Spring 2023

Meeting days: Online	**Instructor title and name:** Nick Wolf
Meeting times: Online	**Phone:** 949-294-1529
Meeting location: Onine	**E-mail:** nickwolf@pointloma.edu
Final Exam: NA	**Office location and hours: Wednesdays 5:00-5:30 Via Zoom.** As well I can be reached at anytime to set a meeting via Zoom.
Additional info:	**Additional info:**

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION

This course requires practicum experience where students exercise decision-making skills, problem-solving skills, communication skills, and business knowledge acquired in the student's academic program. In addition, students create a professional online e-portfolio including cover letter, resume, letters of recommendation, personal background, target industry information, work samples, and internship reports/evaluations. "C" Designation is for California Internships. "E" Designation is for Out of State Internships. Graded Credit/No Credit.

COURSE LEARNING OUTCOMES

Upon completion of this course, students will be able to:

1. Apply business knowledge and skills to address needs in the work setting (PLO 1).
2. Create and deliver a professional presentation (PLO 3).

3. Evaluate a business' internship program and practices by synthesizing research and experience (PLO 2).
4. Prepare a research report using proper APA format and clear organization (PLO 3).
5. Employ values of integrity, work ethic, and professionalism in the work setting (PLO 4).
6. Create a professional ePortfolio (PLO 3).
7. Collaborate effectively with others in the workplace (PLO 5).

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3 unit class delivered over 8 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 115 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

ENTIRE CLASS
- Blake, J. (2016) Pivot The Only Move that Matters is the Next One. ISBN-9781591848202

STUDENTS COMPLETING INTERNSHIP OR SPECIAL PROJECT AT WORK (CHOOSE ONE)
- Whyte, D. (2001) Crossing the Unknown Sea, Work as a Pilgrimage of Identity. ISBN 978-1573229142
- BUCKINGHAM, M. (2007) Go Put your Strengths to Work, 6 Powerful Steps to Achieve Outstanding Performance. ISBN 978-0-7432-6168-5

STUDENTS COMPLETING A SERVICE LEARNING PROJECT (CHOOSE ONE)
- Donahue, D. and Plaxton-Moore, S. (2018) The Student Companion to Community-Engaged Learning. ISBN 9781620366493
- Farber, K. (2011) Change the World with Service Learning. ISBN 978-1-60709-696-2

STUDENTS COMPLETING A PROJECT WITHIN THEIR OWN BUSINESS (CHOOSE ONE)
- Sinek, S. (2009) Start With Why, How Great Leaders Inspire Everyone to Take Action. ISBN 978-1-59184-644-4
- Collins, J. (2001) Good to Great, Why Some Companies Make the Leap and Others Don't ISBN 0-06-662099-6
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ASSESSMENT AND GRADING

Sample assignment approximate hours:	Sample grade scale:
• Pivot Book Paper – 10 Hours • Resume – 7.5 Hours • Video Cover letter – 7.5 Hours • Letter of Recommendation – 5 Hours • Ethics Paper – 17.5 Hours • Final Paper – 7.5 Hours • Practicum Project – 60 Hours • Total Hours – 115 Hours	CLASS IS CREDIT/NO CREDIT

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

At the Mission Valley (MV) campus we have an onsite chaplain, Rev. Gordon Wong, who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at mvchaplain@pointloma.edu or gordonwong@pointloma.edu. Rev. Wong's cell number is 808-429-1129 if you need a more immediate response.

In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog.

See the Academic Honesty Policy in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

COURSE MODALITY DEFINITIONS

1. In-Person: Course meetings are face-to-face with no more than 25% online delivery.

2. Online: Coursework is completed 100% online and asynchronously.

3. Online Synchronous: Coursework is completed 100% online with required weekly online class meetings.

4. Hybrid: Courses that meet face-to-face with required online components.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed

20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See ADC Academic Policies in the Graduate and Professional Studies Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition: A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

USE OF TECHNOLOGY

In order to be successful in your course, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use for any online or hybrid classes. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. No requests for early examinations or alternative days will be approved.

COURSE ASSIGNMENTS DESCRIPTIONS

ASSIGNMENT	ASSIGNMENT DESCRIPTION	ASSIGNMENT DUE DATE
Reflection Paper based on Pivot	3-4 page reflection paper based on the book Pivot by Jenny Blake. Must be in APA format, uploaded into Canvas assignment.	First Term
Resume	Attach your resume as a pdf. Be sure you've made recommended revisions from feedback you were given in BBU 3013.	First Term
Video Cover Letter	Create a 1-minute video cover letter based on direction in Canvas assignment. (Examples are provided in the assignment)	First Term
Letter of Recommendation	Your recommender should be an academic source (academic advisor or professor) or professional source (former employer, current employer). Letters should be on company letterhead and include the signature of the recommender.	Second Term
Ethics Case Study Paper	This assignment is designed to help you learn how to analyze ethical dilemmas by looking at the economic outcomes, legal requirements, and ethical duties, so you may form a strong moral recommendation that you can live with and is irrefutable.	Third Term
Practicum Proposal	Describe in Detail: Your job responsibilities and the kind of assignments/projects you will be working on while interning, or volunteering. For business owners describer the change you are looking to make in your organization. Please formulate these as student learning outcomes. For example: "I will learn to demonstrate professional presentation skills" or "I will learn to effectively conduct an audit"	Term of Practicum
3 required Signature Forms	Print sign/scan the 3 forms and upload into Canvas.	Term of Practicum
Final Practicum Paper	Please follow the detailed directions in the attachment in the Canvas assignment. This report will be assessed by not only your instructor but also other faculty members in the FSB for assessment purposes. Please follow directions carefully for content and citing in APA format to ensure you submit an error-free, professional report. You are also asked to reference the "Fresh Faces" article in the Canvas assignment	Term after Completing Practicum
Supervisor/Mentor Survey	This online evaluation must be completed after finishing your project. Again, your supervisor must complete this online evaluation by following the link in Canvas. Please reach out to your professor when you are ready to forward this link to your supervisor.	Term after Completing Practicum