

**77-297 Profession-Based Work Experience  
Spring 2015**

**Instructor:**  
**Office:**  
**Office Hours:**  
**Telephone:**  
**Email:**

**Catalog Description: (1-3 hours)** A profession-based work experience that enables students to work within a business context, clarify their career goals and develop their professional skills under the supervision, guidance and mentoring of an industry professional. Credit will vary depending upon the time spent. One hour of credit requires fifty hours of work time. Prerequisite: Requires approval of the instructor. May be repeatable up to a total of 6 hours with topics/experiences changing. (F, S, SS)

**Course Objectives:** After completing 77-297, the student should be able to

- Apply knowledge to real-world problems in a real-world work experience setting.
- Develop sound decision-making skills through the profession-based work experience.
- Describe and demonstrate appropriate professional conduct in a work environment which includes time management, creativity and problem solving, professional business communication, collaboration with peers and business mentors, critical feedback, and project completion, .
- Develop a professional vision that values diversity in the workplace.

**Textbooks:** There is no required text for this course. A supplemental profession-based work experience packet is available in electronic format.

**Announcements and e-Mail:** Communication between the instructor and students will take place through e-mail, phone calls and personal visits by the instructor. It is the responsibility of the student to check e-mails and phone messages daily. Professional communication to the instructor should always include some form of student identification. In those cases where an e-mail is necessary, the student *must* include a descriptive subject and the message *must* include your full name, followed by the appropriate course information. For security reasons, e-mails that do not include an appropriate subject heading and student information will not be opened.

**Professionalism:** Students are expected to behave in a professional manner in their dealings with industry professionals and the instructor. Additionally, all e-mails should be politely written, use proper grammar, and follow appropriate rules of capitalization.

**Academic Honesty:** The policy stated in the Northwest Missouri State University Undergraduate Catalog will be followed. The document CSIS Academic Integrity Policy clearly explains those types of behavior that would be considered academic dishonesty. You are responsible for reading this document and abiding by the guidelines described therein.

Note that plagiarism includes, but is not limited to, failure to give credit for help received on a homework assignment. Also note that all assignments are to be done individually, unless specified otherwise. You may talk to classmates and other students about an assignment, but you must do all the work yourself from beginning to end. Two or more students may sit down together and discuss an assignment as they are working on it, but each student must do his/her own work in completing the assignment. You cannot copy another person's code or written work. You cannot copy database objects or any portion of a database from another student's files.

Failure to follow these guidelines and the remaining guidelines described in the CSIS Academic Integrity Policy will be subject to the penalties described in the catalog.

**Disability Accommodations:** Students in this course who need disability accommodations/modifications should present a copy of their official Northwest accommodation letter from the LAP/S Committee to the instructor during private office hours as early in the term as possible. Additional information can be found online at [www.nwmissouri.edu/swd](http://www.nwmissouri.edu/swd).

**Due Dates:** All assignments must be turned in by the announced due dates. Assignments turned in after the due date expires receive no credit.

**Attendance:** You are expected to attend your profession-based work experience every day. Not attending your profession-based work experience will impact your final course grade. Students are expected to notify their industry mentor prior to any absence.

**Weekly Progress Reports:** All students must submit an electronic weekly progress report to their university profession-based work experience instructor. The weekly report must include information regarding the work completed for the week, the total hours the student worked for the week and a short reflection regarding what the student learned that week. Specific details regarding the format of the weekly progress report will be provided by the university faculty.

**Final Reflective Report:** Students will write a reflective essay at the semester's end, addressing the course objectives and the student's professional accomplishments. The reflective essay will allow the student to internalize their profession-based work experience and reflect on its impact on the student's educational and career aspirations.

**Industry Mentor Evaluation:** The industry mentor will conduct a mid-term and final evaluation of the student's work and progress during their profession-based work experience. An evaluation form will be provided to the student and industry mentor by the university faculty. The industry mentor will submit the mid-term and final evaluation of the student's work to the university faculty. The industry mentor will be encouraged to share the mid-term and final evaluations with the student. However, the mid-term and final evaluation will not be shared with the student without the consent of the industry mentor's permission.

**University Faculty Evaluation:** The university faculty will communicate via e-mail or in person regarding the mid-term and final evaluation of the student's work and progress during their profession-based work experience.

**Grading Information:**

<b>Components</b>	<b>Percentage</b>	<b>Grading Scale</b>	
Industry Mentor Evaluation	25%	90-100%	A
University Faculty Evaluation	25%	>= 80% and < 90%	B
Final Reflective Report	25%	>= 70% and < 80%	C
Weekly Progress Reports	25%	>= 60% and < 70%	D
<b>Total</b>	<b>100%</b>	below 60%	F