

NEWPORT BUSINESS INSTITUTE

S Y L L A B U S

PREREQUISITE: A passing grade in each of the twenty-five courses required for the Associate in Specialized Business Degree program..

CREDITS: 15 Credits

COURSE DESCRIPTION:

In cooperation with local business organizations, the student will spend 360 hours gaining practical experience in a business setting.

The practicum program is intended to expose students to actual office situations. Technical skills as well as administrative, clerical, and/or accounting training will be employed and observed in an “on-the-job” situation. This is meant to give the students a well-rounded education and better prepare them to assume actual job responsibilities after graduation.

Each student will be spending time at several different duties within the practicum site as assigned by the contact person at that site (usually the office supervisor). The office supervisor will be responsible for the orientation and evaluation of the practicum student in that office and will assign daily tasks. Each practicum office must be pre-approved by the career development office.

As a student and representative of the Newport Business Institute, you are responsible for upholding the reputation of the school during your time on practicum.

Time: Practicum requires 360 hours to be completed within a 12-week period. This works out to be approximately 32 hours per week. Daily hours can be tailored to the office schedule.

School scheduled mid-term vacations and holidays can be taken while on practicum pending approval of the office supervisor. These days do not affect the 360-hour requirement in 12 weeks. School snow days are NOT days off from practicum (follow the site’s policy).

If you fall ill and must take off, notify the specified person at the office. It is *very important* to learn the call-in procedure. If a day is missed, *immediately* schedule time in the future to make up those hours.

Forms: There are three forms and two papers to be completed for practicum.

1. Time and Training Logs – completed by the student--one per week to show hours and duties completed. These logs should be submitted weekly to the office supervisor for verification and signature, and then **must** forwarded to the Graduate Services Coordinator via fax. 724-483-2785

2. **Evaluation Forms** – completed by the office supervisor--one every 180 hours of practicum time for a total of two. These evaluations are based upon quality of work, attitude, dependability, attendance, initiative, personal hygiene, judgment, temperament, and enthusiasm. It is the student's responsibility to remind the office supervisor when it is time for an evaluation. Once completed, the office supervisor is to review the evaluation with the student, and both are to sign and date the form. These also may be faxed to the Graduate Services Coordinator.
3. **Final Evaluation Form** – completed by the office supervisor--one near the end of the practicum. This should be completed once the student has achieved 275 to 300 hours of practicum time. (The student should submit this form to the office supervisor when they reach week 9.) This will be used to determine an important part of the practicum grade. Therefore, the office supervisor will complete the form and submit it directly to the Graduate Services Coordinator.
4. **Final Work Report** – completed by the student--one at the end of the practicum (must accompany the student to the exit interview). This is a written report summarizing your practicum experience. Follow the guidelines provided separately.
5. **Updated Résumé** – **should be submitted to the Graduate Services Coordinator by the first day of the last full month of the practicum.** This **must be emailed to slandman@newportonline.edu**

Additional Student Requirements:

1. Full tuition will be charged for the quarter.
2. The student is to earn 15 credits toward a degree.
3. The student is responsible for his/her own transportation.
4. Each student is to be familiar with and follow the office rules and regulations. The office dress code should be discussed with the office supervisor prior to starting the practicum. The Newport Business Institute dress code (professional dress) should be followed if no such office dress code exists.
5. **Please remember that of all the student responsibilities, the one most critical is NEVER break the rule of business confidentiality.**
6. If the student fails to fulfill his/her obligations, the practicum site office supervisor has the right to terminate the student. The student will then be responsible for finding another site to complete their requirements within the time constraints allotted. If a student is terminated from a second site, he/she will receive a failing grade for practicum.

Graduate Services Coordinator:

1. You will be contacted approximately after 10 working days by telephone. This is your chance to communicate your current duties, procedures learned, status of interoffice relationships, and any concerns you may have. If the Graduate Services Coordinator has received any concerns on the part of the supervisor or student, the Graduate Services Coordinator will then keep in constant contact with both the supervisor and student. If the Graduate Services Coordinator is told by both parties that everything is going well, then it will be left up to both parties to contact the Graduate Services Coordinator if and when ANY CONCERNS come about.

Requirements to Complete Practicum:

Required Forms and Papers –must be submitted to the Graduate Services Coordinator at the designated times.

Final Exit Interview – to be scheduled with the Graduate Services Coordinator once the student has reached his/her last complete week. The final work report must accompany the student. The office supervisor should have already submitted the final evaluation form before this interview can take place. This is the time when an assessment will be done to make sure all requirements for practicum have been met. This interview will also be used to aid the student in their transition from practicum to placement.

GRADING

Final Grade: The overall final grade for practicum will be based primarily upon practicum site evaluations that are completed by the practicum site supervisors. The grading is also affected by and the timeliness of all completed interviews, cover letter, résumé, and thank-you letter; paperwork including time and training logs, 180 and 360 hour evaluation forms, the final work report, and an updated résumé. Papers submitted late (one week or more) will result in the grade being lowered by one letter grade. Failure to submit any of these papers or to complete the final exit interview will result in an incomplete, and no grade (or degree) can be given. An incomplete converts into a failing grade two weeks after the last day of the term.

Grading scale:

A-Excellent	90%-100%	4 quality points
B-Good.....	80%-89%	3 quality points
C-Average	70%-79%	2 quality points
D-Danger.....	60%-69%	1 quality point
F-Failure.....	59% or below	0 quality point
I-Incomplete	Credit withheld	No QPA Computed
W-Withdrawal.....	Credit withheld	No QPA Computed
TR-Transfer Credit.....	Credit granted.....	No QPA Computed
F*-See below.....	59% or below.....	No QPA Computed

A student will receive a “W” if he or she withdraws before the 6th week; after the 6th week, the student will receive an “F” for the course.

F* (The student originally earned an F, retook the course and received a higher grade.)