Unit 4 Assignment 1: Business Report

In business, it is necessary to clearly articulate what activities are being accomplished and what competencies and objectives are being utilized in addition to the goals you are working to complete for the business. Additionally, communicating to leadership and documenting your actions provides you with experience in organizing, planning, leading, and controlling the business giving you a personal sense of accomplishment.

Complete a 2-page business report that addresses the following items:

1. What is your position and what are you required to accomplish?
2. What you are working on currently?
3. What are your current challenges?
4. What are you going to do to address your challenges?

Submit your completed report to the Assignment 1 Dropbox.

Requirements to include:

- A copy of your time card with the hours you worked during the week (10 hours of work per week is the required minimum). Outline your schedule.
- Review the list of course outcomes and professional competencies below.
- Answering the questions above, report on your experiences and observations, both positive and negative, connecting practice to the theory of the specific course outcomes and specific professional competencies you practiced this week.
- Discuss how you applied the course outcomes and professional competencies relating them to the theories and concepts from your research.
- Compose a 2-page business report (excluding title and reference pages) using APA formatting and citation style.
- Use a minimum of three references to support or refute your observations, thoughts, ideas, etc.
- Submit this to the Unit 4: Business Report Dropbox.
- Also send a copy of the management report to your immediate supervisor (manager, director, vice president).
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.

**-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 4 Assignment 1: Business Report Rubric

<table>
<thead>
<tr>
<th>Possible Score:</th>
<th>Total Percent</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
<td>50</td>
</tr>
</tbody>
</table>

## Assignment Checklist (80%):

1. Listed tasks/duties performed during the 10 hours of internship/externship. Explained ability to complete the task and the professional competency skills used to get the job done.  
   - Total: 30%  
   - Points: 15.0

2. Identified course outcomes practiced during 10 hours of internship/externship and connected theory to practice.  
   - Total: 25%  
   - Points: 12.5

3. Described experiences and observations while working on the task(s). Noted any observations or experiences of importance in the development of the Final Project.  
   - Total: 25%  
   - Points: 12.5

4. Writing Style, Grammar, and APA (20%)

   - Grammar and spelling  
     - Total: 8%  
     - Points: 4.0

   - Responses are concise and direct  
     - Total: 7%  
     - Points: 3.5

   - Reference list and citations are provided (minimum 3)  
     - Total: 5%  
     - Points: 2.5

   - Total: 20%  
   - Points: 10.0

**Gross Project Score:**  
- Total: 100%  
- Points: 50.0

**Less: Late Penalty without Extenuating Circumstances (Enter .2 for 1-7 days late or .3 for 8-14 days late):**  
- Points: 0.0

Your Project Score in Percent:  
- Points: 50.0