

Extended Practicum in Business Management (2015)

Adopted 2015

Extended Practicum in Business Management

1. The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:

- A. participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to business management; **1.A**
- B. participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment; **1.B**
- C. demonstrate professional standards and personal qualities needed to be employable such as self-discipline, integrity, customer service, work ethic, and adaptability with increased fluency; **1.C**
- D. complete tasks with the highest standards to ensure quality products and services; **1.D**
- E. employ teamwork and conflict-management skills to achieve collective goals with increased fluency; and **1.E**
- F. employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks. **1.F**

2. The student applies professional communications strategies. The student is expected to:

- A. demonstrate proper use of written, verbal, and visual communication techniques with increased proficiency; **2.A**
- B. apply active listening skills to obtain and clarify information; **2.B**
- C. create and deliver formal and informal presentations effectively; **2.C**
- D. analyze, interpret, and effectively communicate information; and **2.D**
- E. exhibit public relations skills to maintain internal and external customer/client satisfaction. **2.E**

3. The student implements advanced problem-solving methods. The student is expected to:

- A. employ critical-thinking skills independently and in groups with increased fluency to solve problems and make decisions; 3.A
- B. apply critical-thinking strategies with increased fluency to develop solutions using appropriate technologies and resources; 3.B
- C. conduct technical research to gather information necessary for decision making; and 3.C
- D. analyze elements of a problem to develop creative and innovative solutions. 3.D

4. The student understands and applies proper safety and security techniques in the workplace. The student is expected to:

- A. understand and consistently follow workplace safety rules and regulations; 4.A
- B. adhere to technology safety and security policies such as acceptable use policy and web page policies; and 4.B
- C. follow policies to prevent loss of data integrity. 4.C

5. The student understands the professional, ethical, and legal responsibilities in business management. The student is expected to:

- A. demonstrate a positive, productive work ethic by performing assigned tasks as directed; 5.A
- B. describe and practice ethical and legal responsibilities associated with business management; 5.B
- C. show integrity by choosing the ethical course of action when making decisions; and 5.C
- D. comply with all applicable rules, laws, and regulations in a consistent manner. 5.D

6. The student participates in a business management experience. The student is expected to:

- A. conduct, document, and evaluate learning activities in a supervised business management experience; 6.A
- B. develop advanced technical knowledge and skills related to the student's occupational objective; 6.B
- C. facilitate internal and external office communications to support work activities; 6.C
- D. demonstrate appropriate use of information technology tools to manage and perform work responsibilities; 6.D
- E. create customary styles of business documents such as memoranda, letters, emails, and reports, as appropriate; 6.E
- F. perform scheduling functions electronically to facilitate on-time, prompt completion of work activities; 6.F
- G. demonstrate growth of technical skill competencies; 6.G
- H. evaluate strengths and weaknesses in technical skill proficiency; and 6.H
- I. collect representative work samples. 6.I