

Campbellsville University
Course/Seminar Syllabus
Graduate Management CPT Seminar/Externship
BA 500

I. INSTRUCTOR INFORMATION

Instructor/Teaching Assistant: Jessica Bauer Office Hours: M-F 3-5 PM
Email: jlbauer@campbellsville.edu Office Phone: 502-694-4764

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 face-to-face class sessions and will be required to submit three written reports. Assessment will be based using satisfactory or unsatisfactory grading. Student learning outcomes will be assessed based on the following criteria:

Assessment	Weight	Outcome Assessed	Due Date
Attendance/Participation	25%	1,2, & 3	All residencies
Report #1 Job Description/Resume Paper	25%	1, 2, & 3	Week 12
Report # 2 Eight week online course Concepts & correlation of job to course	25%	1, 2, & 3	Week 13
Report #3 16 week hybrid course concepts & correlation of job to course	25%	1, 2, & 3	Week 14
Total	100%		

Course Description:

The graduate management externship course provides students with an opportunity to gain practical work experience linking that experience to School of Business and Economics Courses' Learning Outcomes. Students will submit papers providing a job description, resume and correlation of the work experience with courses in which the student is enrolled for the respective term. 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 2.0 GPA (International students, who are enrolled in Curricular Practical Training (CPT), must also be enrolled in at least two other courses). 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 the 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 withdraw or are withdrawn from Campbellsville University are required to contact the Business Office 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.

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.

<https://www.campbellsville.edu/academics/academic-affairs/catalogs/>

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. <https://www.campbellsville.edu/wp-content/uploads/2018/08/Student-Handbook-2018-2019.pdf>

Security: To report emergencies or an incident on campus please call
The Office of Campus Safety and Security @ (270)-789-5555 or cell phone (270)-403-3611.

Title IX Policy: Campbellsville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires all responsible employees, which includes faculty members, to report incidents of sexual misconduct shared by students to the University's Title IX Coordinator.

Title IX Coordinator: Terry VanMeter
1 University Drive
UPO Box 944
Administrative Office 8A
Phone: 270-789-5016
Email: twvanmeter@campbellsville.edu

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: www.campbellsville.edu/titleIX

Assignments:

Report # 1: Job Description Paper – Due Week 12

The first paper requires you to introduce yourself and the organization in which you work. You will include the official on-file job description as part of your submission.

1. **About Me** – Tell us who you are: Where you come from: where you live now; and what your hobbies and interests are.
2. **My Job Description** – Include in this section the official job description as verified by your employer-describe the company.
3. **Resume** - Attach an up-to-date resume
4. **Length of paper** - no more than 250 words, double-spaced using Times New Roman, 12 pt. font.

Report # 2: Eight-week online course outcomes and correlation of job to course – Due Week 13

You will be correlating your eight-week online course with your job.

1. **Courses I Am Taking This Quarter** – Describe the eight-week online course (course #, course title, & course description from the syllabus).
2. **Link outcomes from my first course to My Workplace** – List the course outcomes (objectives) from the eight-week online course.

3. **Applying Work Experiences to My First Course** – Correlate your job responsibilities with the eight-week online course outcomes
4. **Length of paper** – no more than 250 words, double-spaced using Times New Roman, 12 pt. font.

Report # 3: 16-week hybrid course outcomes and correlation of job to course – Due week 14

You will be correlating your 16-week online course with your job.

1. **Courses I Am Taking This Quarter** – Describe the 16 week hybrid course (course #, course title, & course description from the syllabus).
2. **Link outcomes from my first course to My Workplace** – List the course outcomes (objectives) from the 16-week hybrid course.
3. **Applying Work Experiences to My First Course** – Correlate your job responsibilities with the 16-week hybrid course outcomes
4. **Length of paper** – no more than 250 words, double-spaced using Times New Roman, 12 pt. font.

EVALUATION

All papers will be evaluated according to the following rubric:

Item	% of Grade	Satisfactory Grade
Completeness	50%	All required topics/ sections included as headers in paper
Quality & clarity of content	50%	Content presented in a clear, complete & comprehensive manner throughout the paper

Grading Scale: satisfactory = 70% or higher; unsatisfactory = 69% or lower

SUCCESSFUL COMPLETION OF THE SEMINAR/COURSE:

Successful completion of the noncredit seminar/course will be defined as completing this course with score of 70% or higher to maintain satisfactory or safe status. Failure to reach this score could negatively impact your CPT status and continuation in the CPT program.