

Wayland Mission Statement

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

Contact Information

Course: BUAD 5360 VC01 – Practicum/Internship

Campus: WBUonline

Term/Session: SM 2023

Instructor: Dr. Jason Geesey

Office Phone Number/Cell #: 806-291-1037

WBU Email Address: geeseyj@wbu.edu

Office Hours, Building, and Location: Office Hours 1-3 p.m. MTW; NBB, Room 114

Class Meeting Time and Location: Remote Online

Textbook Information

Required Textbook(s) and/or Required Materials:

TBD

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials: None

Course Information

Catalog Description:

Supervised practical application of previously studied theory or supervised work experience in the student's major area in an approved position in business. Note: Credit/No Credit

Prerequisite:

None

Course Outcome Competencies:

This practicum/internship will help the student apply Christian principles and ethics in practical job experience to formulate sound business and organization decisions and strategies. Specific requirements of the course including the criteria utilized to assess student achievement of outcome competencies will be determined for each practicum/internship. These will enable the student to:

- Develop professional job skills through experiential learning under supervision of a senior employee at a business.
- Apply business theory to practice through direct job experiences.
- Develop job and organization improvements through direct engagement in the workplace.

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.

University Policies

Statement on Plagiarism and 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.

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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

Student Grade Appeals: 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 to the 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.

Course Requirements and Grading Criteria

The practicum/internship is graded CR/NCR. No letter grade is assigned. An agreement between the university, the student, and the business will be made to ensure clarity of expectations. Elements of the practicum/internship include:

- a. Work Journal
- b. Supervisor's evaluation quarterly for this three semester internship
- c. Regular reports to supervising instructor on lessons learned in the practical application of theory
- d. Spend a nominal eight (8) to fifteen (15) hours per week at the approved work site engaged in the practicum/internship
- e. Optional elements may include:
 - i. Research paper documenting practical application of theory to the type of business and its industry
 - ii. Research paper on research conducted as part of the practicum/internship
 - iii. Production of work product
 - iv. Other pertinent items agreed on by the student and instructor

(Add job description here. Include information about term papers, projects, tests, presentations, participation, reading assignments, etc.)

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

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Week	Deliverable	Points	Percentage	Due Date
Week One	Required First Assignment	10	4%	6/4/2023
	Week 1 Work Journal	20	8%	6/4/2023
Week Two	Week 2 Work Journal	20	8%	6/11/2023
Week Three	Week 3 Work Journal	20	8%	6/18/2023
Week Four	Week 4 Work Journal	20	8%	6/25/2023

	Supervisor's Midsemester Evaluation			
Week Five	Week 5 Work Journal	20	8%	7/2/2023
Week Six	Week 6 Work Journal	20	8%	7/9/2023
Week Seven	Week 7 Work Journal	20	8%	7/16/2023
	Integration of Faith Paper	50	20%	7/16/2023
Week Eight	Finals Week			
	Supervisor's Final Evaluation	50	20%	7/19/2023
Totals		250	100.0%	
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Additional Information

Faculty may add additional information if desired