Instructions

In your business report, discuss your experiences and observations, both positive and negative, connecting practice to the theory related to the specific course outcomes and specific professional competencies you practiced in Unit 1. Be sure to explain the following topics:

- Discuss a minimum of two course outcomes that you practiced (experience, decision making, problem solving, appreciative inquiry, critical thinking, observation, etc.) during the first week of the internship or externship.
- Propose ideas and methods for making improvements to the organizational policies, systems, procedures, and processes using research to substantiate your thinking.
- Identify a minimum of two professional competencies that you practiced (experience, decision making, problem solving, appreciative inquiry, critical thinking, observation, etc.) during your first week of the internship or externship.
- Discuss whether the two professional competencies are professional or personal strengths or weaknesses and how they affect your career path.
- Explain how you will maintain the strength or develop the weakness into strength by outlining a plan of action.
- Based on the Blooms Taxonomy level of the course outcomes and professional competencies you identified, elaborate on how and why you feel they were practiced in connection with theories and concepts from your research.
- Support your essay with at least three credible references.

View examples of connecting theory to practice.

Requirements:

1. Evaluate the business process and professional competencies practiced and offer recommendations for possible improvement.
2. Use the Kaplan Library to research credible resources to support your essay and list at least three references.
3. Your business report should be 2–3 pages in length, 12 point Times Roman font, double spaced, and contain APA formatting and citation style.
4. Provide a minimum of three references to support your essay.
5. Submit to the Unit 1: Assignment Dropbox.
6. Visit the Kaplan Writing Center for assistance on reflective essay writing.

If you find yourself working with confidential matters, you should not mention the real names of the parties. You should omit or fabricate names as needed.

Course Outcomes
AB290-1: Recognize the impact of state and federal laws and regulations on business.

AB290-2: Define the various tasks and responsibilities of managers in organizations.

AB290-3: Discuss marketing principles used in business strategies.

AB290-4: Use technology and software applications appropriate to business environments.

AB290-5: Apply basic economic, finance, and accounting principles to organizational environments.

AB290-6: Analyze Career Skills in the field of business and management.

Professional Competencies

PC-1: Teamwork: Work in teams to achieve collective goals.
   - PC-1.1: Engage in a team setting with professional integrity and respect.
   - PC-1.2: Contribute to team goals and objectives through active participation and collaboration.
   - PC-1.3: Apply conflict management skills to resolve issues and/or build team alliances.

PC-2: Leadership: Demonstrate leadership knowledge, skills, and abilities to successfully lead teams within one's profession.
   - PC-2.1: Achieve goals through planning and prioritization.
   - PC-2.2: Formulate innovative solutions for identified initiatives.
   - PC-2.3: Demonstrate integrity through the application of relevant codes of conduct and social responsibility within one's profession.
   - PC-2.4: Develop an inspirational vision or mission.
   - PC-2.5: Model leadership skills by developing trusting relationships, respect, conflict resolution skills, and civic-mindedness.

PC-3: Personal Presentation: Demonstrate professionalism in a variety of situations.
   - PC-3.1: Conduct oneself to reflect the professional characteristics and culture of a given work setting.
   - PC-3.2: Interact with others in a professional manner using appropriate communication and presentation skills.
   - PC-3.3: Convey competence through demonstrating characteristics such as reliability, accountability, and timeliness.
   - PC-3.4: Project a professional image, such as appearance, confidence, and attitude, for a given work environment.
   - PC-3.5: Engage in career development and advancement strategies, including effective networking, mentoring, and creating a personal brand.
PC-4: Multiculturalism and Diversity: Leverage the strengths of multiculturalism and diversity for the benefit of the organization and community.

   PC-4.1: Assess the value of multiculturalism and diversity in a global environment.
   PC-4.2: Demonstrate an understanding of how one’s perspective toward multiculturalism and diversity impacts an organization.
   PC-4.3: Apply concepts of multiculturalism and diversity to become an agent of change.

PC-5: Communications: Demonstrate professional written and verbal communication to achieve positive results.

   PC-5.1: Use language that is clear, concise, and organized.
   PC-5.2: Use appropriate communication for a particular audience.

PC-6: Problem Solving and Critical Thinking: Apply critical thinking and problem solving behaviors.

   PC-6.1: Incorporate data, inferences, and reasoning to solve problems.
   PC-6.2: Communicate the critical thinking process by which one arrives at a conclusion.
   PC-6.3: Integrate standards of the field and ethical principles into the problem solving process.
### Unit 2 Assignment: Business Report Grading Rubric

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<thead>
<tr>
<th>Assignment Checklist (80%)</th>
<th>Total Percent</th>
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<td><strong>Possible Score</strong></td>
<td><strong>100%</strong></td>
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#### Writing Style, Grammar, and APA (20%)

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<th>Category</th>
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<td>Grammar and spelling</td>
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<tr>
<td>Met APA style formatting requirements</td>
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<tr>
<td>Met the reflective essay criteria</td>
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<tr>
<td>Reference list and citations are provided (minimum 3)</td>
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<td><strong>Gross Project Score:</strong></td>
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<td><strong>Less: Late Penalty without Extenuating Circumstances</strong> (Enter .2 for 1–7 days late or .3 for 8–14 days late)</td>
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