



Florida Tech School of Management

Inter-Office Memorandum

TO: Undergraduate Curriculum Committee

FROM: Dr. Karen Chambliss

THROUGH: Dr. Barbara Pierce

DATE: February 13, 2004

SUBJECT New Course - BUS 4780 – Practicum Planning and pre-requisite for existing Practicum courses, BUS 4784, BUS 4284, BUS 4584

(1) All students in the School of Management degree programs must take a Practicum course in the final semester before graduating. The Practicum is an internship, which involves the student working at a host employer. The internship has to be set up by the student and the Director of Industry Education, Mr. Thomas Stauffacher, the semester prior to the final semester before graduation. At the present time, there is no course in the student's degree program plan that notifies the student to start the process of setting up their internship a semester before the actual internship occurs.

After discussion with the Registrar about how best to handle this problem, it was suggested that we add a 0 credit pre-requisite to our Business Practicum courses. Students would be enrolled in this 0 credit section in the semester prior to the internship which would require at least one initial meeting with the Director of Industry Education to start setting up their internships. Students who failed to complete the necessary requirements or paperwork or interviews to obtain the internship would be given grades of "F" and would be required to complete the 0 credit section in the next semester before they would be permitted to take the 3 credit Business Practicum in their final semester at Florida Tech.

The effect of this on all program plans is to add a 0 credit section of the course to the student's senior fall semester – see attached Program Plans for all School of Management undergraduate degrees.

(2) The new course, BUS 4780, Practicum Planning, will be added as a pre-requisite to all our existing Practicum courses, BUS 4284 Accounting Practicum, BUS 4584 MIS Practicum, and BUS 4784 Business Practicum. Students will not be able to enroll in the 3 credit Practicum course without having completed the Practicum Planning course in the prior semester.

This course is available for student registration only after the approval process has been completed.

Subject BUS Course No. 4780 Credit Hours 0 Term to be added to the file Fall 2004
Alpha Prefix (e.g., CSE) Number Choice (e.g., 1301) (e.g., Fall 2003)

Class Hours 0 Lecture Hours 3 Lab Hours _____ Contact Hours (CEU only) _____

Department School of Management Schedule Type lecture
(e.g., Computer Sciences) (e.g., lecture, lab or special project)

College/School (Please check appropriate box)

<input type="checkbox"/> College of Engineering-01	<input type="checkbox"/> School of Aeronautics-03	<input type="checkbox"/> SEGS-90
<input type="checkbox"/> College of Science and Liberal Arts (science)-20	<input checked="" type="checkbox"/> School of Management-22	
<input type="checkbox"/> College of Science and Liberal Arts (liberal arts)-21	<input type="checkbox"/> School of Psychology-05	

Computer Title (restricted to 25 spaces, including blanks) Practicum Planning

Catalog Title Practicum Planning

Catalog Description of Course (limited to 350 characters, including spaces)

This real-world planning experience is to allow the student the real-world business experience that complements the varied academic disciplines covered in the business curriculum. The planning process must be taken in the second to last semester before graduation. For business majors only.

In addition, you may attach a course syllabus and/or more detailed description.

Restrictions

<input type="checkbox"/> Prerequisite _____ <small>(course number)</small>	<input type="checkbox"/> Corequisite _____ <small>(course number)</small>	Grades to be issued <input checked="" type="checkbox"/> A, B, C, D, F <input type="checkbox"/> S, U <input type="checkbox"/> P, F <input type="checkbox"/> Other _____
<input type="checkbox"/> Prerequisite _____ <small>(course number)</small>	<input type="checkbox"/> Corequisite _____ <small>(course number)</small>	
<input type="checkbox"/> Prerequisite _____ <small>(course number)</small>	<input type="checkbox"/> Corequisite _____ <small>(course number)</small>	

Additional Restriction senior status
(e.g., major, class level, department head approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

Subject Alpha Prefix (e.g., CSE) BUS Course No. (e.g., 1301) 4780

APPROVALS

Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Coordinator.

	<u>2/13/04</u>	Chair, Graduate Council	Date
	<u>2/13/04</u>	OR	
	<u>2/13/04</u>	Chair, Undergraduate Curriculum Committee	Date

CATALOG COORDINATOR

REGISTRAR'S USE ONLY

_____ Catalog Coordinator	_____ Date	SCACRSE _____	SCADETL _____	SCAPREQ _____	SCABASE _____
		SCARRS _____		Operator Init _____	Date _____

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RG-307-6031

FLORIDA INSTITUTE OF TECHNOLOGY
SCHOOL OF MANAGEMENT
COURSE SYLLABUS

BUS 4780 Practicum Planning

Prerequisites: None

Fall Semester 2004: August - December

Professor: Thomas J. Stauffacher, Director, Industry Education Programs

Telephone: 674-7168; email: tstauffa@fit.edu

Office Hours: By appointment

Class Meeting: Q18; One Time Meeting: 10:00 – 10:50 September 3, 2004

Reference: Partnerships in Education, Industry Education Programs, School of Management Internship Policy, May 2003 (Revision 8)

Course Description and Objectives: The Business Practicum (Internship) is a core course in the School of Management curriculum and must be completed successfully to meet graduation requirements. BUS 4780 is the initial meeting with student registering for Business Practicum (Internship) for spring semester 2005.

Responsibilities:

The student must attend the initial one time class meeting on September 3.

The student must meet with the Director, Industry Education Programs not later than Friday September 17. At that time, the student will provide at least two prioritized industry and/or functional area choices.

A resume (MS Word document) must be submitted to the Director, Industry Education Programs within five days following the initial interview.

Each student will have and use a Florida Tech email account, to be checked by the student daily and respond to all messages pertaining to the Internship Program within 24 hours.

Once the student has been matched with a prospective company, the student must contact the company within five working days to set up an interview appointment. Written notification via email must be provided to the Director, Industry Education Programs regarding the interview date.

The signed Job Description and Internship Agreement Form must be given to the Director, Industry Education Programs within ten working days following the interview.

All questions, problems, and issues should be discussed with the Director, Industry Education Programs immediately

Failure to meet timelines may result in the student postponing their internship until a subsequent semester.

Evaluation: This process constitutes 5% of final grade for the Internship. Evaluation will be made on responsiveness in meeting timelines. Students who do not complete all requirements for BUS 4780 will receive a grade of "F"