

Syllabus

SCHOOL OF MANAGEMENT MBA 560: PRACTICAL BUSINESS APPLICATION I

(3 Credit Hours)
Effective: Spring 2009

Block, P. (1999). *Flawless consulting: A guide to getting your expertise used* (2nd ed.). San Francisco, CA: Jossey-Bass.

Rossett, A. (1999). *First things fast: A handbook for performance Analysis*. San Francisco, CA: Jossey-Bass.

*Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

MBA 560: PRACTICAL BUSINESS APPLICATION I

FACULTY

Faculty Name:

Contact Information:

[Instructor may insert personal message if desired]

COURSE DESCRIPTION

In this course you will prepare for your application project. You will exercise the interviewing, project planning, proposal writing and other skills learned in the program in a real world situation.

Prerequisites: This course is to be taken at the end of the MBA program after all of the required MBA core courses. Exceptions to this policy will require the approval of the MBA Program Director.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are listed on the My.CityU portal at Library>Resources by Course.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Professional Competency
- Professional Identity
- Strong Communication and Interpersonal Skills
- Critical Thinking
- Commitment to Ethical Practice and Service
- Lifelong Learning

PROGRAM CONTEXT

This course is the first of the two that conclude the MBA program. Along with MBA 565, this course allows you to bring together all of the skills that you have learned and apply them to a real-world problem or need. This course contributes to the following end-of-program outcomes:

- Communicate effectively both orally and in writing with internal and external stakeholders;
- Leverage managerial effectiveness through recognition of individual strengths, values and business philosophy;
- Use people skills to manage diverse work environments and navigate organizational politics;
- Capitalize on business opportunities in a rapidly changing environment by thinking critically and applying quantitative procedures and tool;
- Recognize when information is needed; find, evaluate and use it to support continuous professional and organizational development;

- Manage projects successfully through effective resource allocation, use of technology, and cross-functional awareness.

COURSE OUTCOMES

After completing this course, you will be able to:

- Provide business management services to the community;
- Manage projects successfully through effective resource allocation, use of technology and cross-functional awareness;
- Plan and develop a business strategy for viable business opportunities.

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

The course will cover the following concepts and topics:

- Performance analysis;
- Consulting.

OVERVIEW OF COURSE GRADING

The grade you receive for the course will be derived using City University of Seattle’s decimal grading system, based on the following:

| Overview of Required Assignments | % of Final Grade |
|----------------------------------|------------------|
| Discussion Participation | 20% |
| Non-Disclosure Agreement | 20% |
| Practicum Agreements | 40% |
| Time Logs | 20% |
| TOTAL | 100% |

SPECIFICS OF COURSE ASSIGNMENTS

Your instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Discussion Participation

Whether online or in-class, you will participate in discussions related to performance analysis and consulting as described in the Rossett and Block texts.

| Components | % of Grade |
|------------------------------------------------------|------------|
| Meets requirements in a timely manner | 25% |
| Adds insightful or new ideas and comments | 25% |
| Appropriately references resources, where applicable | 25% |

Writes clearly, concisely, and grammatically

25%

TOTAL

100%

Non-Disclosure Agreement

You will use the template in the Practicum Handbook to prepare and execute a Non-Disclosure / Data Access agreement in accordance with the requirements of the practicum site's requirements.

Practicum Agreement

Using the template in the Practicum Handbook, you will prepare a Practicum Agreement that will describe, in sufficient detail, the work involved in the practicum.

Time Logs

Using the templates in the Practicum Handbook, you will prepare weekly time logs detailing what you have done on your practicum. These logs are to be submitted to the Practicum Advisor as each sheet is completed.

COURSE POLICIES

This document provides an overview of the course foundation elements, assignments, schedules, and activities. For information about general, City University of Seattle policies, please see the City University of Seattle catalog. If you have additional questions about the course, please contact your instructor.

Late Assignments

Students are expected to meet submission requirements for assignments in a timely manner. Evaluation includes an assessment of timeliness. Late assignments jeopardize your learning, and may also penalize your classmates as most assignments will not be returned to students until all students have submitted their work. Late submission of assignments may be penalized up to 50% of the grade per week. Your instructor will provide additional details.

Quizzes, exams, and comprehensive assessments must be taken at the scheduled times. Any absences or late submissions must be approved by your instructor before the scheduled assessment date. Not completing a quiz, exam, or comprehensive assessment in a timely manner will result in a grade of zero unless a student has been preapproved by the instructor to complete the assessment at an alternative time.

Participation

Whether in class, online, or in a mixed mode setting, students will be graded on their participation in classroom discussions; their ability to present, explain, or defend alternative viewpoints; and the degree to which they have mastered the concepts and principles addressed in this course. Written work will be assessed not only on relevance to the subject presented, but also on adherence to good written form and professional presentation.

Students are expected to be actively engaged in all discussions as well as other activities. Active engagement means contributing substantive, thoughtful and reflective responses. For online classes,

students must post their initial responses during the first three days of the week, and their responses to other students' postings during the last four days of the week.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Scholastic Honesty

Scholastic honesty in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. You are responsible for understanding CityU's policy on scholastic honesty and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Scholastic Honesty* under *Student Rights & Responsibilities*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if s/he is present at any time during the class session. For online classes, a student has attended if s/he has posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Attendance Policy for Mixed Mode, Online and Correspondence Courses*.

SUPPORT SERVICES

Disability Resources

If you are a student with a disability and you require an accommodation, please contact the Disability Resource Office as soon as possible. For additional information, please see the section in the [University Catalog](#) titled *Students with Special Needs* under *Student Rights & Responsibilities*.

Library Services

In order to help you succeed in this course, you have access to library services and resources 24 hours a day, seven days a week. CityU librarians can help you formulate search strategies and locate materials that are relevant to your coursework. For help, contact a CityU librarian through the [Ask a Librarian](#) service. To find library resources, click on the [Library](#) link in the My.CityU portal.

Smarthinking

As a CityU student, you have access to 10 free hours of online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at info@cityu.edu to request your user name and password.