

**Fall 2020**

<b>Meeting days:</b> Online	<b>Instructor title and name:</b> Matt Boyne
<b>Meeting times:</b> As needed	<b>Phone:</b> 760.715-8071
<b>Meeting location:</b> Canvas	<b>E-mail:</b> mboyne@pointloma.edu
<b>Final Exam:</b> None	<b>Office location and hours:</b> FSB 130 0900-1700 Wed.
<b>Additional info:</b> 8/31/2020-12/3/2020	<b>Additional info:</b> Call anytime.

**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 on-the-job experience in the business field 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. Credit/No Credit.

Prerequisite: BBU 3013

**COURSE LEARNING OUTCOMES**

Upon completion of this course, you 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 1-unit class delivered over 14-weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

**REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES**

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1. A [Student Wall Street Journal Digital Subscription](#) is recommended.
  2. [Strength Finders 2.0](#) if you did not complete this assignment in BBU 3013.
  3. [Keirseey Temperament Sorter](#)
  4. [Myers-Briggs 16 Personalities](#)
  5. BBU 4089 Student Handbook on Canvas Syllabus page.
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**ASSESSMENT AND GRADING**

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<u>This class is Credit/No Credit for all assignments.</u>	<u>Sample grade scale</u>  Credit or No Credit
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**INCOMPLETES AND LATE ASSIGNMENTS**

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

**SPIRITUAL CARE**

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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](mailto:mvchaplain@pointloma.edu) or [gordonwong@pointloma.edu](mailto: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**

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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 using the below link to view which states allow online (distance education) outside of California.

<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>

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### **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.

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### **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 Academic Policies in the PLNU Catalog for further policy information.

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### **PLNU ACADEMIC ACCOMMODATIONS POLICY**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

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### **PLNU ATTENDANCE AND PARTICIPATION POLIC**

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 Academic Policies in the Academic 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 hybrid/blended courses are expected to attend each week of the course. Attendance is defined as logging into the course each calendar week to check on updates and announcements. In addition, students must participate in the academic graded activities during the calendar week the assignments/activities are due. Students must also attend all scheduled face-to-face meetings. Students who do not attend at least once in any given calendar week will be issued an attendance warning. Students who do not attend at least once in any two consecutive weeks in the online 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**

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In order to be successful in the online environment, 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 compatible with their computer available to use. If a student is in need of technological resources please contact [student-tech-request@pointloma.edu](mailto:student-tech-request@pointloma.edu).

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

### **FINAL EXAMINATION POLICY**

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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. There is no Final Exam given on this class.

### **COURSE SCHEDULE AND ASSIGNMENTS**

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If you have started your Internship, please continue tracking hours with the form provided in our Handbook, found on the Syllabus page in Canvas. If you have difficulty finding the form, page 22 of the Handbook, let me know and I'd be glad to assist. If you have not started your Internship please submit:

1. Learning Agreement (pp. 19-20 of Handbook and included in Canvas Assignment)
2. Internship Proposal (p. 17 of Handbook and included in assignment in Canvas)...Complete before beginning hours.

3. Release from Liability (p. 18 of Handbook and Canvas)...Complete before beginning hours. Must be submitted in Canvas BEFORE you can start counting work hours – due the semester(s) you intern. Course Agreement and Signature Page.

The following are assignments due, on these dates for Fall 2020:

1. From BBU 3013, please submit your Mission, Vision and Goals paper from BBU 3013-**Due September 15, 2020**
2. The following assignment is due **October 15, 2020**. Please conduct a Strength Finders 2.0 personality assessment. If you did not complete this assignment in BBU 3013 please follow this process:
  - a. Please purchase this book-[Strength Finders 2.0](#). It is important to get the access code and used books won't give you access to the assessment. The least expensive way to take the 2.0 Assessment is to purchase the book through Gallup.
  - b. Take the assessment.
  - c. Over the seminar I'll provide weekly key learning points for your development from the text.
  - d. Take my learning points, look at your Strengths and ask...how will I best employ these strengths to create value?
  - e. Choose one of the following Personality Assessments (free):
    - i. [Keirseay Temperament Sorter](#)
    - ii. [Myers-Briggs 16 Personalities](#)
    - iii. Do both if you want...combined they maybe take a half hour
  - f. If you did take the assessment, use my weekly inputs to see how your strengths can be best employed to create value.
  - g. Please submit an evaluation of your strengths, what you learned, how you will use them and your learning from the other personality tests. A full explanation is on the Canvas site assignment, along with the grading criteria.
3. Information interviews completed in BBU 3013. Please submit **November 1, 2020**.
4. List of three professional contacts. Please submit **November 15, 2020**.
5. Professional Goals from BBU 3013. Modify as you desire using learning from Strengthfinders. Due **November 20, 2020**
6. Please submit a package of professional documents on **December 1, 2020**:
  - a. any certifications or professional credentials you have received.
  - b. Sample of Best Work
  - c. Team Formal Business Report BBU 3013
  - d. Team Marketing MKT 3032
  - e. Any non-profit or community service work?