

**Campbellsville University**  
**Course/Seminar Syllabus**  
**Graduate Management CPT Seminar/Externship**  
**BA 500-71 H5**

**Course Description:** The Graduate Management Externship Courses Provide students with an opportunity to gain practical work experience linking that experience to School of Business and Economics Courses' Learning Outcomes. Students will submit updates of work performed and hours worked in the related management field as well as submitting two written reports (APA Format) linking School of Business and Economics Learning Outcomes to activities performed. Students must work at least 20 hours per week (on average) throughout the Academic period, be enrolled in at least one other Graduate School course leading to their degree, and maintain a 3.0 GPA. A maximum of six Externship Courses can be taken, however only one Externship Course can be taken in any one academic period. There are no graduate credit hours for this course/seminar.

**Course Prerequisite:** None

**Required Text(s) and Resources:** None

**Course Outcomes:** Students will be able to:

1. Articulate the link between relevant work experience and their graduate school courses
2. Apply concepts from their courses to relevant work experience
3. Apply Experiences from the workplace to their courses

**Assessment of Outcomes:** Specified on Course Outline

**Active Participation:** Campbellsville University cares that students attend their courses. Just as showing up for work is critically important to job security and work effectiveness, showing up for class is critically important for mastering the career skills and concepts necessary to obtain, maintain, and be promoted on a job. Every effort should be made to attend and academically engage in every class and/or laboratory session. If it becomes necessary for a student to drop a course, or to withdraw from school entirely, an official withdrawal form should be completed in Enrollment Services at the campus. For Online Courses contact the online academic services staff. All Students who with draw or are withdrawn from Campbellsville University are required to contact the Bursar for an Exit Interview.

Attendance will be recorded for each class meeting and absences that exceed the standards of this policy will result in students being administratively dropped from the course(s) affected. Attendance is taken and instructors are directed to report student attendance through the University's student records management system.

Students should be aware that credit hours associated with a course require a significant amount of work outside formal instruction. For more information about attendance and credit hours – including the variations that apply to labs, live, and online courses – please see the current catalog online, accessible through the student portal.

**Academic Integrity:** Cheating and plagiarism are serious offenses against the Campbellsville University's Academic Integrity and are consequently strictly prohibited. All students must familiarize themselves with the University policy on Academic Integrity. Penalties for cheating and plagiarism are described in the University policy on Academic Integrity in the current catalog. They can include failure for the assignment, failure for the course, or dismissal from Campbellsville University. For the complete Cheating/Plagiarism policy, please see the current catalog.

**Students with Disabilities:** Students who have disabilities that may impact their performance in this course should follow the process described under the heading Disabled Student Services in the current catalog.

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**Course/Seminar Syllabus**  
**Graduate Management CPT Seminar/Externship**  
**BA 500-78 H5**

**\*\*\* COURSE OUTLINE\*\*\***

**I. INSTRUCTOR INFORMATION**

Instructor: John Kenney  
Email: jpkenny@campbellsville.edu

Office Hours: M-F 8am to 6pm PST (CA time)  
Office Phone: 949 702-2828

**II. COURSE TEXTBOOK & RESOURCES**

None

**III. ASSESSMENT OF OUTCOMES**

Students will be able to:

1. Articulate the link between relevant work experience and their graduate school courses
2. Apply concepts from their courses to relevant work experience
3. Apply experiences from the workplace to their courses

Students will attend participate in three on – campus class sessions and will submit three written reports in APA format. You can find extensive details on APA format along with examples on the Campbellsville University Library’s web page. Student learning out comes will be assessed based on the following criteria:

Assessment	Weight	Outcome Assessed	Due Date
Attendance/Participation	30%	1	All residencies
Outcomes/Job Description Paper	10%	2	13 <sup>th</sup> April 2018
Externship Paper Draft	20%	1,2,3	18 <sup>th</sup> May 2018
Externship Paper	40%	1,2,3	3 <sup>rd</sup> July 2018
Total	100%		

**OUTCOMES/JOB DESCRIPTION PAPER**

The first paper requires you to introduce yourself and your organization as well as list the course objectives for the courses you are currently taking, excluding the externship course. You must include the official on-file job description as part of your submission. Each section should be set apart in the paper by a header.

1. **About Me** – Tell us who you are: Where you come from: where you live now; and what your hobbies and interests are.

2. **Course Outcomes** – Find and list the official course outcomes for each of your other (non-externship) courses. This list should be broken down by course with the proper course prefix, number, and name.
3. **About My Company** – Tell us about the company where you work: whether it is large or small; the industry that it serves (retail, hospitality, financial, healthcare, technology, government, education, etc.) the location of the company; and the company's major products and services. If you're employed as a contractor or consultant where the majority of your duties are carried out for a different organization than your official employer, you must complete this section for both organizations.
4. **My Job Description** – Include in this section the official job description as verified by your employer, externship site, or project manager.
5. **Resume** – Include your official up to date resume

### **EXTERNSHIP PAPER (and DRAFT)**

Since you will be taking different courses each quarter, you will be writing about your experiences with your courses from THIS quarter (not from previous quarter). Each section should be set apart in the paper by the appropriate header.

1. **Courses I Am Taking This Quarter** – List the two courses that you are taking this quarter. Include the number and name of each course, whether it is hybrid or fully online and the name of your instructor.
2. **Link outcomes from my first course to My Workplace** – List the detailed course outcomes (as found in your first submission this quarter) for your first course. For each of the listed outcomes, describe specific (to your workplace/job) examples where what you're learning in the course applies to your job and how you will implement what you're learning within your current position. To reiterate, these must be SPECIFIC to YOU and YOUR JOB.
3. **Link outcomes from my second course to My Workplace** – For your second course, repeat the previous section.
4. **Applying Work Experiences to My First Course** – Describe an example where something that occurred at work helped to you to understand something in your first course better.
5. **Applying Work Experiences to My Second Course** – For your second course, repeat the previous section.
6. **Work Proposal** – Briefly (as in a few paragraphs) describe a process change, procedural innovation, or another enhancement that you would propose to your employer based on what you've learned in this quarter's courses. You should clearly explain how this proposal relates to at least one of your current courses' outcomes. This must be SPECIFIC to YOU and YOUR JOB.
7. **References** – (Minimum 3 references). Reference list must be in proper APA format. All references must be cited WITHIN the text of the paper (in proper APA format) showing exactly where the specific reference applies. Simply listing references without in-text citations showing the applicability of a specific reference isn't sufficient. The references can be used to support the work proposal, further demonstrate the linkage between course outcomes and workplace duties, etc. At least two of the references must be peer-reviewed journals and all references must be accessible via Campbellsville University's Library's online databases. Text books are not considered scholarly sources for this course.

## EVALUATION

All papers will be evaluated according to the following rubric:

Item	% of Grade	100% Credit	75% Credit	50% Credit	0% Credit
Completeness	15%	All required topics/ sections included as headers in paper	Parts of one section missing	1topic/section missing	More than one section missing
Quality & clarity of content	30%	Content presented in a clear, complete & comprehensive manner throughout the paper	1-2 areas where it is less clear	Content is sometimes unclear or incomplete	Content displays lack of focus; is difficult to read & understand
Mechanics, spelling & grammar	20%	No spelling or grammar errors	1-3 minor errors	4-6 minor errors	Spelling and/or grammar errors throughout
APA in-text citations	10%	All in-text citations formatted correctly & correspond with Reference List	1formatted incorrectly or missing reference	2 or more formatted incorrectly or missing	Paper contains no in-text citations
Scholarship	10%	Reference list contains 3or more sources. 2 or more must be scholarly (peer reviewed journal) sources. Textbooks are NOT scholarly courses.	Reference list contains 3 or more sources, but only 1 scholarly source	Reference list contains fewer than 3 sources, but only 1 scholarly source	Reference list contains no scholarly sources
APA Reference List-formatting	10%	All references correctly APA formatted	1-2 errors	3-4 errors	5 or more errors
APA Reference List-capitalization	5%	References follow the proper APA format for capitalization of titles.	1 of the references is improperly capitalized	2 of the references are improperly capitalized	3 or more of the references are improperly capitalized

## LATE WORK

In addition to points deducted according to the above rubric, a paper's score will be reduced by 10 points for each day past the due date (even if it is early the next day).

## V: SUCCESSFUL COMPLETION OF THE SEMINAR/COURSE:

Successful completion of the noncredit seminar/course will be defined as completing the final externship paper at a minimum score of 70%. Failure to reach this score could negatively impact your CPT status and continuation in the CPT program.