

**UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
BRYAN SCHOOL OF BUSINESS AND ECONOMICS
DEPARTMENT OF MANAGEMENT
COURSE SYLLABUS**

COURSE NUMBER: BUS/ENT 450

COURSE TITLE: Directed Business Practice

CREDITS: 3:3

PREREQUISITES / COREQUISITES: Junior standing. Minimum 2.0 GPA. Instructor Approval
INSTRUCTOR INFORMATION:

Instructor: John Ceneviva

Office: 354 Bryan Building

Phone #: 336-906-4509 (cell / preferred)

Monday and Wednesday 1:30 -3:00 PM By Appointment only. Appointments allow me to reserve a time during my office hours for you. Also...in person or phone meetings anytime you need them.

Email address: jjcenevi@uncg.edu

COURSE DESCRIPTION

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

You cannot repeat the course for credit. The internship must be approved in advance by the instructor. See your Academic adviser for the application form.

Welcome to Directed Business Practices. First off, this is not a required course for most Business majors. So, I congratulate you for choosing this course. You have made a wise decision. The academic research that has been completed on experiential courses in general and an internship specifically indicates that college graduates who have completed one or more internships during their college career have a huge advantage in their first post graduate job. Student accuracy in selecting a motivating career path increases dramatically as does early career success. I look forward to working with you to make this a positive experience that will benefit you for a lifetime.

You may contact me with a question anytime. If I feel the entire class may have the same question, I will post it on the Ask The Professor Discussion Board or address it in an announcement.

Note: You must activate and use your UNCG email account and canvas alert system to participate in this course. Do not ignore an email from me or a canvas announcement.

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 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.

COURSE ORGANIZATION AND REQUIREMENTS

Home/Modules Section of Canvas-This course is organized into 15 modules that correspond to the 15 weeks of the semester. Every assignment, whether you submit it into an assignment box or post it to a discussion board, can be accessed through the HOME TAB of Canvas. I have set it up to be the Home Page. It is where **you** should go each week to complete any course requirements. Modules run from Monday through Sunday. Assignments and Discussion Boards will open on the Thursday before the start of the Module. That provides an 11-day window allowing you to complete assignments at your convenience.

Course Schedule appears in Canvas-→ Home Tab.

Conference Call/Biography: You are required to attend a conference call on **Sunday 1/19 Time 300PM. You will receive a Canvas notice telling you how to join the Conference call.** The purpose of the call is for me to check in with all of you at one-time early in the course to be sure everyone is comfortable with their internship, the assignments and my grading procedure. This conference call is mandatory.

You also are required to post a Biography to introduce yourself by Friday 1/17. This is in advance of the conference call so all students in the class can read your Bio The conference call and the Biography are a combined requirement. Missing either will be treated like an incomplete assignment.

Discussion Boards: I consider class interaction essential even in an online course. Therefore, two assignments are completed on discussion boards. Those assignments are due by Friday of the Module during which they are assigned. You are required to post to two classmate's by midnight Sunday, the last day of the Module. The online discussions will be threaded discussions. **I will grade the quality, thoughtfulness, and appropriateness of each student's posts.** Discussions cannot be 'made up' so watch carefully for assignment windows. The original post and the classmate responses have equal weight. You can not complete a post without doing the assignment. If you fail or forget to post, you will receive a 50% grade reduction,

Internship Plan: In the Internship Plan, you need to explain what you will be doing for your internship. You should think of your Internship Plan as a road map to help you complete your internship. Detailed directions are on canvas.

You need to discuss and gain the approval of this assignment from your Internship Supervisor to make certain both of you agree about the nature and scope of the internship. Failure to obtain supervisor approval will result in this assignment receiving a zero. It is very important that the two of you are aligned on expectation—schedules and deliverables.

Importantly, you must ensure that you will work 150 hours during the semester as required by the Bryan school.

Internship Journal: You will be required to maintain a journal of your key activities, accomplishments and learning during each week of the semester. This way you will have a record of your activities and accomplishments that you could refer to at any time to explain to any interested individual (like a potential employer) what you learned during your internship. **A form is provided (see Module 5 for the form).**

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 your internship. Detailed directions are on Canvas.

Course Evaluation: Near the end of the semester, you will have the opportunity to evaluate this course. If you complete the online evaluation, you will receive full credit for this assignment.

Supervisor Feedback. I will communicate with your supervisor via email before the semester begins to ensure s/he understands the importance their role during the Internship.

I will let them know that you, the intern, will be held accountable for failure to meet any of these requirements. Specific Supervisor Requirements include:

- Approval of the Internship Plan
- Written Midterm and Final Performance Evaluation
- Face to face review session with the Intern for each Performance Evaluation

Grade Mix

Conference Call and Biography	5%
Discussion Boards	20%
Internship Plan	10%
Internship Journal	15%
Reflections on the Internship (paper)	20%
Supervisor Feedback	25%
Completion of a Course Evaluation administered by the Bryan School.	5%

Grading Scale

Grade	Percentage Score	Grade	Percentage Score
		C+	77-79
A	94+	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63

NOTE: 1) PROFESSIONALISM --As an intern, you represent yourself and the Bryan School. I expect you to conduct yourself in a professional manner in your role as an intern. If, in the opinion of your instructor, your behavior on the job, toward your classmates or toward the course instructor or grader is judged to be disrespectful or reflects negatively on the University, I reserve the right to either 1) void your enrollment, 2) deduct up to 10 points from your final grade or 3) assign you an F for the course. You will be notified if this is an action I intend to take.

2) Every assignment has a posted due date. **No assignments will be accepted late or incomplete.**

3) **Grade Appeals** If you think you were not graded fairly you may appeal the grade within 7 days of receiving the grade. Grade appeals must be in writing and clearly state why you are appealing the grade. Grade Appeals have three possible outcomes—your grade will go up, stay the same or go down. **GENERAL RUBRIC FOR WRITEN ASSIGNMENTS:**

Exceptional Work –"Top of The Class". No or very minor issues with grammar or writing style A/A- 90+
Superior Work- "Perfectly Acceptable" for an Upperclassman. A few issues with writing style/grammar none of which interfered with reader comprehension B/B- 80- 89
Good Work but needs some additional attention in either content or writing style C/C- 70- 79
Work Considered Unacceptable. Content off topic ...many writing errors D/D- 60-69
Work Incomplete F= 0

NB: Do not expect extensive comments if your work receives a 90 or better. You may contact me for an explanation of your grade without appealing your grade. Request a phone appointment via email and provide several date/times you can talk.

Written Communication. Your ability to communicate well is an important aspect of this course. As you can see from the grading rubric, written skills are a grading factor. To that end, I have posted a set of guidelines for effective business writing prepared by the Faculty of MKT 309 as attachments to this syllabus.

ACADEMIC INTEGRITY POLICY: Academic integrity is central to UNCG's mission and necessary to its vision as a "student-centered university". You are expected to adhere to the principles of the University's Academic Integrity Policy as described in the Student Handbook (<http://sa.uncg.edu/handbook/academic-integrity-policy/>).

The Bryan School has prepared guidelines for student conduct. https://bryan.uncg.edu/wp-content/uploads/2017/08/faculty_student_guidelines.pdf

ADDITIONAL REQUIREMENTS/INFORMATION

DISRUPTIVE BEHAVIOR POLICY: The instructor may withdraw a student from the course for behavior deemed by the instructor to be disruptive to the class. The grade assigned will be "W" if the behavior occurs before the deadline for dropping a course without academic penalty, and the instructor has the option of giving a "W" or a "WF" if the behavior occurs after the deadline.

ACCOMODATION FOR STUDENTS WITH DISABILITY: Any student with disability requiring reasonable accommodation should inform me by email within the first week of class. The student must also provide me with a letter from the Office of Accessibility Resources and Services (OARS) with enough lead time for me to provide the specified accommodation(s).

RELIGIOUS HOLIDAYS: If you who cannot participate in a required course activity or assignment on the scheduled due date due to religious conflict must inform me by email within the first two weeks of class so that we can make alternative arrangements.

ACADEMIC/STUDENT SUPPORT SERVICES: There are several Academic and Student Support Services available to students that you may use. These include the Student Success Center, the Writing Center, Office of Accessibility Resources and Services (OARS), Information Technology Services (ITS) and The Student First Center. You are supporting these services with your tuition payments. Please use them to them to improve your learning at this institution.

COURSE OUTLINE THAT INCLUDES ALL ASSIGNMENTS AND DUE DATES IS POSTED ON CANVAS (HOME TAB). I RESERVE THE RIGHT TO CHANGE THE SYLLABUS OR COURSE SCHEDULE WITH STUDENT NOTICE.