



Syllabus

SCHOOL OF MANAGEMENT MBA 565: Practical Business Applications II

3 Credits
Effective: Fall 2014

*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.*

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

In this course you will complete your application project and write up the results. You will spend time reflecting on your leadership and management style as it has evolved throughout the program. You will polish your presentation skills by presenting your practicum results.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are available from the [Course Document Lookup](#).

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Professional competency and professional identity

COURSE OUTCOMES

In this course, learners:

- Assist an organization to achieve its business goals
- Complete a business application project
- Demonstrate professional strengths and business philosophy
- Persuade and influence others in business decisions

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Business performance evaluation
- Consulting
- Documentation and presentation of accomplishments
- Leadership
- Performance Analysis

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Time Logs	10%
Final Practicum Report	40%
Practicum Results Presentation	25%
Supervisor Evaluation	15%
Discussion Board	10%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

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

Time Logs

The Time Log is a simple form that can be used to record the amount of time that students spent in activities related to their project along with an account of the tasks accomplished. An entry on the Time Log should be completed each time students are at the site or work on anything related to the practicum. Using the templates in the Practicum Handbook, students will prepare weekly time logs detailing what they have done on your practicum. These logs are to be submitted to the Practicum Advisor as each sheet is completed.

Activities that are mentioned on the Time Log should be consistent with the goals and expectations outlined in the practicum agreement. If substantial changes occur in the nature of the practicum, the agreement should be rewritten and an updated agreement should be submitted to the Practicum Advisor.

<i>Components</i>	<i>% of Grade</i>
Frequency and detail of entries	100%
TOTAL	100%

Final Practicum Report

Students are required to write a practicum report at the end of their experience. The report summarizes and assesses the work that was completed during the practicum. The standard length of the report is a minimum of eight to ten typewritten, double-spaced pages. The practicum report should include the following attachments: Practicum Agreement, the evaluations, and the Time and Activity Logs. Please use the following guidelines when preparing the report.

Description of the Project:

- Provide a description of the project and a problem statement.
- How was the project identified and selected?

- What was the overall importance of this project to the site?

Summary of the Analysis that was Performed:

- What were the specific needs of the site in relation to this practicum?
- Describe steps that were taken to ensure that the practicum would address the site's needs.
- What sources of information were consulted during the analysis?
- How were symptoms differentiated from root cause to ensure that the practicum would be addressing a real problem or need?

Possible Solutions:

- List and describe the possible solutions that were considered.
- Which solution was selected and why was it better than the others?
- Describe the process of implementing the selected solution and describe the people, time, and other resources that were needed to ensure a successful implementation of the solution.

Evaluation:

- What evaluation process was put into place to ensure that the selected solution was meeting its objectives?
- What can the site personnel do to ensure that the selected solution continues to be successful?
- What was students' overall impression of the practicum and its long-range impacts on the selected site?

Documentation:

- Include a copy of the practicum agreement, the time and activity logs, and evaluations. Provide any explanations that are necessary.

Complete the practicum along with all agreed-upon deliverables, evaluate the project upon completion, and write a final practicum report.

<i>Components</i>	<i>% of Grade</i>
Completeness of Analysis	30%
Solutions and Recommendations	30%
Writing Mechanics	10%
Reflection on Practicum Outcomes and How Practicum Met Goals	30%
TOTAL	100%

Practicum Results Presentation

Deliver a presentation to your class, as well as to the Practicum Site Supervisor, that summarizes the contents of the practicum report. Focus on how you met the practicum objectives (outcomes) and what skills you acquired or developed further.

<i>Components</i>	<i>% of Grade</i>
Completeness of Analysis	25%
Solutions and Recommendations	25%
Reflection on Practicum Outcomes and How Practicum Met Goals	30%
Writing Mechanics	10%
Slide Presentation	10%
TOTAL	100%

Supervisor Evaluation

The supervisor will assess student's performance based on: dependability of student, ability to work with others, ability to take direction, ability to work independently, feedback to supervisor, professional attitude, decision-making skills, problem-solving skills, communication skills, organizational skills, timeliness of work, quality of work and overall success of practicum.

<i>Components</i>	<i>% of Grade</i>
Evaluation by Practicum Supervisor	100%
TOTAL	100%

Discussion Board

Students are expected to contribute to the class several times throughout each week via the discussion board. Students are to post initial responses as well as the reply to two other students' by the end of each week. The forum is to help promote student-to-student discussion.

In the initial post, students must use at least one professional or academic resource as their primary source for this discussion. Examples of professional resources are the Economist, Wall Street Journal, and Advertising Age, etc. For academic resources, students can use the Project Management Journal, MIT Sloan Management Review, Journal of Marketing, or others. Also, include at least one in-text citation within the content of the post with the corresponding reference/s at the end, according to APA guidelines.

Students' initial post must be at least 300 words in length and posted by Day 3 of the learning week. After posting the first response, students have to read what others have written prior to responding. A response is required to at least two classmates' posts with substantial thought. That means that students should have at least 3 postings per topic. Classmate responses must be at least 100 words in length and posted by Day 7 of the learning week.

<i>Components</i>	<i>% of Grade</i>
Quality of Responses	80%
Timeliness	20%
TOTAL	100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

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.

Title IX Statement

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/> .

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity 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 academic integrity 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 Services Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

Library Services

CityU librarians are available to help you find the resources and information you need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

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 help@cityu.edu to request your user name and password.

