

MBA Practicum Guidelines

The MBA practicum is designed to be an applied learning experience in which students integrate and expand the knowledge learned in the program application. The practicum provides an opportunity for students to be involved in problems in the work environment that are outside the scope of their jobs. The practicum must be passed in order for a student to graduate. Graduate students must begin the practicum process during the semester before they graduate. The students must register for the practicum during their anticipated last semester. If the practicum is not satisfactorily completed, the student must continue to register for the practicum until it is successfully completed.

Goals of the Practicum include:

- Integrated knowledge learned in the M.B.A. program in an applied setting.
- Enhance the individual research skills of students.
- Provide a mechanism for the learning of specialized knowledge
- Provide opportunity for career-enhancing experience
- Enhance written and oral communication skills,

I. General Requirements of the practicum:

The student will work under the direct supervision of a graduate faculty committee consisting of a chair and two graduate faculty members. The student is responsible for selecting the chair from the graduate faculty of the College of Business. The two other committee members are selected based upon the mutual agreement between the student and the chair. The student is responsible for obtaining written confirmation from all committee members that they are willing to serve of the student's committee. This written confirmation should be given to the Director of the MBA program for record keeping purposes. Any substitution of a committee member must be done with the approval of the committee chair.

The student must satisfactorily complete the practicum according to the timeline established in this document. Final approval requires the signatures of all three members of the student's committee.

The student must register for the practicum each semester until it is given final approval by the committee. The practicum must be completed for the student to be awarded an MBA degree from the University of Mary Hardin-Baylor.

The practicum consists of the following:

1. Written proposal

The student will submit a written proposal to the committee chair for approval no later than four weeks before the end of the semester prior to registering for practicum. This proposal includes the problem statement (question to be answered), brief literature background, methodology, and expected findings. The student's graduate committee will determine the acceptability of the proposal.

2. Professional Report

Successful completion of the practicum will include a written report of professional quality. Most reports include a table of contents, abstract, introduction, statement of the problem, review of the literature, methodology, findings, conclusion and recommendations and references. The report will be written using current APA style. The average length is expected to be between forty and fifty pages. The report will include an appropriate number of scholarly and professional sources. It will be evaluated on its content, style and communicative ability. After final approval, the student will deliver two professionally bound copies of the report to the Director of the MBA program for placement in the University's library and in the College of Business's Library.

3. Oral Presentation

The student will present the final project to the graduate faculty. This presentation should demonstrate the student's knowledge of the subject and ability to professionally present material in a logical and understandable format. The presentation should be approximately 30 minutes in length.

II. Practicum Timeline:

This timeline should be followed to ensure the student meets the requirements for graduation. Any deviation puts the student's graduation at risk.

ACTIVITY	NO LATTER THAN
Select committee chair	Mid-term of semester prior to the students anticipated graduation date.
Submission of Proposal	Four weeks before end of the semester prior to the student's anticipated graduation date.
Committee Selection	Two weeks before end of semester prior to student's anticipated graduation date.
Proposal Approval	One week before end of semester prior to the student's anticipated graduation date.
First Draft	Two months before grades are due to Registrar.
Final Draft	Four weeks before grades are due to Registrar
Presentation	Two weeks before grades are due to Registrar.
Submission of Final Approved Paper	One week before grades are due to Registrar.

Committee Approval Form

Student_____

The following graduate faculty members have agreed to participate on this student's practicum:

Chair

Date: _____

Received by MBA Program Director on _____
Date