



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**BUAD 4070-60L 202610 Business Capstone Lab Fall 2025**

Department of Management and Marketing, College of Business

**Course Syllabus**

**Class Modality:** Online Asynchronous

**Class Duration:** 08/25/2025-12/12/2025

**Instructor Contact Information:** Stephanie Black, Ph.D.

**Office phone:** 210-784-2555

**Office:** BLH Building 341M

**E-mail:** sblack@tamusa.edu

**Student Hours:**

Monday–Friday, 10:00 AM–4:00 PM (in person or virtually, by appointment).

If these hours are not convenient, please let me know, and I will do my best to accommodate you. To ensure a dedicated time slot, please make an appointment.

I also welcome students to schedule a personal chat—not just for class-related questions, but also so I can get to know you better and support your academic and career goals.

**Course Website:** <https://tamusa.blackboard.com/>

**Refer to Blackboard throughout the semester for announcements and messages. If you have questions you may email me. If I do not get a response within 24 hours then please resend me a notification.**

**Course Description:**

This class draws together all of the student’s previous coursework in business, demonstrating how all functional areas of business are interrelated and work together for organizational effectiveness. This class helps prepare students for the College of Business exit exams and includes the administration of those exams. Corequisite(s): MGMT 4370 and must be taken in the final semester before graduation. Department approval/permission required.

**Course Objectives:**

By the end of this course, you will be able to:

1. **Review Core Knowledge** – Refresh your foundational business knowledge from the core curriculum.
2. **Reinforce Key Concepts** – Strengthen your understanding of essential business principles to ensure you are prepared for your capstone course.
3. **Integrate Business Disciplines** – Expand your knowledge across multiple business areas outside your specialization, enabling you to approach challenges holistically.

4. **Enhance Capstone Preparedness** – Gain the tools and confidence to apply business concepts effectively in your capstone course.
5. **Prepare for Post-Graduation Success** – Refresh your knowledge across disciplines so you can confidently apply business insights in your career after graduation.

### Required Materials

- All materials are provided within Blackboard: <https://tamusa.blackboard.com/>
- To successfully complete this course, you must finish all review modules and take the **Major Field Test (MFT)/Exit Exam** through ETS.

### Exam Options:

- **On-Campus (No Fee):** Students may take the exam in person at the University Testing Center. Advance scheduling is required due to limited capacity. Instructions will be provided once all modules are complete.
- **Online Proctoring (ETS Fee):** Students may choose to take the MFT remotely through ETS's secure online proctoring service. This option requires:
  - A remote proctoring fee of **\$20.50 (undergraduate exam)** paid directly to ETS.
  - Reliable internet and appropriate hardware setup.
  - Registration instructions provided upon eligibility.

### Course Structure

The course has two main components:

1. **Blackboard Review Modules** – Self-paced review of core business disciplines.
2. **Exit Exam (the ETS Business Major Fields Test /MFT)** – A standardized test assessing overall business knowledge.

### Review Module Requirements

You must complete (or test out of) **six review modules** that prepare you for the MFT. These cover:

- Marketing
- Accounting
- Finance
- Information Systems
- Statistics & Supply Chain
- Management


**Adaptive Release:** Modules unlock sequentially. You must complete one before accessing the next. Deadlines are provided at the end of the syllabus.

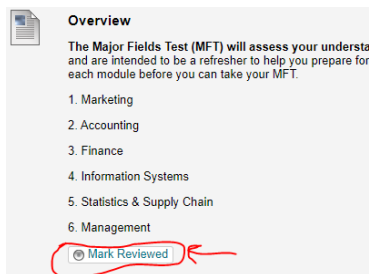
## How It Works

1. Log in to Blackboard → open the **Marketing** folder under Course Content.
2. Take the **pre-test**.
3. Upon completion, the review materials for Marketing will unlock.
4. Complete each module in order (e.g., Accounting unlocks after Marketing is finished).

## Completion Rules for Each Module

- **Pre-Test:**
  - If you score a **B or better** (one attempt), you do not need to take the post-test.
  - You must still review all materials in the folder and mark them as reviewed to unlock the next module.
- **Post-Test (if needed):**
  - If you do not pass the pre-test, you must score **100%** on the post-test (unlimited attempts).
  - You must also complete and mark all review materials.
- **Optional Post-Test:**
  - If you choose to take the post-test after already passing the pre-test, you must score **100%** for the module to count as complete.

 **Important:** Do not mark a module as complete until you have met **all requirements**. If marked prematurely, it will be reset, and you will need to complete it properly.



## Grading and Expectations for Review Modules

- **Grading:** Each module is graded on a **pass/fail basis**.
  - If a module is not passed, you will receive **0 points**.
  - If a module is passed, you will receive **100% (10 points)**.
- **Working Ahead:** You may work ahead of the schedule if you wish.
- **Purpose:** These modules are designed to strengthen your performance on the **Major Field Test (MFT)** by focusing on areas where students struggled most in last year's testing cycle. The faculty in the College of Business have helped prepare these modules.
- **Expectations:** Modules are **open book**, but you are expected to complete both the pre-tests and post-tests **independently**.

## Exit Exam (Major Field Test)

The MFT is a **standardized exam** that measures foundational business knowledge. The review modules were specifically designed to prepare you for this exam.

### **Scheduling the Exam:**

- You will receive sign-up instructions after completing your last module.
- Testing times are limited, so you must register in advance.
- You may take the exam **on campus** or remotely through ETS's **secure online proctoring service** (note: online proctoring requires a fee).

### **Grading for the Exit Exam (40 points total):**

- **Completion:** 10 points are awarded simply for taking the exam by the deadline.
- **Performance:** 30 points are based on your exam score. Your percentile score on the ETS MFT will be multiplied by **0.30** to calculate your earned points.

### **Important Policies:**

- You may take the Major Field Test **only once** during this class.
- You **cannot pass the course** unless you complete the exit exam.
- Failure to complete the review modules and exam will **delay your graduation**.
- The exam is **closed book/closed notes**, and all ETS standardized testing rules must be followed.

More information about the ETS Major field test in business can be found here:

<https://www.ets.org/pdfs/mft/bachelors-deg-bus-test-description.pdf>

<https://www.ets.org/pdfs/mft/bachelors-deg-bus-sample-questions.pdf>

### **Grading:**

Marketing Module	10%
Accounting Module	10%
Finance Module	10%
Information Systems Module	10%
Statistics & Supply Chain Module	10%
Management Module	10%
Exit Exam (MFT) completion component	10%
Exit Exam (MFT) performance component	30%
	100%

Grades will be assigned based on your total percentage in the class. 90% and above → A, 80%-89.99% → B, 70%-79.99% → C, 61%-69.99% → D, Below 61% → F

## IMPORTANT POLICIES AND RESOURCES

### Submission of Assignments

All work must be submitted through blackboard.

### Late Assignments and Exams

The deadlines for completing the review modules are set to keep you on track and allow you to have time to schedule and take your exit exam. If you miss deadlines, you risk not being able to complete the course in a timely fashion. You cannot graduate without passing this class. **You must complete the exit exam by November 26th to pass this class. Please contact me if you run into problems.**

**Academic Accommodations for Individuals with Disabilities:** Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

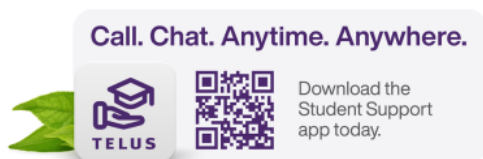
**Academic Learning Center:** The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

**Counseling/Mental Health Resources:** As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit [tamusa.edu/studentcounseling](http://tamusa.edu/studentcounseling)

*Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').*

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



**Emergency Preparedness:** JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

**Financial Aid and Verification of Attendance:** According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

**Writing, Language, and Digital Composing Center:** The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

**Meeting Basic Needs:** Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

**Military Affairs:** Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

**Religious Observances:** Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

**The Six-Drop Rule:** Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

**Statement of Harassment and Discrimination:** Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio



employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

**Pregnant/Parenting Students:** Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

**Students' Rights and Responsibilities:** The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

### ***Students' Rights***

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color,



national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

### ***Students' Responsibilities***

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>)

### **No Use of Generative AI Permitted**

BAUD 4070 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

### **Important Dates: Fall 2025 Regular 16-Week Session**

August 25	First day of class
September 1	Labor Day Holiday – No classes
September 10	Census Date
November 14	Last day to drop with an automatic “W”November 25 Last day to withdraw from the University
November 26	Study Day – No classes
November 27-29	Thanksgiving Holiday – No classes
December 4	Last day of classes
December 5	Study Day – No classes
December 6-12	Final exams
December 16	Commencement

The complete academic calendar is available online:

<https://www.tamusa.edu/academics/academic-calendar/index.html>


## Tentative Class Schedule

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.


<i><b>Topic</b></i>	<i><b>Due Day and Time</b></i>
Week 1 -don't forget to apply for graduation!	
Review Syllabus-	August, 25th
Week 2	
Marketing Module Due	Sunday, September 7th, 11:59pm
Week 3	
Accounting Module Due	Sunday, September 21st, 11:59pm
Week 4	
Finance Module Due	Sunday, October 5th, 11:59pm
Week 5	
Information Systems Module Due	Sunday, October 19th, 11:59pm
Week 6	
Statistics and Supply Chain Module Due	Sunday, November 2nd, 11:59pm
Week 7	
Management Module Due	Sunday, November 16th, 11:59pm
Weeks 8-15	

## Exit Exam Scheduling

### On-Campus Testing (Recommended)

- **Opens:** Week of **November 9th, 2025**
- **Closes:** **Sunday, November 26th, 2025 at 11:59 PM**
- You will receive sign-up instructions after passing the final **Management module and the all modules completed box has been checked as completed by Instructor.**
- Seats are limited, so you must schedule in advance.
-  Strongly recommended: On-campus testing is the most reliable option.

### Remote Testing through ETS (Optional, Paid Service)

- **Opens:** Week of **November 9th, 2025**
- **Closes:** **Sunday, November 26th, 2025 at 11:59 PM**
- This option requires a fee paid directly to ETS.
-  Note: Remote testing may experience technical issues. Choose this only if you are unable to come to campus.

### Important Reminder:

You must schedule your exam in advance. Slots are limited, and while you have several weeks to register, **do not wait until the final week**, as spaces may fill quickly.