



Campus Name

School of Business

**2. UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

**3. COURSE NUMBER & NAME:**

BUAD 4360-PL01 Practicum/Internship

**4. TERM:**

Summer, 2019

**5. INSTRUCTOR:**

Dr. Kenroy Wedderburn

**6. CONTACT INFORMATION:**

Office phone: (806)291-1024

WBU Email: [wedderburnk@wbu.edu](mailto:wedderburnk@wbu.edu)

Cell phone: optional

**7. OFFICE HOURS, BUILDING & LOCATION:**

EX: M/T/W/TH 2:30-3:

**8. COURSE MEETING TIME & LOCATION:**

Meeting day & time: Online

**9. CATALOG DESCRIPTION:**

(Credit/No Credit) - Supervised work experience in the student's major area in an approved position in business. No substitution for required courses.

**10. PREREQUISITE:**

Senior standing and approval of instructor and school dean.

**11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

TBD

**12. OPTIONAL MATERIALS****13. COURSE OUTCOMES AND COMPETENCIES:**

- The student will receive an evaluation from the work supervisor, attesting to the professionalism, effort, and quality of the student's work.
- The student will receive a letter from the work supervisor describing the duties performed and the supervision of the student.
- The student will produce a paper demonstrating the knowledge gained in the internship.
- The student will keep a journal comprising a chronological list of all work experience gained in the internship.
- The student will receive significant accounting work experience with adequate training and supervision of work performed.

**14. ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

**15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**16. DISABILITY STATEMENT:**

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

## **17. COURSE REQUIREMENTS and GRADING CRITERIA:**

(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)

**17.1 Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

## **18. TENTATIVE SCHEDULE**

## **19. ADDITIONAL INFORMATION**

Faculty may add additional information if desired.