

# BUS/ENT 450-01, 01D: Directed Business Practice (FA17)

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## **BUS/ENT 450 - FALL – 2017 Directed Business Practice**

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### **COURSE DESCRIPTION**

#### **BUS/ENT 450: DIRECTED BUSINESS PRACTICE**

Planned work experience approved in advance by instructor. This is a web-based course that requires regularly scheduled work in an organization that sponsors your internship. In addition, the course requires reading, writing, and skill practice assignments.

Permission of the instructor is required. You cannot repeat the course for credit.

<http://bryan.uncg.edu/mgt/internship-application/> (Links to an external site.)  
[Links to an external site.](#)

### **INTRODUCTION**

If you have a general question about the course, you must use the “Ask the Professor” area of the Canvas discussion forum to ask your questions. I will check the “Ask the Professor” area regularly to respond to your questions. This is the BEST method of communicating your questions regarding the course with the professor. That way I will not have to answer the same questions repeatedly. Certainly, if your question is of a private nature, emailing your question directly to me is appropriate. If you do email me, you **MUST** put BUS/ENT 450 in the subject line; otherwise, your email will end up in a spam folder. I will answer your emails within 48 hours. **IF YOU DO NOT GET A REPLY, ASSUME I DID NOT RECEIVE YOUR EMAIL. PLEASE SEND IT TO ME AGAIN.**

**NOTE: YOU MUST ACTIVATE AND USE YOUR UNCG EMAIL ACCOUNT FOR THIS COURSE. ALWAYS USE YOU UNCG EMAIL ACCOUNT TO COMMUNICATE WITH ME ABOUT THIS COURSE.**

#### **BUS 450 COURSE OBJECTIVES:**

At the end of this course, you should be knowledgeable about major concepts and theories of Organizational Behavior. The learning outcomes for this course are the following:

1. Create a bridge of understanding between the academic theory and the workplace.
2. Apply specific goal-setting theories and practices in the work setting.
3. Develop stronger teamwork and leadership skills.
4. Develop a positive mutually supportive work relationship with the supervisor or mentor in the workplace.
5. Document the development of specific new skills as the result of this Directed Business Practice.

### **Textbook:**

**Elements of Style**, William Strunk, Jr. and E.B. White, Longman, 1999. This is a short, well-known, inexpensive writer's guide designed to help you make your writing more professional. The number one complaint that we hear from employers is that new college graduates are very poor writers. Consequently, I am a stickler for sentence structure, spelling, punctuation and grammar when grading your written work (journal entries, discussion board posts, and your final paper).

### **Graded Course Activities**

**Discussion Boards:** Periodically, you will participate in an online Discussion Board. Your internship experiences, previous work and school experiences and your course readings serve as the sources of our discussion topics. Please see the course Calendar section of the Syllabus for Discussion Board due dates. Each Discussion Board requires two separate posts from you. The first post will always be due by 11:59 pm Thursday, and the second post will always be due by 11:59 pm on Sunday. The online discussions will be threaded discussions under the DISCUSSIONS tab of Canvas. The discussion window is open for several days allowing students to participate at various times. **I will grade the quality, complexity, appropriateness of each student's posts. Discussions cannot be 'made up' so watch carefully for window times and not miss an enriching part of this course. The Discussion Boards carry the heaviest weight (30%) in calculating your final grade.**

**Internship Information Form:** You will find a blank copy of the Internship Information Form website at the top of this syllabus. **To pass the course, you must return this form on time by posting it as an attachment to a journal entry in the Internship (Special Project) Journal. The form will provide UNCG and me with basic facts about your internship, including employing organization, duties, job title, the name of your supervisor and contact information (address, email and telephone) for your supervisor. (Weight: 10% of the course grade.)**

**Internship Plan:** In the Internship Plan, you need to explain what you will be doing for your internship or special project. You should think of your Internship Plan as a road map or blueprint to help you complete your internship. In your plan, you need to identify your organization, your place within the organization and your task responsibilities. Identify the accomplishment you hope to achieve and identify the specific skills you

expect to learn. You need to discuss this assignment with your Internship Supervisor to make certain that both of you agree about the nature of the internship. **It is very important that the two of you be on the same page.** In the process of synchronizing your expectation, you and your supervisor should agree upon the total number of hours you will work. You also need to agree upon a schedule that you will follow to ensure that you will work the number of hours promised to earn the semester hours of credit for which you enrolled. If you have signed up for three-semester-hours of credit, **you should work a minimum of 150 hours for the sponsoring organization. If you do not work the number of promised hours, I may reduce your grade or cancel your enrollment. Your Internship Plan is his assignment is due on Friday of the second week of the course. (Weight: 10% of the course grade.)**

### **Internship (Special Project) Journal:**

This journal serves several purposes. First, the Internship (Special Project) Journal serves as a drop box for your Internship Information Form.

Second, your Internship (Special Project) Journal allows you to keep an ongoing account of your internship activities and experiences. The Internship (Special Project) Journal is located under its own tab in Canvas. Although you may use the journal as often as you wish, I compile and grade your journal entries in Weeks 5, 11 and 14. The Course Calendar section of this syllabus gives the exact due dates. **Your grade for this portion of the course comes from the averages of all your journal grades throughout the semester. (Weight: 20% of course grade.)**

**Reflections on the Internship:** Your **final exam** for this course is a paper titled **Reflections on my Internship**. The purpose of the paper is to document what you learned while participating in an internship. The **paper should be about 500 words long and should be a thoughtful account of your journey through the internship, the insights you gained and skills you developed as a participant in the internship.** I will grade the paper on both its **content and the quality of your writing.** I am a stickler for quality writing, which I will judge in terms of clarity, organization, grammar, spelling and punctuation. **(Weight: 20% of course grade.)**

**Course Evaluation:** Near the end of the semester, you will have the opportunity to evaluate this course. If you complete the online evaluation while the window is open, you will receive full credit for completing the evaluation. **(Weight: 5% of the course grade.)**

Discussion Boards 35%  
Internship Information Form 10%  
Internship Plan 10%  
Internship Journal 20%  
Reflections on the Internship (paper) 20%  
Completion of Course Evaluation 5%

### **Grading Scale:**

A+ 97-100 B+ 87-89.99 C+ 77-79.99 D+ 67-69.99 F below 60  
A 94-96.99 B 84-86.99 C 74-76.99 D 64-66.99  
A- 90-93.99 B- 80-83.99 C- 70-73.99 D- 60-63.99

**NOTE:** As an intern, you are representing not only yourself but also the University. We expect you to conduct yourself as a professional in your role as an intern. If, in the opinion of your instructor, your behavior as an intern reflects negatively on the University, your instructor may void your enrollment or give you an "F" at his discretion.

## **Calendar for BUS/ENT 450 - Fall 2017**

### **Entrepreneurial Leadership**

Course Week Readings, Assignments, Alerts and Due Dates for the Week

#### **Week 1**

##### **August 15 - 20**

- Work as assigned by your Internship supervisor.
- Week 1 Discussion Board: "**Introduce Yourself**" (Not Graded)

#### **Week 2**

##### **August 21 - 27**

- Work as assigned by your Internship supervisor.
- Submit your **Internship Information Form** – Due by Thursday at 11:59 pm (Graded) Submit this form as a journal entry attachment in the **Internship (Special Project) Journal**.
- Week 2 Discussion Board: "**Linking My Internship to My Career Goals**", posts are due on Thursday and Sunday. (Graded)
- **Complete the ENT Propensity and PsyCap Surveys. Note-you must complete both surveys at the beginning and end of class due by 31st of August at 11:59 pm.**

#### **Week 3**

##### **August 28 - September 3**

- Work as assigned by your Internship supervisor.
- Submit your **Internship Plan** - Due by 11:59 Sunday (Graded).

#### **Week 4**

##### **September 4 - 10**

- Work as assigned by your Internship supervisor.

## **Week 5**

**September 11 - 17**

- Work as assigned by your Internship supervisor.
- Internship Journal entries for weeks 1 - 5 due by 11:59 pm Sunday (Graded) Submit your journal entries to the **Internship (Special Project) Journal**.

## **Week 6**

**September 18 - 24**

- Work as assigned by your Internship supervisor.

## **Week 7**

**September 25 - October 1**

Work as assigned by your Internship supervisor.

- Week 7 Discussion Board: "**Learning Skills through my Internship**" (Graded). Posts are due on Thursday by 11:59 pm and Sunday by 11:59 pm.

## **Week 8**

**October 2 - 8**

- Work as assigned by your Internship supervisor.

## **Week 9**

**October 9 - 15**

**Fall Break-no classwork for you to do!**

- There are no academic assignments this week. However, you may still need to work as assigned by your Internship supervisor. Your internship sponsor may or may not participate in the Break. Be sure that you understand your sponsor's expectations.

## **Week 10**

## October 16 - 22

- Work as assigned by your Internship supervisor.
- Week 10 Discussion Board: "**Mistakes I Will Not Make Again**". Posts are due at 11:59 pm Thursday and at 11:59 pm Sunday. (Graded)

## Week 11

### October 23 - 29

- Work as assigned by your Internship supervisor.
- Submit your Internship Journal entries for weeks 6 & 11 to the **Internship (Special Project) Journal** - due by 11:59 pm Sunday. (Graded)

## Week 12

### October 30 - November 5

- Work as assigned by your Internship supervisor.
- Week 12 Discussion Board: "**Understanding my Organization's Culture**", posts are due at 11:59 pm Thursday and 11:59 pm Sunday. (Graded)

## Week 13

### November 6 - 12

- Work as assigned by your Internship Supervisor

## Week 14

### November 13 - 19

- No additional academic assignments. Check with your internship supervisor about your work schedule this week.

## Week 15

### November 20 -26

- Submit your Internship Journal entries for weeks 12 - 15 - due by 11:59 pm Sunday. (Graded) Submit your journal entries to the **Internship (Special Project) Journal**.

- **Complete the ENT Propensity and PsyCap Surveys. Note-you must complete both surveys at the beginning and end of class due by 30th of Apr at 11:59 pm.**

**Week 16  
November 27 - 28**

- Work as assigned by your Internship supervisor.
- Last Day of Class – Tuesday November 28
- Paper: **Reflections on the Internship** (due by 11:59 pm Wednesday November 29 (Graded))

## Course Summary:

Date	Details	due by 11:59p
Sun Aug 27, 2017	<a href="#">ENT Propensity Survey &amp; PsyCap Beginning of Class</a>	due by 11:59p
	<a href="#">Internship Form</a>	due by 11:59p
	<a href="#">Week 2 - Linking Your Internship to Your Career Goals</a>	due by 11:59p
Sun Sep 3, 2017	<a href="#">Internship Plan</a>	due by 11:59p
Sun Sep 17, 2017	<a href="#">Internship Journal - Week 5</a>	due by 11:59p
Sun Oct 1, 2017	<a href="#">Week 7 - Learning Skills Through Your Internship</a>	due by 11:59p
Sun Oct 22, 2017	<a href="#">Week 10 - Mistakes I Will Not Make Again</a>	due by 11:59p
Sun Oct 29, 2017	<a href="#">Internship Journal - Week 11</a>	due by 11:59p
Sun Nov 5, 2017	<a href="#">Week 12 - Understanding Your Organization's Culture</a>	due by 11:59p
Sun Nov 26, 2017	ENT Propensity Survey & PsyCap End of Class	due by 11:59p
	<a href="#">Internship Journal - Week 15</a>	due by 11:59p
Tue Nov 28, 2017	<a href="#">Course Evaluation</a>	due by 11:59p

**Date**

**Details**

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[Reflections on the Internship](#)

due by 11:59p

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[Letter Grade](#)

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