

**Spring 2021**

(Items in table below are all ⊗required.)

<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 Wed 1000-1500
<b>Additional info: Can meet F2F (conditions permitting Fermanian 130)</b>	<b>Additional info: Call anytime</b>

**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**

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).

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## **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**

No texts are required.

## **ASSESSMENT AND GRADING**

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<u>Sample</u> assignment distribution by percentage: <ul style="list-style-type: none"><li>• The class is Credit/No-Credit for all assignments</li></ul>	<u>Sample</u> grade scale:  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 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**

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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>

## **PLNU COPYRIGHT POLICY**

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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**

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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.

### **PLNU ACADEMIC ACCOMMODATIONS POLICY**

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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.

### **PLNU ATTENDANCE AND PARTICIPATION POLICY** Ⓢ

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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.

### **COURSE SCHEDULE AND ASSIGNMENTS**

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This course is graded on a credit / no credit basis. It is comprised of both work hours and website assignments. Students who fulfill the requirements on time at an academic level expected of upper division university courses will receive credit for the course. However, assignments must be submitted on time (with only one tardy allowed). Students will be dropped from the course if more than one assignment is late. Students have an allowed "re-do" on each assignment, which is due with the next assignment. However, time runs out at the end of the semester and all assignments must be completed and assessed as acceptable by the last day of Final Exams. Failure to complete assignments on time and in an acceptable manner will result in a "no credit" for the course.

Credit for the BBU 4089 course is qualified by the following stipulations:

1. All work experience must occur during the dates in which a student is officially enrolled in the BBU 4089 course, and during the semester in which the student is officially enrolled in the course. No past or retroactive work experience will be counted for credit.
2. No work experience hours will be counted for credit in this course until official course paperwork is filed and accepted: **Internship Proposal** (p. 22), including **Learning**

**Agreement** (pp. 24-25) and **Release of Liability** (p. 23). See the **Steps to Securing an Internship** section (pp. 10-12) for more detailed information.

3. Acceptable work experience adheres to the purpose of the course, summarized in the **Course Description**. See the **Steps to Securing an Internship** section (pp. 10-12) for detailed information on the type of work experience that is acceptable for credit in this course.
4. An In Progress (IP) grade may be entered under circumstances in which the student delays the start of an internship and/or cannot finish the required hours due to extenuating circumstances beyond the control of the student. See the **Steps to Securing an Internship** section (pp. 10-12) for more detailed information.

The following assignments are due:

1. Updated Internship Memo-How many hours have been completed? Are you experiencing any problems? What are the key learning points? If completed, please note in the memo for administrative purposes. Please submit by February 1, 2021.
2. Video Cover Letter – If previously submitted, please resubmit. The reason for resubmission is the assignment will be assessed as to professionalism of presentation. Please submit by March 1, 2021.
3. Three Letters of Recommendation – The letters need not be long, no more than half a page single spaced is fine. The best approach is to consult with the recommender and offer to create a rough draft for modification. The letters completed in previous classes or experience may be resubmitted if still appropriate. Please submit by March 15, 2021.
4. Supervisor’s Final Feedback-A short document or email detailing lessons learned, opportunities to better contribute and evidence of superior performance. Please submit by April 30, 2021.
5. Thank you note for your Internship Organization. Please submit by April 30, 2021. If handwritten, a photo submission is fine.
6. Please submit all time sheets, if not previously done so. Please submit by April 30, 2021.

Final Internship Research Report. Please submit by May 2, 2021. This exercise will be assessed as part of Fermanian’s effort to continuously improve. All instructions are provided here, as well as on Canvas.

**Final Internship Research Report – Please note, failure to submit this essay will result in “No Credit” for this class and may delay graduation.**

**Contents of this report will require you to reflect on your internship experience, reflect on textbooks from your business program at PLNU, and read the following article found on Canvas under the assignment:**

Meinhert, D. (November 2013). “Fresh Faces: A Well-Planned Internship Program Can

Energize Your Enterprise." *Human Resource Magazine*.

**\*This paper must be college level work, error free, and follow APA format in order to receive credit for BBU 4089.**

**PAPER FORMAT (Maximum 5 total pages—including title page, 2-3 page report, and reference page):**

1. Title Page (including running head—1<sup>st</sup> three words of title—in upper left hand corner, title for paper centered, your name, date, and page number—see title page on this paper as an example).
2. Paper format (text of report is a required minimum of two full pages-double-spaced, error-free, demonstrates mastery of the English language):
  - ✓ First paragraph: Begin with an attention-getter (quote from a favorite book or author—include cite after quote—author's last name, date, and page) and preview 3 main points in paper.
  - ✓ Second paragraph: State and describe in detail (3-5 sentences) one concept from the internship article that you feel does make an organization's internship program successful. Be sure to include a citation after you mention or quote the concept or theory. Citation format is found at the bottom of this page. Provide a specific example from your internship experience to back the importance of this concept. Did the organization you interned for use this concept? If so, explain in detail how they used it and if it was beneficial.
  - ✓ Third Paragraph: Highlight one concept or idea from the article that the organization you interned for did NOT use. Do you think implementing it would help them? Why or why not? Explain in detail how it could have helped their internship program.
  - ✓ Fourth Paragraph: Make a connection from one concept or skill you exercised during your internship to a concept, skills, practice, or theory covered in one of your business courses (include book from the business course where concept is located, along with author's last name and page # concept is found on – Please note: simply referring to a lecture will not work – you need to cite a book). Point out how the two concepts are similar and any differences between the two. Please provide a detailed example to back your claim(s).
  - ✓ Concluding Paragraph: Summarize three main points (paragraphs covered) in one sentence. Creatively tie back to your attention getter. Shed new light or make creative connection to your attention-getter.
3. Reference Page is a new page at the end of your report (including three sources listed in alphabetical order—based on author's last name). See Proper Reference Page format on last page. The Three Sources include (be sure they are cited in your paper and listed on your reference page in proper APA format):

✓ Meinhert, D. (November 2013). "Fresh Faces: A Well-Planned Internship Program

Can Energize Your Enterprise." *Human Resource Magazine*.

✓ A textbook or reading packet from a business class (Source must have an author).

✓ The source you choose for your attention-getter (Source must have an author).

### **FINAL INTERNSHIP REPORT SUMMARY REQUIREMENTS AND GRADING CRITERIA:**

(Not following these requirements will result in re-writing paper and/or no credit for BBU 4089.

Please take your time to make sure you follow the requirements). Submit as a separate assignment in Canvas—labeled "BBU 4089 Final Internship Research Report."

1. Error-free paper. Minimum four pages (including title page with running head, two double-spaced pages of text for report, and reference page).

2. Professional Appearance and Language.

3. Claims are backed with detailed examples.

4. Concepts in paper are cited in APA format. Required three different, credible sources (each source needs to have a credible author).

### **CITING SOURCES IN THE SUMMARY (APA FORMAT):**

To cite a quote within in your paper: "add quotation marks around the exact words you are lifting" (Author's last name, date, and page).

To cite a paraphrase (something statement you've put into your own words from the book):

Use your own words followed by (author's last name and year).

5. The last page is a Reference Page in APA format. Need to list same sources as cited in text.

Each source needs to have a credible author and should be alphabetized on the page by the author's last name. This page should also include a page number. Please refer to the Ryan Library Guide to assist you in writing your reference page.