

PROVIDENCE COLLEGE

472.32 – Advanced Business Administration Co-op Placement

3 credit hours

Directed study

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SYLLABUS

Course Description

This course builds on its pre-requisite, companion course 472.22 (Business Administration Co-op Placement). It is designed to enable students majoring in business administration to use their summer employment (their “position”) to:

- Exercise the skills and abilities suited to a career in business administration.
- Apply the knowledge, skills, and abilities they have learnt in their business courses to a real-world situation.

Typically, students in the Co-op Option are expected to use their summer employment between their 2nd and 3rd year of studies as an Advanced Co-op Placement (a “advanced placement”).

To be eligible for designation as an advanced placement, the position must, in the judgment of the student’s Faculty Advisor, meet these 2 criteria:

- Be focused on management and administrative tasks, and
- Be appropriate for the application of concepts developed in second- and third-year business administration courses.

As well, the firm hiring the student (the “firm”) must be committed to providing the support needed to meet the Course Objectives and Course Requirements outlined below.

It is expected that the position be a paid one, with a salary appropriate to a position focused on management and administrative tasks. In rare circumstances (working for a non-profit firm in a developing country, for instance), it is possible that a non-salaried position would be accepted as an advanced placement. However, in all circumstances, only positions which meet the 2 criteria outlined above will be considered.

The Business Administration program will provide some support and contacts for students looking to secure an advanced placement. However, it remains the student's responsibility to find the advanced placement.

Course Objectives

After successfully completing this course, the student will have developed the knowledge, skills, abilities, and practical knowledge required for success in entry-level management position, particularly in the areas of:

- Professional work habits
- Personal maturity
- Interpersonal skills
- Communication skills
- Reasoning abilities
- Ability to perform both the quantity and quality of work required to excel in an entry-level management position.

Course Texts

Brown, Anne, and Beth Zefo. 2007. *Grad to Great*. Dalidaze Press. ISBN: 978-0979801808.

Additional Sources

Brown, Anne, and Beth Zefo. □ HYPERLINK "<http://www.gradtogreat.com/>" □ <http://www.gradtogreat.com/> □ (companion web site to text).

Levit, Alexandra. 2004. *They Don't Teach Corporate in College: A Twenty-Something's Guide to the Business*. World Franklin Lakes, NJ: Career Press. ISBN: 978-1564147653.

O'Brien, Jack. 1999. *Next Step The Real World*. Kiplinger Books. ISBN: 978-0938721659.

Pollak, Lindsey. *Getting from College to Career: 90 Things to Do Before You Join the Real World*. New York: Collins Business. ISBN: 978-0061142598.

Vogt, Peter. 2007. *Career Wisdom for College Students: Insights You Won't Get in Class, on the Internet, or from Your Parents*. New York: Checkmark Books. ISBN: 978-0816068388.

Prerequisites

- At least 6 Business Administration courses (*18 credit hours*)
- 472.22 Business Administration Co-op Placement
- At least 60 credit hours
- An AGPA of 2.5 or higher
- A GPA of 3.0 or higher in the previous year (30 hours) of courses

Course Requirements

A minimum of 120 hours of administrative or management work with a single firm, between the end of classes in one school year and the beginning of classes in the next.

The following forms must be satisfactorily completed and submitted. See “Course Schedule” below for a listing of when these forms are due:

- Co-op Placement Outline
 - Planned area of placement focus.
 - Initial list of prospective firms who might host a placement.
- Co-op Placement Listing,
 - List of all prospective firms approached, with results.
- Co-op Placement Permission Form
 - Signed by both student and Faculty Advisor.
- Co-op Placement Contract
 - Signed by both the student and the person at the firm responsible for hiring the student and assessing their performance (the “employer”).
- Initial Evaluation
 - 1 from the employer.
 - 1 from the student.
- Final Evaluation
 - 1 from the employer.

- 1 from the student.

Grading Summary

Both the employer and the student will provide 2 evaluations of the placement—one at the mid-point of the placement, and one at the end. The student will be judged in keeping with a professional management standard suitable to the firm. The following areas will be evaluated:

- Approach to work
 - professionalism
 - enthusiasm
 - flexibility
 - dependability
- Personal maturity
 - integrity & ethical standards
 - judgment
 - conflict resolution
- Interpersonal leadership
 - relations with other employees
 - listening skills
 - teamwork
 - sharing information
 - customer relations
- Communication skills
 - verbal skills
 - writing skills
 - presentation skills
- Strategic reasoning and action
 - anticipation of problems
 - discovery of opportunities
 - development of strategies
 - organizing of work
 - implementation of solutions
- Quantity and quality of work
 - innovation & creative thinking
 - initiative

- job mastery
- productivity
- technical skills

If the employer terminates the placement because of unacceptable job performance, the mark given will be an F. As well, if the employer judges job performance of the student to be unsatisfactory in 4 or more of these 6 categories in their Final Assessment, (and, if in the judgment of the Faculty Advisor, the judgment is fair), the mark given will be an F.

If the employer judges job performance to be unsatisfactory in 2 or more of these 6 categories in their Final Assessment (and, if in the judgment of the Faculty Advisor, the judgment is fair), the highest mark the Faculty Advisor can award for the course is a D.

The Faculty Advisor will review the evaluations and discuss discrepancies with both the student and the employer.

Based on these assessments, the Faculty Advisor will provide a mark using the grade scale employed in other Business Administration programs:

Excellent	A+	4.0	>92
	A		85-92
	A-		80-84
Very Good	B+	3.5	77-79
Good	B	3.0	73-76
	B-		70-72
Satisfactory	C+	2.5	67-69
Adequate	C	2.0	63-66
	C-		60-62
Marginal	D+	1.0	57-59
	D		53-56
	D-		50-52
Failure	F	0.0	<50

Course Policies

Students are expected to adhere to *both* the policies of the firm and the general academic policies of Providence College.

The general academic policies of Providence College are outlined in the Student Handbook and in the Providence College Policies, Procedures, and Regulations. These can be found online at http://prov.ca/college/ac_pol-proc-reg.aspx, or in the Library, Admissions Office, or the Dean's Office.

If the policies of the firm and of Providence College appear to be in conflict, the student is expected to be able to recognize this apparent conflict and actively work to resolve it. It is the student's responsibility to immediately notify their Faculty Advisor of the apparent conflict, and to work with the Faculty Advisor to resolve those conflicts.

Course Schedule

The schedule of work within each advanced placement will be different. However, every advanced placement will have the following milestones:

- Beginning of semester prior to start of planned placement:
 - Student notifies Faculty Advisor (by email) of intent to secure placement for the end of the semester.
- 3 months prior to the end of the semester:
 - Student provides written Co-op Placement Outline to Faculty Advisor detailing of planned area of focus, and prospective firms who could host a placement.
- 2 months prior to the end of the semester
 - Student provides written Co-op Placement Listing to Faculty Advisor, detailing of all prospective firms approached, with results.
- 1 month prior to the end of the semester
 - Student secures placement.
 - Student submits Co-op Placement Permission Form to Faculty Advisor. The placement proposed must, in the judgment of the Faculty Advisor, meet the criteria outlined in the Course Description section above.
- No later than 2 weeks prior to the end of the semester
 - Student submits Co-op Placement Contract to Faculty Advisor, signed by both student and employer. The Contract must, in the judgment of the Faculty Advisor, meet the criteria outlined in the Course Description section above.
- No later than 60% through the placement
 - Student submits completed Initial Evaluations to Faculty Advisor.
 - Employer submits completed Initial Evaluations to Faculty Advisor.

- No later than 2 weeks after the completion of the co-op placement
 - Student submits completed Final Evaluation to Faculty Advisor.
 - Employer submits completed Final Evaluation to Faculty Advisor.
- No later than 2 weeks after receipt of the Final Evaluations
 - Faculty Advisor submits final grade to Registrar's office.
- No later than 2 weeks after receipt of the final grade
 - Registrar's office posts final grade.