of Economics and Finance

probertson@astate.edu

972-2300

15. Justification should include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

This course is offered in support of the minor in Financial Wealth Management. Estate Planning is one of the key areas of financial planning.. Individuals practicing financial planning should be aware of the legal and estate and gift tax implications of property transfers.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

Business Knowledge in the area of taxation is one of the critical areas for accounting majors. As noted above, the course also supports the minor in Financial Wealth Management offered by the Department of Economics and Finance.

c. Student population served.

The course will be required for students completing the minor in Financial Wealth Management. It will be an elective for other students. Accounting majors who wish to become CPA exam eligible must take additional upper level accounting courses. This course offers accounting majors another choice..

d. Rationale for the level of the course (lower, upper, or graduate).

This course is a senior level class based on the difficulty of the material.

16. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

COURSE OUTLINE

Estate Planning and Taxation

**ACCOUNTING 4163**

 **Spring Semester 2014**

**T/TR 11:00 AM—12:15 PM**

Instruction by: John Robertson, CPA, CMA, CFP®

 Professor of Accounting

 Chairperson, Dept. of Accounting

 Chairperson, Dept. of Computer & Information Technology

Bachelor of Arts—The University of Tennessee

Master of Business Administration—Vanderbilt University

Doctor of Jurisprudence—Vanderbilt University

Master of Laws in Taxation—The University of Alabama

Office: Room 204, College of Business

Office Hours: Regular Office Hours (Room 204)

 Mondays, Wednesdays, & Fridays: 2:00—5:00pm

You do not need an appointment to visit me during scheduled office hours. However, if you need to see me near the beginning or end of a regularly scheduled period of office hours, or if you are making a special trip to campus, I suggest that you call first to confirm that I will be available. I generally will not be able to meet with you immediately before class begins.

Telephone: Office, 972-3038

Fax: 972-3868

Email Address: Jfrobert@astate.edu

***Required Course Materials:***

1. Bost, John C.; Estate Planning and Taxation, 15th Edition, Kendall Hunt Publishing Company.
2. Calculator. You may **not** share your calculator with another student. Calculators may be inspected and the use of calculators that could be used to store and retrieve text will not be permitted. Bring your calculator to class every day. If you feel the need to buy a financial calculator, then I have two recommendations for ones that will meet most of your needs and will not violate the rule against storing text. The first one is the Texas Instrument’s BA II Plus (not the BA II Plus Professional), and the second one is the HP 10bII. Both are readily available at reasonable prices, but I do suggest that you shop around. You may not use your phone or laptop as a calculator, even if it has an app that mimics one of the calculators listed above.
3. A working ASU student e-mail account.
4. Access to the internet.

***Optional Materials***

1. My Blackboard pages contain a variety of information you may find helpful. We are using Blackboard Learn (the new version) in this class.
2. RIA Checkpoint. This is an online research tool for taxation. It is available through the ASU library’s website. The tax research tool used on the CPA exam resembles this product. Your text comes with a 6-month subscription to the student version of Checkpoint. You may use either version.
3. iTunes (a free download). You do not need an iPod, but the Tegrity lectures should be MP3 compatible should you choose to download them to a portable device.
4. Remind101.com—text messaging service.

***Course Description:***

Introduction to estate planning. Study of how different types of property are transferred during life and at death. An examination of the documents used in estate planning. Addresses the taxation of property transfers at the state and federal levels.

***Prerequisites***

The specific prerequisite for this course is Tax Accounting I.

***Program Goals and Objectives***

The major educational goal at the program level is to provide graduates with the foundational business knowledge to make informed, creative, ethical decisions with the skills and abilities necessary to lead organizations. Specific program goals are listed below.

**BS Degree:**

1. Written Communication: Students will communicate effectively in writing to include coherence, clarity, conciseness, appropriate grammar, spelling, writing style, and presentation.

2. Oral Communication: Students will speak with professionalism, confidence, and authority; maintain appropriate eye contact; use visual aids effectively, and speak with appropriate grammar using language appropriate to the audience.

3. Technology: Students will use technology appropriately to communicate, calculate, and present concepts and data. Such use includes, but is not limited to, the use of Microsoft Excel, Access, PowerPoint and Word.

4. Critical Thinking: Students will use critical thinking skills to make decisions including the identification of an issue in context, analysis of appropriate supporting evidence, integration of various positions, identification and assessment of conclusions, implications and consequences of decisions.

5. Ethics: Students will utilize a framework of ethical decision making to include the identification of facts, ethical issues, stakeholders, alternative actions, consequences of actions, and monitoring of decision outcomes. Students will also identify the ethical model/theory that supports the chosen decision.

6. Business Knowledge: Students will demonstrate general business knowledge of accounting, information technology, economics, management, marketing, international business, finance, legal and social environment and quantitative business analysis.

***Course Goals and Objectives:***

When you have finished your study for this course, you should:

1. Understand the basic legal concepts of property ownership. (Business Knowledge)
2. Understand the common documents used in estate planning. (Business Knowledge)
3. Be able to describe the different ways that property may be transferred during life and at death. (Business Knowledge)
4. Be able to explain the nature of the Federal gift and estate taxes. (Business Knowledge)
5. Appreciate the role of the generation skipping transfer tax. (Business Knowledge)
6. Be able to compare the income tax basis rules that apply to property received by gift and by death. (Business Knowledge)
7. Be able to create a plan utilizing gifts and testamentary transfers that minimizes income, estate and gift taxes while achieving the donor’s non-tax objectives. (Critical Thinking)

***Conduct of the Course***

The course objectives will be attained through a combination of classroom lecture, in-class problem solving, student participation, quizzes, practice sets, homework assignments, research projects and examinations.

My primary expectation is that each of you will work hard to grasp the material being taught.

Further, I expect each of you to be professional throughout this course. Professionalism consists of attending class regularly, being prompt, participating in class, and studying the material. The material for this course is complex enough as it is; your failure to take the class seriously will only add to this complexity.

Finally, my goal is to educate you in a professional and respectful manner. You can expect me to be prompt, prepared and open to your questions and concerns throughout the semester.

All students are expected to exhibit academic integrity at all times. ASU enthusiastically promotes academic integrity and professional ethics among all members of the ASU academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties. Faculty members may respond to cases of plagiarism or cheating by giving a failing grade on the paper or exam, giving a failing grade in the course, and/or recommending expulsion from the university.

Specific issues include, but are not limited to:

1. You may not share calculators during the exam.
2. You may not have your cell phone or PDA on the table during the exam.
3. Cut and paste technology allows you the opportunity to gather information from the web and present it as your own work. Do not fall into this trap. You must document, in any writing assignment, any idea that is not your own original work. This is true even if you are not directly quoting the source. Failure to properly credit the source of your ideas results in the form of academic dishonesty known as plagiarism. I have some links to writing tutorials that will help you avoid plagiarism. These links are available in Blackboard. You will not get credit for work that amounts to cut and paste assembly of others’ work, even if you properly attribute the source. I expect you to craft your own sentences and paragraphs.
4. I regard unauthorized assistance as academic dishonesty. It is never acceptable for you to receive assistance with any graded aspect of this class from anyone other than myself or the other members of the class. I define assistance broadly. You may not ask for help from friends, relatives, acquaintances, employers, co-workers, other instructors, students who are not enrolled in this class, or anyone else you might happen to encounter while you are working on a project. You may not discuss your solutions to other homework or exam problems with your classmates. The research projects, ethics discussion projects, exams, and the extra credit projects must be your own work. (You may not work with another student, or ask for help from another student, on these projects). However, I will be glad to discuss your project with you—singly or in groups. I urge you to contact me if you have any questions.
5. You may take advantage of the College or University writing labs, but only to improve your written communication skills.
6. I view the possession of an instructor’s manual, a test bank, a solution guide, or similar resource as academic dishonesty.
7. I also regard the reuse of material you crafted for another purpose as academic dishonesty. I expect all your assignments in this class to be new, original works that have been prepared by you without assistance from others.

It is never acceptable for you to receive assistance with any graded aspect of this class from anyone other than myself or another student in this class.

***Responsibility for Material***

You are responsible for and the exams may include questions from: the material the chapters of the text covered in a given exam period, the material in any class handouts and any handouts on my website, and any topics we discuss in class.

***Grading:***

1. This course will consist of 4 examinations, including the final, worth 100 points each. Each of the first three exams will be approximately 50% subjective (problems, short answer and essay questions) and approximately 50% objective (multiple-choice questions). These exams are closed book. The final is open notes, and will be all multiple choice. Open notes means that you may have with you anything in your own handwriting. You may not bring in anything printed or typed other than the text. Also, you may not bring in anything photocopied.
2. You are required to prepare Homework Problems.  These may include Tax Form Problems, Research Problems, and Ethics Discussion Cases.  Each project is due by the beginning of class on the due date.  I will NOT ACCEPT late homework problems. The one exception to this rule is that if you miss a homework assignment due to an official ASU event you may make up the assignment. Since the homework assignments will be available well in advance of the due date, and will be turned in via the internet, you may have difficulty showing that the official ASU event prevented you from turning in the assignment on time.
3. You will deliver your homework through Blackboard. I will **not** be using the Dropbox feature for homework; instead there will be a link for each problem in the assignments section of the Blackboard course. Name your file with your last name and the phrase “HWnoX” where “X” represents the homework number.

The date stamp recorded in Blackboard will be considered conclusive evidence of when you turned in your paper. You will not receive credit for a project if you insert an empty file.

Early papers will be accepted.

Because of the delivery problems inherent with the use of e-mail, it is difficult to determine if a paper was submitted on time.  Accordingly, you **MAY NOT** submit any paper by e-mail.

1. You will be required to prepare one or more comprehensive estate plans for individuals or families based on a set of hypothetical facts.

1. If the grade results on an exam are extremely low, I reserve the right to do one or more of the following: curve the grades on that exam, include bonus questions in the next exam, or assign an in-class or take-home supplement to the exam.

***Make-up Examinations:***

I will schedule a make-up examination with you if you miss an exam because of any reason. This examination may be oral and/or written. It may not be the same exam that was given in class. Make-up exam questions may be more difficult than the ones on the exam you miss.

*Grades in this class will be based on the following:*

|  |  |
| --- | --- |
| ***Grading Scale*:**  | **Undergraduate****ACCT 4113** |
| **Activity** |  |
| Exam 1 | 100 |
| Exam 2 | 100 |
| Exam 3 | 100 |
| Final Exam | 100 |
| Homework | 150 |
| Estate Planning Projects | 200 |
| TOTAL POINTS | 750 |
|  |  |
| **Percentage Points** | **TOTAL POINTS—** |
| 90-100% --A | 675—750  |
| 80-89%--B  | 600—674  |
| 70-79%--C  | 525—599  |
| 60-69%--D | 450—524  |
| Below 60%--F | BELOW 450 |

***Keys to Success:***

Everyone is capable of doing very well in this course if you will do the following:

1. You must come to class regularly. This is the most important thing you can do. In class, be sure to ask questions. Also, you can ask questions by e-mail or during office hours. If you cannot come during office hours, call me or make an appointment.

2. You must take notes on the lecture portion of the class. You should also take notes and correct your answers during the problem-solving portion of the class. Highlighting in your book is not a substitute for taking notes. Approximately 90-95% of your exams will come directly from your notes. In other words, the bulk of the exam will come from material discussed in class.

Class is not a time to sleep or daydream; rather, it is a time to be sure you understand the concepts that were assigned and covered on that day. Further, activities such as talking with your neighbors, working on projects for other classes, and reading the newspaper waste your class time and distract your neighbors. Please do not engage in these activities. If you do, I will ask you to leave the classroom.

3. You must study! As a general rule you should spend 2-3 hours studying outside of class for each hour you spend in class. Thus, you should spend a minimum of six to nine hours per week studying for this class. This means ensuring you understand the materials assigned and covered in class during the week.

I suggest the following methodology:

1. Review the objectives for the chapter.
2. Go through the PowerPoint slides for the chapter.
3. Read the chapter.
4. Listen to the Tegrity lecture for the chapter.
5. Work the problems for the chapter.
6. Come to class ready to ask questions.
7. After class, reread the chapter and take reading notes. One simple way to do this is to outline the chapter.
8. Finally, you should be able to combine your reading notes and your class notes into a comprehensive set of study notes.

4. Do not get behind. Do your reading as we go. If you must miss a class, try to get a copy of one of your classmate’s notes as soon as possible.

5. Some of the homework and exam problems will seem to call for a yes or no answer.  One of the worst things you can do is submit work that is too short. A simple yes or no is never sufficient to receive full credit for any work you submit to me.  You must support your work by your well-reasoned thoughts, and you must show how you arrive at any numerical results. . **Note that assignments based on problems in the text may be modified by the instructions.**

***Students with Disabilities:***

Students who require academic adjustments in the classroom due to a disability must first register with ASU Disability Services. Following registration and within the first three weeks of class, please contact me to discuss appropriate academic accommodations. Appropriate arrangements can be made to ensure equal access to this course.

I rely heavily on technology in the conduct of this course. If you have a disability that limits your ability to utilize technology such as Blackboard, or podcasts: I urge you to contact ASU Disability Services immediately.

**Course Schedule[[1]](#footnote-1)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Meeting** |  | **Reading** |
| **Week** | **Number** | **Topic** | **Assignments[[2]](#footnote-2)** |
| 1 | 1 | Refresher on the individual income tax formula. Refresher on property sales, amount realized, and adjusted basis.  | Syllabus.PowerPoint presentations.Review Tax I coverage of these topics.Chapter 1  |
| 1 | 2 | Introduction to Estate Planning | Chapter 1. |
| 2 | 3 |  |  |
| 2 | 4 | Basic Estate Planning Concepts | Chapter 2 |
| 3 | 5 |  |  |
| 3 | 6 | Estate planning Documents | Chapter 3 |
| 4 | 7 |  |  |
| 4 | 8 | Exam #1 | Covers Introduction and Ch. 1, 2 & 3 |
| 5 | **9** | Property Transfers  | Chapter 4 |
| 5 | 10 | The Unified Transfer Tax | Chapter 5 |
| 6 | 11 |  |  |
| 6 | 12 | The Estate Tax  | Chapter 6 |
| 7 | 13 |  |  |
| 7 | 14 | The Gift Tax  | Chapter 7 |
| 8 | 15 |  |  |
| 8 | 16 | Second Exam  | Covers Chapters 4, 5, 6, & 7 |
| 9 | 17 | Use of Trusts  | Chapter 9 |
| 9 | 18 |  |  |
| 10 | 19 | Marital Planning  | Chapter 10 |
| 10 | 20 |  |  |
| 11 | 21 | Gift Planning  | Chapter 11 |
| 11 | 22 |  |  |
| 12 | 23 | Exam 3 | Covers Chapters 9,10,11 |
| 12 | 24 | Other Lifetime Transfers | Chapter 12 |
| 13 | 25 |  |  |
| 13 | 26 | Life Insurance  | Chapter 13 |
| 14 | 27 |  |  |
| 14 | 28 | Planning for Incapacity | Parts of Chapter 15 |

17. Course requirements (e.g. research papers, projects, interviews, tests, etc.)

Exams, homework, estate planning projects

18. Special features (e.g. labs, exhibits, site visitations, etc.)

None

19. Department staffing and classroom/lab resources (Will this require additional faculty, supplies, etc.?)

The class will be staffed with existing personnel.

20. What is the primary intended learning goal for students enrolled in this course?

Be able to create a plan utilizing gifts and testamentary transfers that minimizes income, estate and gift taxes while achieving the donor’s non-tax objectives.

21. Reading and writing requirements:

a. Name of book, author, edition, company and year

1. Bost, John C.; Estate Planning and Taxation, 15th Edition, Kendall Hunt Publishing Company.

b. Number of pages of reading required per week: 50

c. Number of pages of writing required over the course of the semester: 25

22. High-Impact Activities (Check all that apply)

[ ] Collaborative assignments

[ ] Research with a faculty member

[ ] Diversity/Global learning experience

[ ] Service learning or community learning

[ ] Study abroad

[ ] Internship

[ ] Capstone or senior culminating experience

[ ] Other Explain: Enter text...

23. Considering the indicated primary goal (in Box #20), provide up to three outcomes that you expect of students after completion of this course.

**Outcome #1:** (For example, what will students who meet this goal know or be able to do as a result of this course?)

Understand the basic legal concepts of property ownership.

Learning Activity:(For example, what instructional processes do you plan to use to help students reach this outcome?)

Textbook reading, lecture, internet research.

Assessment Tool: (For example, what will students demonstrate, represent, or produce to provide evidence of their learning?)

Quizzes and exams.

*(Repeat if needed for additional outcomes 2 and 3)*

**Outcome #2:**

Understand the common documents used in estate planning.

Learning Activity:

Textbook reading, lecture, internet research.

Assessment Tool:

Exams, research assignment.

**Outcome #3**:

Be able to describe the different ways that property may be transferred during life and at death.

Learning Activity:

Textbook reading, lectures, internet research

Assessment Tool:

Exams, quizzes, estate planning projects

24. Please indicate the extent to which this course addresses university-level student learning outcomes:

* 1. Global Awareness

[x] Minimally
[ ] Indirectly
[ ] Directly

* 1. Thinking Critically

[ ] Minimally
[ ] Indirectly
[x] Directly

* 1. Using Technology

[ ] Minimally
[ ] Indirectly
[x] Directly

**From the most current electronic version of the bulletin, copy all bulletin pages that this proposal affects and paste it to the end of this proposal.**

**To copy from the bulletin:**

1. Minimize this form.
2. Go to <http://registrar.astate.edu/bulletin.htm> and choose either undergraduate or graduate.
3. This will take you to a list of the bulletins by year, please open the most current bulletin.
4. Find the page(s) you wish to copy, click on the “select” button and highlight the pages you want to copy.
5. Right-click on the highlighted area.
6. Click on “copy”.
7. Minimize the bulletin and maximize this page.
8. Right-click immediately below this area and choose “paste”.
9. For additions to the bulletin, please change font color and make the font size larger than the surrounding text. Make it noticeable.
10. For deletions, strike through the text, change the font color, and enlarge the font size. Make it noticeable.

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**ACCT 4053. Auditing I** Standards and procedures, code of ethics, form of audit reports and statements, and the principles underlying the verification of data presented in financial reports. Prerequisites, ACCT 3013 with a grade of C or better and ECON 2113. Fall, Summer.

**ACCT 4113. Tax Accounting II** Continuation of Tax Accounting I. Emphasis in this course will be on federal income tax laws for partnerships, fiduciaries, and corporations. Prerequisite, ACCT

4013. Fall.

**ACCT 4123. Government and Not-For-Profit Accounting** Accounting concepts and reporting standards for state or local government entities and not-for-profit organizations. Emphasis is on areas covered in CPA exam content specifications. Prerequisite, ACCT 3013 with a grade of C or better. Spring, Summer.

**ACCT 4143. International Accounting** Introduction to international accounting issues including political, legal, and cultural influences, international accounting standards, foreign currency trans- actions, consolidated reporting for global firms, planning, control, and performance measurement systems, transfer prices and taxation. Prerequisite ACCT 2133 with C or better. Fall.

**ACCT 4153. Fraud Examination** A study of how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Prerequisite ACCT 2133 with C or better. Spring.

**ACCT 4163. Estate Planning and Taxation.** Introduction to estate planning. Study of how different types of property are transferred during life and at death. An examination of the documents used in estate planning. Addresses the taxation of property transfers at the state and federal levels. Prerequisite ACCT 4013. Spring.

**ACCT 430V. Special Problems in Accounting** Individual problems or topics in accounting ar- ranged in consultation with the instructor. Must be approved by department chair. Demand.

**ACCT 4783. Internship in Accounting** Provides practical financial, managerial, or not for profit experience through work in a meaningful capacity. Prerequisite, 12 hours of accounting above the principals level and approval of departmental chair. Fall, Spring, Summer.

**DEPARTMENT OF COMPUTER AND INFORMATION TECHNOLOGY**

**Business Technology (BTEC)**

**\*\*\*\*IMPORTANT INFORMATION\*\*\*\***

EDBU 4533 METHODS AND MATERIALS IN TEACHING BUSINESS TECHNOLOGY and TIBU 4825 BUSI- NESS TEACHING INTERNSHIP IN THE SECONDARY SCHOOL, for BSE Students, TIBU 4826 BUSINESSTEACHING INTERNSHIP IN THE SECONDARY SCHOOL, for 2nd Degree Students, are located at other locations on the Class Schedule Search engine. Please follow the directions below for each course to obtain the correct location for each educational course.

EDBU 4533, METHODS AND MATERIALS IN TEACHING BUSINESS TECHNOLOGY

1. Go to Class Schedule Search.

2. Select Method and Mat Teach EDBU Voc.

3. Click on Class Search, METHODS AND MATERIALS IN TEACHING BUSINESS TECHNOLOGY will appear.

BSE students **ONLY**

TIBU 4826, BUSINESS TEACHING INTERNSHIP IN THE SECONDARY SCHOOL

You will receive an email from the Professional Education Program, PEP, office issuing you a permit allowing you to register for this class.

**2nd Degree Students**

TIBU 4825, BUSINESS TEACHING INTERNSHIP IN THE SECONDARY SCHOOL

You will receive an email from the Professional Education Program, PEP, office issuing you a permit allowing you to register for this class.

**2nd Degree Students**

ELCI 4013, CURRICULUM AND ASSESSMENT INSTRUCTIONAL THEORY AND PRACTICE, to be taken during Teacher Internship

1. Go to Class Schedule Search

2. Select Educational Leadership Curriculum

3. Click on Class Search, CURRICULUM AND ASSESSMENT INSTRUCTIONAL THEORY AND PRACTICE will appear.

The bulletin can be accessed at <http://www.astate.edu/a/registrar/students/>

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1. I reserve the right to amend any part of the outline or the course schedule throughout the semester. Alterations may take the form of oral modifications in class, changes announced by e-mail, or changes announced on Blackboard. [↑](#footnote-ref-1)
2. Reading assignments are for the day listed. This means you should have read them before class. Homework assignments are listed on the due date. They are due by the beginning of class on the due date. Problems are listed on a day that we will be covering the chapter containing the problems, but we may discuss the problems on a different day. This could be a day or two earlier or later than the listed date, and some sets of problems will take more than one day to cover. [↑](#footnote-ref-2)