

BTS 300 and 400 Handout

Both BTS 300 & 400 are required for ALL majors in our department.

BTS 300 is now a pre-requisite for BTS 400

BTS 300:

- Required of Juniors
- To be taken **fall** of Junior year
- Student **MUST** register for BTS 300 just like a class (has 0 credit attached)
- Students **MUST** also sign up for "COMmunications NOW" event – held the **first** Friday in December each fall semester
- Proven attendance at "COMmunications NOW" event counts for credit in BTS 300 (proven attendance is the student's name on the sign-in sheet)
- If student is **BOTH** registered for BTS 300 & attends "COMmunications NOW" event – nothing else needs to be done – credit will be given
- If student does not attend COMmunications NOW" event – student will not get credit and cannot take BTS 400 or graduate

BTS 400:

- Required of all Seniors
- To be taken **spring** of Senior year
- Student **MUST** register for BTS 400 just like a class (has 0 credit attached)
- Students **MUST** attend Professional Skills Day - first Friday in April of each spring semester
- Students do **not** need to additionally register for Professional Skills Day – if registered for BTS 400, they are automatically registered for the event
- Students **MUST** attend to get credit - pick up packet at registration table that day and turn in "Passport" at end of the event
- If student does **NOT** attend Professional Skills Day – student will not get credit for BTS 400 and cannot graduate

Exceptions:

*Student can substitute an **ALTERNATE** event for either COMmunication NOW **or** Professional Skills Day event with approval of adviser **only** IF student cannot attend either event for a legitimate reason

***Student & adviser** must fill out a **College Exception Form** indicating a "Substitution" (subbing alternate event for BTS 300 OR BTS 400 – be sure to use the correct # - check CARES report) – fill out form completely

*Proof of attendance at alternate event **MUST** be attached to form

*On CARES report, **CR** means Credit awarded for BTS 300/400, **NC** means No Credit awarded (must repeat) and **WC** means Waived Course (no repeat needed)