Inter-Office Memorandum

TO: Florida Tech Undergraduate Curriculum Committee (UGCC)
FROM: Dr. Alex Vamosi, Associate Dean, College of Business
DATE: January 19, 2009
SUBJECT: BUS 4786—Major Field Practicum

This memorandum, along with the attached material, seeks UGCC approval to add BUS 4786 Major Practicum to its curriculum. The purpose of the course is to consolidate four practicum courses currently offered by the College of Business under one title and course number. This should reduce unnecessary paperwork, simplify advising, and make transparent that the practicum experience is consistent across major fields.

BUS 4786 Major Field Practicum will replace the following:

- BUS 4784 Practicum in Business (currently used by majors in Business Administration and Business and Environmental Studies)
- BUS 4585 Information Management Practicum
- BUS 4785 eCommerce Technology Practicum
- BUS 4844 International Business Practicum

So that we remain in compliance with the standards set forth by the Florida Board of Accountancy, the College of Business will continue to use the following course number and title for its Accounting Practicum.

- BUS 4284 Accounting Practicum

The attachments that follow present the syllabus, description, and completed new course forms (catalog approved by Liz Fox).
This course is available for student registration only after the approval process has been completed.

**SUBJECT**  BUS  
**COURSE NO.**  4786  
Alpha Prefix (e.g., CSE)  
Number Choice (e.g., 1301)  
**CREDIT HOURS**  3  
**TERM TO BE ADDED TO THE FILE**  Fall 2009  
(e.g., Fall 2006)

**CLASS HOURS**  45  
**LECTURE HOURS**  
**LAB HOURS**  
**CONTACT HOURS** (CEU ONLY)  

**DEPARTMENT**  College of Business  
(e.g., Computer Sciences)  
**SCHEDULE TYPE**  Lecture (A)  
(e.g., Lecture, Lab or Special Project)

☐  COLLEGE OF AERONAUTICS—23  
☐  COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS—25  
☒  COLLEGE OF BUSINESS—24  
☐  COLLEGE OF SCIENCE—26  
☐  UNIVERSITY COLLEGE EXTENDED STUDIES—27

**COMPUTER TITLE**  Restricted to 25 characters, including spaces  
Major Field Practicum

**CATALOG TITLE**  Major Field Practicum

**CATALOG DESCRIPTION OF COURSE**  Limited to 350 characters, including spaces

Links academic study and the practices of the major field of study in the workplace. Requires written and oral presentations, weekly summary reports and 150 work hours at a host employer's location. For College of Business majors only. (Requirement: Must be taken in the final semester before graduation.)

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

**RESTRICTIONS**

☐  Prerequisite  BUS  4783  
  Course Number

☐  Corequisite  
  Course Number

☐  Prerequisite  BUS  4702  
  Course Number

☐  Corequisite  
  Course Number

☐  Prerequisite  
  Course Number

☐  Corequisite  
  Course Number

**ADDITIONAL RESTRICTION**  Restricted to enrollment in College of Business major; final semester registration only  
(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)  
**COURSE NO.**  (e.g., 1301)

**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 Director.

-Originator  
Date  
Chair, Graduate Council  
Date  

-Department Head/Program Chair  
Date  
Dean or Associate Dean  
Date

-OR

-Province

-University

-Staff

-Administrative

-Student

-Registrar

-Registrar's Use Only

-SCACRSE

-SCADETL

-SCAPEO

-SCABASE

-SCARRES

-Operator Init

-Date

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RG-271-5061
Major Field Practicum

Subject Area  Management
Lecturer       TBD
Course Code   Bus 4786
Credit Value  3

Course Description

This course links academic study and the practices of the major field of study in the workplace. Students work a minimum of 150 hours at a host location over the 15 week semester. Integration of academic theory with the workplace experience is aided through the filing of structured written reports and facilitated discussion at bi-weekly meetings. Major theoretical areas from the course of study are examined in the context of how these theories are reflected or not reflected at the host location. The experience concludes with the student writing a case study of their practicum site and making a presentation of recommendations to both the host employer and the Practicum team in the College of Business. Prerequisites: BUS 4783 and BUS 4702.

Aims and Objectives

Increase understanding of major theories and their applicability to practice or need for further development; to provide students with a transition experience between academic study and employment.

Candidate Topics

- Self assessment of personal preferences and characteristics of the job
- The job description and the job
- The impact of corporate new hire practices on the new employee’s enculturation
- What Is the Relationship Between Management and Leadership?
- Assessment of Personal Leadership Styles and Competencies
- Understanding the Role of Leader as Communicator
- The interface between major functional areas of an organization
- Self management

Textbook
None

Grading
Practicum Planning  5%
Major Field Test  10%
Meeting Attendance  10%
Progress Reports  10%
Host Evaluation  15%
Company Case Presentation  15%
Company Case Analysis  35%

Format and Teaching Methods

Written reports and class discussion.