

**COLLEGE OF BUSINESS**

**UNDERGRADUATE**

**STUDENT HANDBOOK**



This handbook is a publication of the Office of the Associate Dean, TSU's College of Business. All information contained in this handbook is believed to be accurate at the time of printing. The responsibility, however, rests with the student to ensure appropriateness of information for specific matriculation concerns through the College of Business advisement process. This is an internal communication of the College of Business and is designed for internal use only by the College of Business family – students, faculty, staff and administrators.

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## Preface

This handbook is a publication of the College of Business at Tennessee State University. This publication is designed to guide students during their matriculation in the College of Business and addresses most commonly asked questions and concerns of business majors. This guide focuses on general College of Business undergraduate information, policies, and services and should be used in concert with the University Catalog along with the Tennessee State University Student Handbook.

## *Welcome to the World of Business!*



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## I. OVERVIEW OF THE COLLEGE OF BUSINESS

**The College of Business at Tennessee State University** was the first business school in Nashville to be accredited by the prestigious AACSB at both the undergraduate and graduate levels and the first public HBCU in the country to receive this dual designation. After initial accreditation in 1994, reaffirmation of accreditation by AACSB International in April 2004, 2009, and 2014 allowed the College to retain its revered status among business schools internationally.

**The College of Business at Tennessee State University** is uniquely poised in Nashville, by the State Capitol, and as a strong, robust and expanding educational, entrepreneurship and research engine positively impacting the entrepreneurial and economic tapestry of Nashville, the State of Tennessee, the Country, and the world.

In accordance with its vision and mission, the College of Business (COB) offers a contemporary curriculum focused on 21<sup>st</sup> Century business operations, hands-on business methods for the future, advanced computer operations and certifications, ethical practices and knowledge and skills for leadership in the globally competitive 21<sup>st</sup> Century business environment.

### College of Business Vision

The College of Business strives to achieve national and international prominence in educating current and future business professionals for the global economy.

### College of Business Mission Statement

Our mission is to educate current and future business professionals through innovative teaching and research focused on contemporary business concepts for the global economy, complemented with a commitment to service and lifelong learning.

### Guiding Principles and Core Values

<i>Accountability</i>	<i>Global perspective</i>
<i>Continuous Improvement</i>	<i>Mutual Respect</i>
<i>Diversity</i>	<i>Scholarship</i>
<i>Ethical Conduct</i>	<i>Service</i>
<i>Excellence</i>	<i>Shared Governance</i>

## Academic Offerings

The College of Business offers the Bachelor of Business Administration degree to undergraduates in Accounting, Business Administration, Business Information Systems, and Economics & Finance. Concentrations are available in Supply Chain Management, Marketing, Management, Human Resource Management, Hospitality Management, General Business, Business Information Systems—Industry, and e-Business Technology, Economics, Finance, and International Business. Additionally, the College offers minors in General Business, Entrepreneurship, Marketing and International Business.

At the graduate level, the General Master of Business Administration (MBA) is offered with concentrations in Accounting, Management of Information Systems, Finance, and Supply Chain Management, are offered. An Accelerated MBA format is also offered leading to the MBA degree in 12 months by taking weekend classes and summer online courses. Graduate students enjoy the prestige of matriculation in the oldest and most seasoned Master of Business Administration program offered in Nashville, having commenced in 1970. Candidates for the MBA come from all stations of life and all regions of the U.S., as well as Asia, Africa, Europe, Caribbean, and other locations around the world.

## Stellar Faculty

The College of Business is proud to boast about its stellar faculty. One hundred percent of the College's tenured faculty members hold the doctoral degree.

## Chairs of Excellence

The profound academic excellence of the College of Business is further illuminated by the support given to the College by distinguished business leaders and major corporations.

The Patricia and Thomas F. Frist, Jr. Foundation provided the College of Business with a gift of \$600,000 to fund the **Frist Chair of Excellence in Business** which has a current emphasis on Accounting. With a matching contribution from the State of Tennessee, a Chair of Excellence in Business was approved and established in 1998.

TSU's **Chair of Banking and Financial Services** was established with the support of over 22 financial institutions from the Nashville area. The Chair serves as a laboratory for developing new practitioners in the thriving Nashville finance industry and serves as a catalyst for forming even stronger alliances with the city's vibrant banking and financial services arena. The College's Financial Trading Room enhances student exposure to the finance industry and accentuates the activities of the Chair of Banking and Financial Services.

In addition to two chairs of excellence, the College of Business is home to a highly recognized international scholarly journal, **the Journal of Developing Areas**.

## **Corporate and Business Leader Support**

National, international, local businesses, and individuals have recognized the quality of the graduates and the strength of academic programs offered by the College of Business and have embraced the College by providing financial support to the COB Wall of Excellence Academic Award and Development Fund. The College also enjoys the support of a strong Board of Advisors made up of renowned business leaders from Nashville who help to ensure that the College's curriculum stays current and appropriate for preparing global business leaders. Additionally, the College of Business has been embraced by a strong governing board for its Supply Chain Management Program and dynamic advisory boards for the Department of Accounting, the Department of Business Information Systems, and the Department of Economics & Finance. The College's new Alumni Advisor Board provides new vibrant support base of successful graduates.

## **A Dynamic Student Life**

The College of Business has more than 1000 students who enjoy a quality education at an affordable cost at two convenient locations, the main campus in North Nashville and the Avon Williams Campus located one block from the State Capitol. The student population, although ethnically and culturally diverse, consists primarily of a traditional student base of African American students during the day with a large number of working adults taking classes during the evening. In addition to traditional academic experiences, students in the College of Business have many unique opportunities to develop skills outside the classroom. Through community outreach activities, student entrepreneurial consulting activities, involvement in the College's student organizations, and international study opportunities, business students receive valuable "real life" business exposure and experiences. Student superiority in academics and community service is rewarded by awards made possible by funds raised through the College's Wall of Excellence Academic Award and Development Fund.

Each fall more than 100 companies visit and recruit on TSU's campuses. Because of these opportunities, TSU business graduates become valuable contributors in companies throughout Nashville, the state, the nation, and the world. Alumni remain involved with the University through the College of Business Alumni Advisory Board and alumni activities. Alumni often return as recruiters.

## II. ADVISEMENT

General advising in the College of Business is available Monday through Friday in one of two advisement centers, **Avon Williams Campus, Suite H-408 (615) 963-7138** and **Main Campus, Holland Hall (The COB Student Development Center), Room 103, (615) 963-5145**. It is recommended that students visit one of these locations each semester to ensure that they are informed about current requirements and procedures. Students desiring career and academic advisement should contact the department appropriate to their major for the assigned faculty advisor.

On the Main Campus, students will find the **COB Student Development Center (SDC)**. The Center maintains a hands-on approach with its students and guides students through the matriculation process. In addition to providing academic advisement, the SDC provides easy access to information about College of Business policies, internships, career opportunities, professionalism, COB activities and student organizations. The services of the SDC are overseen by the College's academic advisor and operate under the auspices of the Office of the Associate Dean of the College of Business. The Center is located in Holland Hall, Room 103.

### The College of Business Student Development Center Services

**Matriculation Advisement:** Through the SDC, lower division students are advised on courses needed for graduation, how to design their schedules, and the requirements for different majors and concentration areas.

**Internships and Co-ops:** Information may be obtained through the SDC pertaining to internships and co-op opportunities which allow students to augment their classroom learning and prior experience while working with top management teams in leading companies. Many students register for internships, not only to earn college credit, but also to jump-start their professional careers.

Opportunities are posted regularly in the Center's bulletin board pertaining to co-ops, internships and employment.

**Personal Enrichment:** In collaboration with the College of Business Public Service Office, the SDC offers counseling, workshops and seminars to prepare students for the world of work and careers in the global business environment. Topics addressed include the following

- Business etiquette
- Business communications skills
- Effective decision making
- Financial planning
- Appropriate business attire
- Money and time management
- Professional projection
- Resume writing
- Interviewing techniques



**Career Placement Opportunities:** Want to work for a major national company or maybe start your own business instead of working for someone else? The SDC can help! Nashville’s business community enthusiastically supports the College’s academic programs and welcomes our graduates Internship opportunities. Employment applications, career counseling and testing information are available by contacting the Academic Advisor in Holland Hall, the COB Director of Experiential Learning & Career Engagement, or the Tennessee State University Career Services Director.

**Student Organizations:** The SDC serves as the central location for obtaining organization information and scheduling student meetings. A listing and description of College of Business Student Organizations may be found in the related section of this handbook.

**Tutoring:** The SDC offers tutoring services for courses offered through the College of Business.

**Key Individuals Involved in the College of Business Advisement System:**

**General Advisement & Registration**

Assigned Faculty Advisors  
Department Chair  
COB Unit Academic Advisor (103 Holland Hall)  
COB Director of Undergraduate Studies (AWC, H408)

**Graduation Clearance**

COB Director of Undergraduate Studies

**Transfer Credits**

Department Chair

**Substitution Forms**

Department Chair

### III. GENERAL MATRICULATION INFORMATION

#### Taking Upper Level Business Classes

Upper level business courses are 3000 and 4000 level classes. To take upper level business courses students must meet the following requirements:

- ❖ Completed 60 hours of course work
- ❖ Must have a cumulative 2.00 GPA or better
- ❖ Pass the following Business courses:  
**MGMT 1010 ECON 2010 ECON 2040 ACCT 2010**



#### Retention

Students in the College of Business are expected to maintain a minimum cumulative grade point average of 2.00. Students who incur a probationary status are to repeat failed courses, or courses in which 'D's were earned, during the semester immediately following that in which the grades were earned. The College has a special program to assist students who are on probation. Please contact the College's Associate Dean for details.

#### Calculating Your GPA

Your GPA or "grade point average" is the most important indicator on your University record of your successful performance as a student. The minimum GPA required by the University for awarding the baccalaureate or the associate degree is 2.00 for all credit work taken as part of an approved program of study. Some majors may require a higher GPA to graduate. The GPA is computed by dividing the number of credit hours attempted into the total number of quality points earned except for credit hours in courses for which you received a "W" an "I" or an "IP".

Each grade in the University's grading system is worth a designated number of points. Each course which you take is worth a certain number of credit points. To calculate your GPA, list all of your grades. Then list credit hours for each course and place the quality point values next to them in another parallel column. Add the quality points. Add the column of credit hours. Divide the total number of quality points earned by the total number of credit hours. (See the example on the next page) This is your GPA. Remember that a repeated course is counted as attempted one time only. The last grade earned in a repeated course, whether or not it is the highest grade, is used to calculate the GPA.

## EXAMPLE

<u>Grades</u>	<u>Quality Values</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

<u>Course</u>	=	<u>Grade</u>	<u>Credit Hour</u>		<u>Quality Points</u>
HIST 2010	=	C	3 credit hours	(2x3)	6
ENGL 1010	=	A	3 credit hours	(4x3)	12
MGMT 1000	=	A	1 credit hour	(4x1)	4
MUSC 1010	=	A	3 credit hours	(4x3)	12
MATH 1110	=	B	3 credit hours	(3x3)	9
			13 credit hours		43

$$\text{GPA} = 43 \text{ Quality Points} / 13 \text{ credit hours} = 3.308$$

### Transfer of Credit Policy

1. The specific credit for business coursework completed at other institutions which will apply toward the BBA degree is determined by the department head of that perspective major in concert with the Office of Admissions and Records.
2. The College of Business reserves the right to test the proficiency of any student in coursework transferred from other colleges or universities and the right to disallow transfer credit in such coursework if the student cannot demonstrate acceptable proficiency.
3. Transient Status: BBA students who wish to attend another institution as “transient” or “visiting” students to take upper division business courses for degree credit must obtain written approval in advance from the Office of Undergraduate Studies of the College of Business. Approval is not automatic. MGMT 4500 (Business Strategy) must be taken at TSU.
4. Re-enrollment after transferring elsewhere: BBA students who enroll at another institution as regular students (as opposed to transient or visiting status) will be considered as having transferred to that institution. If such students later re-enroll in the TSU BBA program, regardless of the length of the absence, they may be subject to the curricular degree requirements in effect at the time of their re-enrollment. Such students are encouraged to discuss their transfer to the other institution with their major’s department head in advance if they intend to apply this work toward the BBA degree.
5. The College of Business subscribes to the philosophy that a student’s undergraduate program below the junior year should include no advanced, professional level courses. This philosophy is based on the conviction that the value derived from these advanced courses is materially enhanced when based upon a sound foundation in the liberal arts.

## Scholarships

A limited number of scholarships and academic awards are available on a competitive basis for College of Business majors. These non-repayable awards are based on academic excellence, civic achievements, course of study, or other specific criteria developed by the sponsor. The scholarships and awards are sponsored by business, industry, individuals, and professional organizations.

### *Application Procedures:*

All students interested in obtaining a scholarship must complete a scholarship application which may be found online at <https://tnstate.academicworks.com>.

*Contact:* For more information and/or applications, contact the College of Business Office of Public Service on the Avon Williams Campus at (615) 963-7369.

## Internship Experiences for Credit

Students interested in obtaining an internship should contact the COB Student Development Center, the COB Director of Public Service, their major department, the COB Office of Experiential Learning and Career Engagement or the University Career Development Center to explore opportunities.

College of Business students may elect to explore the option of receiving academic credit for their internship experience. The College of Business offers internship courses that have the intent of reinforcing and enhancing the theoretical knowledge received in the classroom with practical on the job experiences. With the completion of the lower division foundation courses in business, students have an opportunity to both apply and observe many of the tools, principles, and practices learned in the classroom in a real world business, industry, or governmental setting.

### *Internship Course Requirements:*

- ❑ Prior to registering for an internship course, a completed internship package must be submitted and approved either by the faculty person of record, appropriate department chair, or COB administrator. Internship packages may be obtained from the COB Website ([www.tnstate.edu/business](http://www.tnstate.edu/business)). Completed packages must be submitted to the COB Director of Experiential Learning and Career Engagement (Avon Williams Campus).
- ❑ Students must work at least 15-20 hours per week on an approved internship throughout a full academic semester. A maximum of six credit hours earned in business internship and independent study courses (combined) may be applied to degree requirements. Approval by the appropriate department head or COB administrator is required to enroll in internship and independent study courses.

## General Information

- ❖ *Service to Leadership* – UNIV 1000 satisfies the orientation requirement. An Orientation course taken at another University does **NOT** meet this requirement. Orientation must be taken during the first semester of matriculation at TSU.
- ❖ *English 2010-2322* – Must have at least 3 semester hours credit.
- ❖ *History*– Must have 6 semester hours credit in History.
- ❖ *Math 1110 (College Algebra)* – MATH 1710 (Pre-Calculus) may be substituted for this course.
- ❖ *Math 1830 (Basic Calculus)* – MATH 1910 (Calculus I) may be substituted for this course.
- ❖ *Natural Science* – Must have 8 semester hours. Recommended courses are BIOL 1010/1011, BIOL 1020/1021, CHEM 1030/1031 and CHEM 1040/1041, PHYS 2030/2031 and PHYS 2040/2041 or ASTR 1010 and ASTR 1020. Plus the appropriate lab components must be taken with all of these classes.
- ❖ *Humanities* – Must have 3 or 6 semester hours with courses from different disciplines: AREN 2310, ART 1010, THTR 1020, MUSC 1010, PHIL 1030, HIST 1000 or RELS 2010.
- ❖ *Senior Project or Senior Seminar* – MGMT 4500 satisfies this requirement.
- ❖ *Probation* – Students on probation may **NOT** enroll in more than 13 semester hours.
- ❖ *Overloads (Fall and Spring)* – Generally, anything over 18 hours requires overload permission. The maximum number of overload hours is 21 hours in total. Freshman may **not** carry an overload. Sophomores, Juniors, and non-graduating Seniors may carry an overload of up to 21 hours **if** they have a cumulative 3.00 GPA or higher. Graduating Seniors may carry an overload of up to 21 hours **if** they have a 2.00 GPA or higher. All overload requests **must** be approved by a Department Chair and the Dean or a designated representative.
- ❖ *Overloads (Summer)* – The maximum course load for undergraduate students for Summer is 15 hours.
- ❖ *Classes taken at another institution for summer sessions and regular semesters* – A currently enrolled student must get a pre-approved “Permission to Take a Course at Another Institution” form completed and approved before enrolling in classes at another institution and transferring the earned hours to TSU for credit toward graduation and degree requirements. Students may obtain a “Permission to Take a Course at Another Institution” form from the COB Office of Undergraduate Studies or Admissions and Records.
- ❖ *Administrative Withdrawal*- A student may be administratively withdrawn from any College of Business class when the student is not eligible to be enrolled in the class.

- ❖ *Transfer students* should consult their department chair regarding core course requirements if they are transferring in business courses or to determine the acceptability of upper division business courses earned at other institutions.
- ❖ The College of Business subscribes to the philosophy that a student's undergraduate program below the junior year should include no advanced, professional level courses.

**Student must understand that...**

- ❖ *It is the student's responsibility to learn and observe all policies, regulations, and procedures required by Tennessee State University, by the College of Business and by the program in which they are enrolled.*
- ❖ *Ignorance of a policy, regulation, or procedure will not be accepted as a justification for a waiver or exception.*
- ❖ *An assertion that the student was not informed by an advisor or other university authority of a specific requirement listed in the relevant TSU catalog will not be accepted as a valid reason for a waiver or exception.*
- ❖ *Individual faculty members do not have the authority to waive or grant exceptions to a TSU, College of Business, or program policy, regulation or procedure requirement. Only department heads and above may do so and only in rare circumstances.*
- ❖ *In order to enroll in MGMT 4500 and receive graduation degree credit for it, the student MUST: (1) have senior standing, (2) have satisfactorily completed upper division business CORE courses.*
- ❖ *It is the student's responsibility to remove all high school deficiencies. This should be done as early as possible.*

## IV. GRADUATION

### College of Business Graduation Requirements

Credit hours required for the Bachelor of Business Administration degree total a minimum of 120 semester hours, unless otherwise specified by the student's major.

#### *Specific College of Business Graduation Requirements*

1. Business majors must maintain an overall TSU cumulative GPA of at least 2.00 (not including remedial and developmental courses); a GPA of at least 2.00 in the upper division business core; and a GPA of at least 2.00 in the courses being used to satisfy the major field plus upper division business elective course requirements.
2. Business majors may not have more than two D's in the courses being used to satisfy the major field plus upper division business elective course requirements. D's and F's in additional (extra) major elective courses will not count toward determining whether the student is in violation of the 2-D policy. Accounting majors cannot have any D's in the major field.
3. At least 50 percent of the business credit hours required for the business degree must be earned at Tennessee State University, including MGMT 4500 (Business Strategy). See the Office of Undergraduate Studies for further details.
4. The general education component of each student's undergraduate curriculum shall comprise of 41 credit hours of the student's four-year program. See the Office of Undergraduate Studies for further details.
5. Satisfactory completion of General Education courses includes that an earned grade of C or better is required in both English 1010 and 1020.
6. All business majors are required to review degree requirements with the Office of Undergraduate Studies at least one semester prior to the semester in which graduation is anticipated. Only students who are eligible will be permitted to remain enrolled in MGMT 4500 (Business Strategy). It is the responsibility of the student to secure a current and complete transcript and schedule an appointment for the transcript review.
7. Business majors must complete at least one academic year in residence and at least 30 semester hours of credit earned in residence with a minimum quality point average of "C" (2.000).
8. Majors are to participate in performance evaluation measures (taking various tests, responding to inquires) designated by the College or University.

## The Graduation Clearance Process

The purpose of the Graduation Clearance Process is to ensure that students are SPECIFICALLY aware of all degree requirements to be met and that they concur with the review by the College of Business. The review is conducted with the catalog which a student is following; the student is provided with a signed copy of the review and a copy is placed in the student's file in the Office of Undergraduate Studies.

### *Specific Items to be Covered in the College of Business Graduation Clearance*

1. University and College of Business Degree Requirements. As stated in the catalog in which you are following.
2. Test and Evaluative Activities Which May be Required. The University may require students to participate in evaluative activities designed to yield information on its instructional programs or to gather general data needed by the Department, College, or University. Dates for such activities are posted, announced in classes, and – in most instances – included in the semester schedule. It is the student's responsibility as a prospective graduate to remain alert to these activities through reading and contacts with the Office of Undergraduate Studies.
3. Removal of "I" Grades, Substitution of Courses, Credits by Examination. All incompletes must be removed no later than the date on which graduation applications are due in the College of Business. Any request to substitute major field courses must be approved by the student's department chair. All examinations for credit must be scheduled prior to the semester in which the student plans to graduate and must be completed in accordance with University guidelines by the date of filing for graduation.
4. Filing for Graduation. The process of filing for graduation is completed during the semester **prior** to graduation. *Students who file for graduation and do not complete graduation requirements must re-file by the date applications are due for the new semester in which the students plan to graduate.* Those who must re-file must make an appointment with the College's Director of Undergraduate Studies immediately upon determining that they will not graduate as expected.
5. Participation in Commencement Activities. Instructions for participating in Commencement exercises are posted on the University Commencement Website: [www.tnstate.edu/commencement](http://www.tnstate.edu/commencement). Available information is provided to students during their clearance for graduation interview. Students who do not plan to participate should contact the Office of Records for procedures to follow to secure their diplomas.

## Alumni Relations

Our alumni have used their degrees to succeed as bank loan officers, department store buyers, marketing managers, brand managers, IRS auditors, corporate purchasing agents, human resource managers, corporate vice presidents, corporate presidents, and to pursue entrepreneurial dreams. The list is extensive. Alumni remain involved with the University through alumni activities, the Student Motivation Task Force and often return as recruiters. Alumni are encouraged to keep the College's Office of the Associate Dean informed about career and address changes.



## V. STUDENT LIFE

### College of Business Student Organizations

The College of Business encourages its students to participate in extracurricular activities to complement the total educational experience, to obtain leadership opportunities and to provide service to the community. College of Business student organizations are included below, followed by a description of each organization.

- American Marketing Association (AMA)
- Association of Information Technology Professionals (AITP)
- Beta Alpha Psi
- Beta Gamma Sigma (an invitational honor society)
- Economics and Finance Society
- Finance and Investment Club
- National Association of Black Accountants (NABA)
- National Black MBA Association
- Society for Human Resource Management
- Supply Chain Management Student Organization (SCMSO)

#### **Organization Descriptions:**

**American Marketing Association (AMA)** - AMA is the largest marketing association in North America. It is a professional association for individuals and organizations involved in the practice, teaching, and the study of marketing worldwide. [www.marketingpower.com](http://www.marketingpower.com)

**The Association for Information Technology Professionals** - A professional organization which exposes business information systems and computer science majors to current information systems topics and encourages networking between all majors. [www.aitp.org](http://www.aitp.org)

**Beta Alpha Psi** - National accounting honor society that promotes and recognizes scholastic and professional excellence in accounting. The TSU chapter provides opportunities for interaction among students, faculty, and professionals, and fosters lifelong growth, service and ethical conduct.



**Beta Gamma Sigma** - A business honor society made up of 7% of the junior class and the top 10% of the senior class. Membership is by invitation only. [www.betagammasigma.org](http://www.betagammasigma.org)

**Economics and Finance Society** - Promotes professionalism within the finance professions; provides leadership and professional development opportunities.

**Finance and Investment Club** – This organization provides students with the opportunity to pick stocks and gain experience in managing funds that are invested in the stock market.



**The National Association of Black Accountants (NABA)** - Works with accounting firms to place members in accounting and finance positions and provides students exposure to the profession. [www.nabainc.org](http://www.nabainc.org)

**National Black MBA Association** - Professional chapter of the national organization specifically for undergraduate students that plan to attend graduate school or enter a field that will require advanced business savvy.



**Society for Human Resource Management** – Provides students with exposure to the field of Human Resource Management through networking with members of the professional chapter. Monthly luncheon speakers and shadow days are features of membership opportunities.

[www.shrm.org](http://www.shrm.org)

**Supply Chain Management Student Organization** - Student organization that focuses on the professional development of students interested in E-Business and Supply Chain Management.

**The Student Leadership Coalition** - Consisting of the presidents of all College of Business student organizations, the Student Leadership Coalition works with the dean and the administration of the College and provides on-going input for enhancement.

For more information about these professional organizations, contact the COB Office of Public Service on the Avon Williams Campus, Suite H407, or the Unit Academic Advisor in the SDC in Holland Hall, room 103 on the Main Campus.

## Communication

In addition to the SDC and the Undergraduate Student Handbook, College updates are shared on the COB Website (<http://www.tnstate.edu/business>), bulletin boards in Holland Hall and on the Avon Williams Campus, and via personal e-mails. Please contact the COB Unit Academic Advisor to provide your current e-mail address. Additionally, the College's FaceBook page provides another source of College updates and activities.

College of Business faculty and administrators may be reached via their mailboxes on the Avon Williams Campus, Suite K, via e-mail or phone. Contact information is listed in the Appendices of this handbook.

## Airing Concerns

In the College of Business we ask students to follow internal protocol as they learn in our classes. Students are asked to follow the chain of command in expressing concerns. An organization chart is included in the Appendices. For class concerns, students should first discuss matters with their professor. If students do not feel their concerns are addressed at that level, the next step is to discuss the situation with the department chair of the course at issue. The final step for unresolved matters is to share the matter with the Dean of the College. The process for airing concerns above the dean's level are included the University Undergraduate Catalog.

## Resources

In a broad sense, the entire business community of Nashville offers an ideal laboratory for student development. The College of Business is situated in the heart of downtown Nashville where faculty and students alike have ready access to sources of business and government information and relationships.

Special resources of the College of Business of particular interest to students are:

- Accounting Tutorial Services
- Chair of Excellence in Banking and Financial Services
- CISCO Lab
- Database Lab
- Economics and Statistical Tutorial
- Financial Trading Room
- First Chair of Excellence in Business
- Hassan Adamu Distinguished Professorship
- Microcomputer Labs
- Networking Lab
- Placement Services Provided by the University Career Development Center Office
- Special Academic Counselors
- Student Development Center
- Student Professional Organizations

## **VI. COLLEGE OF BUSINESS FEES**

Acknowledging a national trend with business schools, in 2003, The Tennessee Board of Regents (TBR) authorized differential maintenance fees for courses in business at all TBR universities. The fees were approved for enhancing various programmatic initiatives of schools and colleges of Business in the TBR system.

The fees are earmarked for the budget of schools and colleges of Business to cover needed program costs to maintain a competitive academic program for students, including, but not limited to, the following:

- Investing in new faculty and staff and increasing funding for existing faculty through salary support, research and instructional grants, travel funding, and development of personnel through endeavors designed to position the schools at the cutting edge of each discipline.
- Improvement in facilities and instructional infrastructure, including the purchase of equipment and software needed above the expenditures made possible by any current student technology fee.
- The enhancement of instructional programs by adding degree offerings, improving advisory and career placement services, etc.”

Because of these fees, the College of Business at Tennessee State University is able to provide students with an enhanced academic experience that will enable graduates to be more competitive in the global economy.

## VII. DEPARTMENTAL OVERVIEWS

### Department of Accounting

The mission of the Department of Accounting is to attract, retain, educate, and then graduate qualified students, to offer a curriculum that satisfies the educational content requirements for CPA licensing in the State of Tennessee, to ensure a positive atmosphere for student matriculation, to deliver a quality educational opportunity that prepares graduates for entry into professional and managerial careers at the local, regional, and national level, and to provide students with a well-rounded education that improves their lives and the communities in which they live.

The bachelor's degree provides the educational background for many entry-level accounting positions. Students with this degree will have the necessary educational requirements for the CMA and CIA exams. Students will also have earned at least 120 hours of the 150 hours needed to sit for the CPA exam in those states requiring 150 credit hours. Students may earn the remaining hours needed for the CPA exam by taking additional undergraduate classes or by obtaining a Master of Business Administration-Accounting Concentration or other graduate degrees. Students should consult with their advisors and their State Boards of Accountancy for the exact requirements.

Opportunities are available for qualified students to obtain paid on-the-job experience in either industrial or public accounting through internship and Co-op programs. The programs involve multiple work experiences and are generally started during students' sophomore or junior year. Students interested in the programs should contact the College of Business Office of Experiential Learning and Career Engagement as early as possible.

### Department of Business Administration

The Department of Business Administration, by integrating instructional technology in the classroom, offers practical and innovative graduate and undergraduate programs which expose students to current information concerning the study and practice of business. This information aids students in developing managerial skills and responsible ethical alertness that differentiates them in the marketplace, advances their careers, and enables them to compete effectively in the world of business.

**The Department of Business Administration offers the BBA in General Business as well as concentrations in General Business, Hospitality Management, Human Resource Management, Management, Marketing, and Supply Chain Management.**

The **General Business concentration** is designed for students who prefer to acquire a broad undergraduate training in business, rather than specializing in a specific area. Students design their business electives to fit their specific career goals.

The **Hospitality Management concentration** is specifically designed to prepare both full-time and part-time business students for management careers in the hospitality, and related sectors. The degree program provides the opportunity for students to build their entrepreneurial, managerial, functional, operational, and analytical capabilities to maximize their success in Hospitality Management related positions under a dynamic

local, national, and global competitive environment. Our program provides the skills needed to succeed in the exciting hospitality industry in positions such as: Hotel management, Restaurant management, Country club management, Convention/Event planning, Corporate travel management and Catering directors.

The **Human Resource Management (HRM) concentration** includes all management decisions and practices that directly impact or influence the people who work for an organization. HRM recognizes that employees enable an organization to reach its goals, and the management of employees (human resources) is critical to organizational outcomes (survival, competitiveness, growth and profitability). HRM's functions and contributions to an organization include: Strategic HR Planning, Job Analysis, Equal Employment Opportunity, Employee Recruiting and Selection, Human Resource Development, Performance Appraisal, Compensation and Benefits, Safety and Health, Labor Relations and Intercultural issues in training.

The **Management concentration** provides students with the opportunity for professional preparation applicable to the management of private and public sector organizations. Employment opportunities are available in administration management, human resources management, industrial relations, operations management, and quality management. Career opportunities are readily available in small, medium, and large businesses, government agencies, foundations, hospitals, and other service and manufacturing organizations. Students who choose a management concentration have the option of choosing the General Management track or the Human Resources (HR) Management track.

The **Marketing concentration** is designed to facilitate both entry into marketing and long-term professional advancement. Marketing includes all activities concerned with ascertaining and satisfying the needs and desires of individual and organizational buyers/consumers. It is consequently, a function of prime importance in all forms of organizations. Course emphasis is placed on marketing management. Those who choose marketing as a career will be involved in product development and improvement, consumer research, pricing, promotion, sales, and distribution. Professional careers are open to marketing students in advertising firms, research organizations, retailing and wholesaling firms, and other service organizations, as well as a wide range of manufacturing, service and non-profit groups devoted to supplying goods or services to meet the needs of the customer/buyer.

The curriculum for the concentration in **Supply Chain Management** is designed to prepare students for a career in e-Business Technology and/or Supply Chain Management. The degree program provides a solid business foundation upon which rigorous e-Business technology competencies are built. The graduates of the program will possess the management and technology skills required for positions in e-Business and Supply Chain environment. The main objective of the program is to provide students with an understanding of the strategic and operational nature of e-Business.

## **Department of Business Information Systems**

The Business Information Systems (BIS) Program emphasizes the development of practical skills and real-world experience while maintaining a high level of academic rigor. The program is designed to give students the competitive edge in the technologically driven and rapidly changing (evolving) business environment.

The Business Information Systems Program prepares students to be effective users, developers, and managers of information technologies/systems in organizations. It provides students with practical knowledge on how to determine the capabilities information technology can contribute to an organization and how to develop and apply information technology-based business solutions. The strength of the BIS major lies in his/her ability

to combine an understanding of business with the knowledge of information systems and technology to help organizations compete more successfully or streamline current operations. **The Department offers Concentrations in: Business Information Systems Industry and E-Business Technology.**

The **BIS-Industry Concentration** prepares students to help organizations design and use systems for conducting transactions, managing information about customers, employees and suppliers, and ensuring the security of communications. They study how people adapt to new information technologies, and advise organizations how to make the most of the information available to them.

The concentration in **E-business Technology** prepares students to manage an organization's e-business efforts, including developing and overseeing a long range e-business strategy. E-business professionals champion the use and expansion of Web-based systems in meeting strategic goals.

## **Department of Economics and Finance**

The Department's mission is to provide an academically rigorous program in support of the College of Business mission of offering a high quality academic program. The Department of Economics and Finance offers a program of instruction for those who expect to pursue careers in economics, finance, international business, insurance, or government and provides service courses for business and non-business majors. **The department offers concentrations in Economics, Finance, and International Business.**

A concentration in **Economics** prepares students to analyze economic problems that all modern economies face. Students graduating with this concentration acquire rigorous analytical skill to relate and apply economic principles and theories to specific (micro) and general and broad (macro) economic conditions. Graduates with this concentration typically find jobs with various governmental agencies; enter graduate studies in economics and other areas of business; or pursue a degree in law.

A concentration in **Finance** prepares students to be financial analysts at the entry level. Students graduating with a Finance concentration acquire fundamental analytical skill in the area of finance and can apply those skills in day-to-day financial analysis in modern businesses. Students with a finance concentration are highly sought-after by the corporate world including the banking sector as well as various branches of the federal and state governments. Students with a finance concentration are better equipped to acquire professional certification such as CFA (Certified Financial Analyst) or a Certified Financial Planner (CFP).

Students with an **International Business** concentration acquire a better sense of the global business environment. In particular, this concentration prepares students to seek challenging opportunities that are available globally. By learning to speak another language, and/or being an intern in an international business, which is a requirement in this concentration, gives a clear advantage to students with this concentration, particularly in an ever changing global environment.

## **College of Business Minors**

A minor affords a traditional, well-accepted way to recognize that a student has completed a significant body of work outside the major field. Students may wish to follow up on long time personal interests, satisfy intellectual curiosity generated by introductory courses, enrich their undergraduate experience, differentiate their individual program of study from those of fellow students, or enhance their opportunities for employment or for admission to graduate or professional schools. **The College offers minors in General**

**Business, Entrepreneurship, Marketing and International Business.** The General Business minor is offered only for students outside of the College of Business. The other minors are available to all TSU students.

#### **Entrepreneurship Minor:**

The Minor in Entrepreneurship prepares students to create and develop new ideas and provide them with the skills and knowledge to translate ideas into viable business entities. The program is designed for business and non-business undergraduate students who desire a course of study that will prepare them to start their own businesses and afford them the opportunity to create their own path to success.

#### **International Business Minor:**

A minor in International Business is designed to provide a broad interdisciplinary background of the cultural, social, economic, political, and business environment of the world. The purpose is to prepare more globally competent men and women to function productively in the world economy.

#### **General Business Minor:**

A minor in General Business affords a non-business major a traditional, well-accepted way to recognize that a student has completed a significant body of work outside the major field. Students who wish to follow up on long time personal interests, satisfy intellectual curiosity generated by introductory courses, enrich their undergraduate experience, differentiate their individual program of study from those of fellow students, or enhance their opportunities for employment or for admission to graduate or professional schools, may want to pursue a minor in Business

#### **Marketing Minor:**

A minor in Marketing provides an opportunity for students from different areas of interest to complete a significant number of marketing courses that potentially furthers their career interests and satisfies intellectual curiosity.



**APPENDIX A**  
**Faculty Advisors for the College of Business**

<b><i>Accounting</i></b>	<b><i>Phone Numbers</i></b>	<b><i>Student's Last Name</i></b>
Dr. S. Shanklin (Dept. Chair)	963-7213	Transfer Students, Overrides
Dr. E. Jermakowicz	963-7052	A-H
Dr. L. Laska	963-7166	I-N
Dr. T. Lechner	963-7165	O-Z

<b><i>Business Administration</i></b>	<b><i>Phone Number</i></b>	<b><i>Student's Last Name</i></b>
Dr. C. Fan (Dept. Chair)	963-7393	Transfer Students, Overrides
Dr. I. Addae	963-7154	(A-I) MGMT & (A-C) GB
Dr. P. Flott	963-7135	(J-R) MGMT & (D-F) GB
Dr. P. Lewis	963-7125	(S-Z) MGMT & (G-H) GB
Dr. V. Lukosius	963- 7128	(A-I) MKTG & (I-J) GB
Dr. S. Thach	963- 7133	(J-R) MKTG & (K-L) GB
Dr. R. Unni	963- 7343	(S-Z) MKTG & (M-N) GB
Dr. J. Jolayemi	963-7134	(A-I) SCM & (O-P) GB
Dr. X. Li	963- 7073	(J-R) SCM & (Q-R) GB
Dr. F. Olorunniwo	963-7299	(S-Z) SCM & (S-T) GB
Dr. C. Hurst	963-7341	(A-Z) HR & (U-X) GB
Dr. D. Baker	963-7143	(A-Z) HSMG & (Y-Z) GB

<b><i>Business Information Systems</i></b>	<b><i>Phone Numbers</i></b>	<b><i>Student's Last Name</i></b>
Dr. J. Siekpe (Dept. Chair)	963- 7142	Transfer Students, Overrides
Dr. D. King	963- 7169	A
Dr. S. Venkatraman	963-7315	B-E
Dr. A. Kamssu	963- 7205	F-R
Dr. G. Marquis	963- 7096	S-Z

<b><i>Economics and Finance</i></b>	<b><i>Phone Numbers</i></b>	<b><i>Student's Last Name</i></b>
Dr. N. Modeste (Dept. Chair)	963-7387	Transfer Students, Overrides
Dr. D. Dhakal	963-7345	A-C
Dr. M. Johnson	963-7218	D-G
Dr. A. Ray	963-7347	H-L
Dr. A. Wahid	963-7149	M-R
Dr. S. Ghosh	963-7172	S-Z

**Students enrolled in 1000/2000 level courses may contact the Unit Academic Advisor for advisement, at 615-963-5145. The Unit Academic Advisor is located in Holland Hall room 103 on the Main Campus.**

## APPENDIX B

### Freshman and Sophomore Years

All majors in the College of Business take the following courses during their Freshman and Sophomore years. Students should refer to the University Undergraduate Catalog for curriculum details pertaining to their major.

#### FRESHMAN YEAR

FALL SEMESTER		SPRING SEMESTER	
<u>Course</u>	<u>Hrs.</u>	<u>Course</u>	<u>Hrs.</u>
ENGL 1010	3	ENGL 1020	3
UNIV 1000	1	Non-Business Elective	3
MGMT 1010	3	MATH 1830	3
MATH 1110	3	ECON 2010	3
Humanities	3	BISI 2150	<u>3</u>
COMM 2200	<u>3</u>		15
	16		

#### SOPHOMORE YEAR

FALL SEMESTER		SPRING SEMESTER	
<u>Course</u>	<u>Hrs.</u>	<u>Course</u>	<u>Hrs.</u>
ACCT 2010	3	ACCT 2020	3
ECON 2020	3	ECON 2040	3
Natural Science w/Lab	4	Natural Science w/Lab	4
ENGL 2010-2322	3	ENGL 2010-2322/Humanities	3
History	<u>3</u>	History	<u>3</u>
	16		16

## APPENDIX C

### Freshman and Sophomore Years Course Checklist

#### FRESHMAN YEAR

*Fall Semester – 16cr.*

Courses

ENGL 1010 – Freshman English I (3 cr.) \_\_\_\_\_  
 UNIV 1000 – Service to Leadership (1 cr.) \_\_\_\_\_  
 MGMT 1010 – Intro. to Business (3 cr.) \_\_\_\_\_  
 MATH 1110 (3 cr.) \_\_\_\_\_  
 Humanities (3 cr.) \_\_\_\_\_  
 COMM 2200 – Public Speaking (3 cr.) \_\_\_\_\_

*Spring Semester – 15cr.*

Courses

ENGL 1020 – Freshman English II (3 cr.) \_\_\_\_\_  
 Non-Business Elective (3 cr.) \_\_\_\_\_  
 MATH 1830 – Basic Calculus (3 cr.) \_\_\_\_\_  
 ECON 2010 – Economic Principles I (3 cr.) \_\_\_\_\_  
 BISI 2150 (3 cr.) \_\_\_\_\_

#### SOPHOMORE YEAR

*Fall Semester – 16 cr.*

Courses

ACCT 2010 – Prin. of Accounting I (3 cr.) \_\_\_\_\_  
 Natural Science with Lab (4 cr.) \_\_\_\_\_  
 ECON 2020 – Economic Principles I (3 cr.) \_\_\_\_\_  
 ENGL Literature (3 cr.) \_\_\_\_\_  
 History (3 cr.) \_\_\_\_\_

*Spring Semester – 16 cr.*

Courses

ACCT 2020 – Prin. of Accounting II (3 cr.) \_\_\_\_\_  
 ECON 2040 – Intro. to Stats. I (3 cr.) \_\_\_\_\_  
 ENGL Literature or Humanities (3 cr.) \_\_\_\_\_  
 Natural Science with Lab (4 cr.) \_\_\_\_\_  
 History (3 cr.) \_\_\_\_\_

**Natural Science** courses to choose from:

BIOL 1010/1011 – Introduction to Biology I  
 BIOL 1020/1021 – Introduction to Biology II  
 BIOL 1110/1111 – General Biology I for science majors  
 BIOL 1120/1121 – General Biology II for science majors  
 CHEM 1030/1031 – Gen. Chem. I for non-science majors  
 CHEM 1040/1041 – Gen Chem. II for non-science majors  
 CHEM 1110/1111 – General Chemistry I  
 CHEM 1120/1121 – General Chemistry II  
 PHYS 2010/2011 – College Physics I  
 PHYS 2020/2021 – College Physics II  
 PHYS 2030/2031 – General Physics I  
 PHYS 2040/2041 – General Physics II  
 ASTR 1010 – Astronomy I  
 ASTR 1020 – Astronomy II

**History** course to choose from:

HIST 2010 – American History I  
 HIST 2020 – American History II  
 HIST 2030 – History of Tennessee  
 HIST 2060 – World History I  
 HIST 2070 – World History II  
 HIST 2700 – The African American Experience

**Humanities** courses to choose from:

AREN 2310 – Architectural History  
 ART 1010 – Art Appreciation  
 THTR 1020 – Appreciation of Drama  
 MUSC 1010 – Music Appreciation  
 PHIL 1030 – Intro. to Philosophy  
 RELS 2010 – Intro. to Religious Studies  
 HIST 1000 – Global Culture in History

**English Literature** courses to choose from:

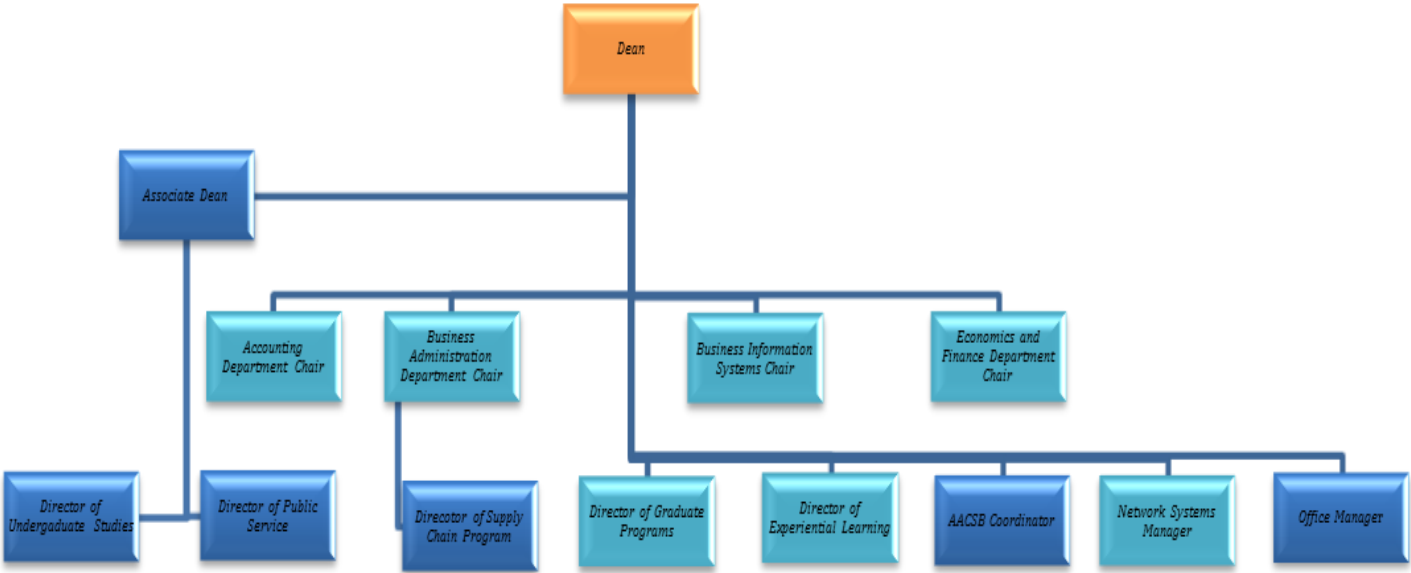
ENGL 2110 – American Literature  
 ENGL 2310 – World Literature I  
 ENGL 2012 – Literary Genres I  
 ENGL 2013 – Black Arts and Literature I  
 ENGL 2210 – Survey of English Lit. I  
 ENGL 2120 – American Literature II  
 ENGL 2320 – World Literature II  
 ENGL 2022 – Literary Genres II  
 ENGL 2023 – Black Arts and Literature II  
 ENGL 2023 – Survey of English Literature II

**In order to take any of the 3000/ 4000 level business courses,  
 Business Majors MUST:**

- Complete 60 hours of course work
- Have a minimum cumulative GPA of 2.000
- Pass the following Business courses:  
**MGMT 1010 ECON 2010 ECON 2040 ACCT 2010**



**APPENDIX D**  
**COB Administrative Organization Chart**



## APPENDIX E

### COB Code of Honor, Dress and Decorum

In creating a professional culture, the following Code of Honor, Dress and Decorum has been developed and established by College of Business constituents, including significant input from students. It is generally accepted by the College of Business student body, faculty, and staff that we will treat our colleagues with courtesy, respect, and collegiality, and treat the classroom as a business meeting.

**Plagiarism:** Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material, of course — from whole papers and paragraphs to sentences, and, indeed, phrases — but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; or a paper-writing "service" (online or otherwise) which offers to sell written papers for a fee.

#### I will maintain a level of decorum that best represents this professional setting.

##### I will respect my classmates, faculty, and College of Business visitors by:

- ◆ Observing rules of attendance and punctuality
- ◆ Refraining from loud conversation and profanity in classrooms and hallways
- ◆ Not using my cell phone in class or allowing it to ring
- ◆ Observing generally accepted rules of professional attire

##### I will respect myself by:

- ◆ Providing my best effort to the course
- ◆ Doing my assigned part in group work
- ◆ Not cheating by giving or accepting materials, copying, stealing, deception, or plagiarism
- ◆ Coming to class prepared
- ◆ Asking questions

##### I will observe the following:

- ◆ Understanding that loose clothing is a current style, "super-sag" and low-rise pants that reveal undergarments are inappropriate in the business setting. The College of Business at Tennessee State University considers this style of clothing unprofessional and unbecoming for members of this community.
- ◆ As for other forms of revealing clothing, high hem-lines and deep-cleavage revealing blouses and tops are unprofessional and in the College of Business at Tennessee State University, this style is also considered unprofessional and unbecoming for members of this community.
- ◆ Head rags, hats and caps are not considered a part of professional attire and in the College of Business at Tennessee State University, are considered unprofessional for members of this community.
- ◆ Loud conversation and profanity are unprofessional and unacceptable. In the College of Business at Tennessee State University, it is unacceptable in the classroom setting and strongly discouraged in hallways between classes. By observing this code I understand that I am a member of the College of Business at Tennessee State University whose guiding principles and core values include:

*Accountability*  
*Continuous Improvement*  
*Diversity*  
*Ethical Conduct*  
*Excellence*

*Global perspective*  
*Mutual Respect*  
*Scholarship*  
*Service*  
*Shared Governance*

**APPENDIX F**  
**COB Contact Information**

*Dean Millicent Lownes-Jackson*

*Room K-425 (AWC) 615-963-7136*

*Associate Dean Retta Guy*

*Room H-405 (AWC) 615-963-7176*

***College of Business Key Contact Numbers***

Student Development Center Holland Hall, Main Campus	Room 103 Fax #	615-963-5145 615-963-7139
Avon Williams Campus (AWC), Front Desk	Suite K-400 Fax #	615-963-7121 615-963-7139

***College of Business Departmental Contact Numbers***

Department of Accounting	Room K-423 (AWC)	615-963-7162
Department of Business Administration	Room K-433 (AWC)	615-963-7123
Department of Business Information Systems	Room K-402 (AWC)	615-963-7088
Department of Economics & Finance	Room K-415 (AWC)	615-963-7145
Director of Undergraduate Studies, Ms. Trena Barksdale	Room H-408 (AWC)	615-963-7138
Unit Academic Advisor	Room 103 (HH)	615-963-5145
Director of Public Service, Mr. Juandale Cooper	Room H-407 (AWC)	615-963-7369
Director of Experiential Learning and Career Engagement, Ms. Lisa Smith	Room K-434 (AWC)	615-963-7237

## College of Business Faculty Contact Numbers

### *Dean's Office*

	<b>Phone (615)</b>	<b>email</b>
<i>Dr. Millicent Lownes-Jackson, Dean</i>	963-7124	<a href="mailto:mldownes@tnstate.edu">mldownes@tnstate.edu</a>
<i>Dr. Retta Guy, Associate Dean</i>	963-7176	<a href="mailto:rguy@tnstate.edu">rguy@tnstate.edu</a>

### *Department of Accounting and Business Law*

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### *Department of Business Administration*

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## College of Business Faculty Contact Numbers

### *Business Information Systems*

<i>Dr. Jeffrey Siepke- Department Chair</i>	963-7132	<a href="mailto:jsiepke@tnstate.edu">jsiepke@tnstate.edu</a>
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### *Economics and Finance*

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Dr. Abu Wahid	963-7149	<a href="mailto:awahid@tnstate.edu">awahid@tnstate.edu</a>