Assignment Details and Rubric

Reflective Essay

The purpose of this Assignment is to connect theory to practice. You will connect what you did this past week with the course outcomes and professional competencies listed in the Unit 1 Assignment Rubric.

In your reflective essay, 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 in week one. Elaborate on how and why you feel you practiced the course outcomes and professional competencies in conjunction with theories and concepts from your research. Evaluate the business processes you were involved in this week and offer recommendations for possible improvement. Support your essay with at least 3 credible references.

View examples of connecting theory to practice.

Requirements:

1. Based on your internship/externship experiences in Week 1, report on your experiences and observations connecting practice to the theory of specific course outcomes (see MT490-1 to MT490-6) and specific professional competencies (see PC 1.1 to PC 6.3) in a reflective essay.
2. Evaluate the business process and professional competencies practiced and offer recommendations for possible improvement.
3. Use the Kaplan Library to research credible resources to support your essay and list at least 3 references.
4. Your reflective essay should be 2-3 pages in length, 12 pt. Times Roman type, double spaced, APA formatting and citation style.
5. Provide a minimum of 3 references to support your essay.
6. Submit to the Unit 1: Assignment Dropbox.
7. 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

MT490-1: Evaluate information management, planning, and control in business environments.
MT490-2: Analyze organizational processes and procedures in a variety of business settings.
MT490-3: Synthesize appropriate principles, concepts, and frameworks for making ethical decisions.
MT490-4: Assess the roles that structure, management, and leadership play in organizational performance.
MT490-5: Evaluate how economics, government, and law affect value creation in the global context
MT490-6: Evaluate 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.

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Essay Grading Rubric

<table>
<thead>
<tr>
<th>Possible Score for this Journal:</th>
<th>100%</th>
<th>50</th>
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<tr>
<th>Specific Essay Objectives: Assignment Checklist (80%):</th>
<th>Per Cent</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td>1. Listed tasks 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.</td>
<td>30%</td>
<td>15.0</td>
</tr>
<tr>
<td>2. Identified course outcomes practiced during 10 hours of internship/externship, and connected theory to practice.</td>
<td>25%</td>
<td>12.5</td>
</tr>
<tr>
<td>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.</td>
<td>25%</td>
<td>12.5</td>
</tr>
</tbody>
</table>

80% 40.0
Writing Style, Grammar, and APA (20%)

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>Raw Score</th>
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<tbody>
<tr>
<td>Grammar and spelling</td>
<td>8%</td>
<td>4.0</td>
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<tr>
<td>Responses are concise and direct</td>
<td>7%</td>
<td>3.5</td>
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<tr>
<td>Reference list and citations are provided (minimum 3)</td>
<td>5%</td>
<td>2.5</td>
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<tr>
<td><strong>Total</strong></td>
<td>20%</td>
<td>10.0</td>
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Gross Project Score: 100% 60.0

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

Your Project Score in Percent: 50.0

Your Project Score–Kaplan Points: 50.0