



RU MBA Applied Project Handbook



*Experience
Business...*

*...Actively, Globally,
Entrepreneurially*

RU MASTER OF BUSINESS ADMINISTRATION
RADFORD UNIVERSITY

THE COBE MISSION

*...is to provide an **active learning** environment focused on developing **responsible** business professionals who can work **collaboratively** to **compete** in a dynamic global economy. We emphasize intellectual contributions that advance practice, pedagogy, and knowledge of our disciplines.*

TABLE OF CONTENTS

Experience Business	3
Work Behavior	3
<i>Characteristics of Applied Projects: Individuals or Teams</i>	3
<i>Scheduling and Timelines:</i>	3
<i>Unexpected Absence from Applied Study Project</i>	3
<i>Discharge or Desertion</i>	4
<i>Course Work</i>	4
FORMS & DESCRIPTIONS	4
APPLIED PROJECT/SPECIAL TOPICS REQUEST FORM	5
APPLIED PROJECT LEARNING OBJECTIVES AND EVALUATION CRITERIA.....	6
PROSPECTIVE CLIENT ORGANIZATION INFORMATION.....	8
APPLIED PROJECT STUDENT AGREEMENT	9
APPLIED PROJECT STUDENT EVALUATION FORM.....	12

EXPERIENCE BUSINESS...

The Applied Projects conducted by past RU MBAs have proven to be beneficial to all the stakeholders involved. By tailoring your RU MBA through an applied project, you will:

- Enhance your professional development skills.
- Increase your potential marketability upon graduation and/or visibility within your current organization.
- Witness the relevance of your MBA course experiences through knowledge and skill application in real time.
- Impact the success quotient of the organization with whom you work
- Broaden your professional relationships with peers, faculty, and the business community.

Perhaps most importantly, you will become a part of the community of RU MBAs who are *changing the way the region does business*.

WORK BEHAVIOR

Characteristics of Applied Projects: Individuals or Teams

For an applied experience, you will typically be acting in a consultant role – as either a student or external consultant. Please represent the RU MBA program with a positive and professional attitude towards your client. Additionally, be sure to keep your Graduate Faculty Advisor informed of all progress and emerging issues. Your Advisor and the RU MBA Office are a resource if you need assistance in managing your client relationship.

Scheduling and Timelines:

Establishing a timeline that accommodates known conflicts, predicted peak work times, and interim and final deadlines is critical to the success of an applied study. This tool will enable your client to provide you with the documents, material, and access you will need to succeed while keeping you and/or your project team on schedule. This project timeline is a vital communication device of expectations for all stakeholders in this project and will help to minimize potential conflict if used as a project tool. Please notify your client, graduate faculty representative, and RU MBA office if events arise during your applied study that will prevent you from completing your project as scheduled.

Unexpected Absence from Applied Study Project

The Applied Project tasks performed by students are part of a planned and scheduled project tied to credit requirements. In the event that unexpected absence from this project necessitates re-planning and rescheduling of the project, you will need to collaborate with all project stakeholders. Therefore, in case of long-term sickness or other emergency necessitating your removal from the project, notify all parties (e.g., client, project team, graduate faculty Advisor, RU MBA office, etc.).

If you are called up for Active Duty in the military, contact your faculty advisor immediately. Then follow the guidelines for the university concerning military duty withdrawal.

Discharge or Desertion

If you leave your applied study without prior approval of your Graduate Faculty Advisor, or you conduct yourself on the project as to cause discharge from the client, you may be subject to disciplinary action and/or failure in the course, or an honor violation which could result in University discipline.

Course Work

Copies of all deliverables for the Applied Study will be provided to the Graduate Faculty Advisor and the RU MBA Office. The grade for the Applied Study will be at the exclusive discretion of the Graduate Faculty Advisor based on the criteria mutually determined at the beginning of the project.

From this point forward, the remaining handbook provides the forms needed to register your Applied Project experience. There are several forms to be completed and signed before you can begin an applied project and be registered for the course.

FORMS & DESCRIPTIONS

Document	What is it?	Who completes?	Signatures needed
<i>Applied Project/ Special Topics Request Form</i>	Project application to clarify project objectives and deliverables and expectations among stakeholders.	Student	<ul style="list-style-type: none"> • MBA Student • Graduate Faculty Advisor • RU MBA Director • Dept. Chair • COBE Dean
<i>Applied Project Learning Objectives & Evaluation Criteria</i>	Identifies specific learning objectives and deliverables, lists course/instructor and credit hours.	Student, Client and Graduate Faculty Advisor generate the learning objectives	Graduate Faculty Advisor approves objectives when they sign Applied Projects Form (above)
<i>Prospective Organization Information Form</i>	Basic information about sponsor for contact purposes & publicity permission	Client or Student requesting an applied project	Client
<i>Applied Project Student Agreement Form</i>	Stipulates individual expected work behavior and indemnification of client from workplace injury	Student (Required IF the student is NOT currently employed by client)	<ul style="list-style-type: none"> • Student • Graduate Faculty Advisor • RU MBA Director
<i>Applied Project Client Evaluation Form</i>	On-site evaluation of work attitudes and habits	Client	Client

APPLIED PROJECT/SPECIAL TOPICS REQUEST FORM

INSTRUCTIONS:

1. **ATTACH** a mutually accepted Special Topics proposal developed by the student and the professor of record that addresses as completely as possible each relevant criterion listed below.
 - I. Why the special topic is being proposed?
 - II. Describe in detail:
 - Anticipated learning objectives of the special topic/applied project
 - Specific deliverables to be developed as related to the learning outcomes
 - Meeting dates between professor of record and student
 - Contact schedule and information on primary client for project (Name, position, company, etc.)
 (Student may submit this information in narrative or use the Applied Learning form)
 - III. Identify how the final products will be evaluated and how the final grade be determined (all special studies are graded A-F)
 - IV. When appropriate, **include a preliminary reading list and/or bibliography** or specify sources from which information will be drawn for this the applied project.
2. **Complete Special Topics and liability forms**
3. **Obtain Signatures**
4. **SUBMIT FORM TO RU MBA OFFICE** (2 weeks before the semester begins)
 (RU MBA Office sends form to COBE Associate Dean for section creation. Student enrolls in Special Topics)

NAME: _____	CONTACT PHONE: _____
ADDRESS: _____	
STUDENT ID: _____	DATE SUBMITTED: _____
RU e-mail _____	DISCIPLINE _____
COURSE PREFIX & NO. (e.g., MGNT 671) _____	NO. CREDIT HOURS Requested _____
PROFESSOR OF RECORD _____	SEMESTER & YEAR _____
TITLE OF PROJECT _____	

_____ Student Signature	_____ Supervising Professor
_____ Date	_____ Date
_____ RU MBA Director	_____ Department Chair
_____ Date	_____ Date
	_____ COBE Dean or Assoc. Dean
	_____ Date

APPLIED PROJECT LEARNING OBJECTIVES AND EVALUATION CRITERIA

Name _____

Course #: _____

Student ID# _____

Instructor: _____

General Description of Applied Project (2-4 sentences)

Learning Objectives for Project

1) _____

2) _____

3) _____

4) _____

5) _____

Project Deliverables

1) _____

2) _____

3) _____

4) _____

5) _____

And/Or Job Description Attached (if available)

1. What is the anticipated intended organizational impact of this project?

2. Please attach an anticipated project schedule including –

- Meetings between student and faculty member
- Meetings with the client
- Project progress milestones and completion deadlines

3. Describe how this project will be evaluated for a final grade:

Insert
Logo

PROSPECTIVE CLIENT ORGANIZATION INFORMATION

Date: _____

Client Organization: _____

Address: _____

General Phone Number: _____

Type of Industry: _____

Contact Person's Name: _____

Position: _____

Contact's Phone Number: _____ Email Address: _____

Contact's Fax Number: _____

Please list activities in which an individual or project team would participate:

Which semester or time period would you prefer for this project? _____

Will this be a paid experience? _____ If yes, pay rate: _____ per _____

Other compensation: _____

Will you give permission to the RU MBA Program to use your organization's
Logo and project description in future promotional materials? (please circle) YES NO

If not, would you allow us to just list your organization's name? YES NO

Any additional comments:

APPLIED PROJECT STUDENT AGREEMENT

If you are NOT currently employed by the client, students need to complete all required information, and attach required documentation.

I, the undersigned student, agree to accept an applied project with the agency named below. I enter into this applied project agreement with the full knowledge that the applied project agency has committed considerable time and resources so that I can enhance my educational experience through this program. I further agree to comply with the following statements of General Understanding.

STUDENT INFORMATION

Name: _____

Academic Area: RU MBA

Hours of Academic Credit: _____ Credit Option A/F

Course Number: _____ Semester: _____

Applied Project CLIENT INFORMATION

Name of Applied Project Client:

Period of Applied Project: _____ start _____ end

Number _____ hours/week Total hours: _____

Student's Position Title: _____

Rate of Pay (if applicable): \$ _____ per _____

INSURANCE VERIFICATION/PERSONAL INJURY STATEMENT

1. Does student have personal health insurance (individually purchased, through parents or through an employer)? *Note: Some Applied Project sites require a student to have health insurance coverage.*

_____ Yes

_____ No, I do not have personal health insurance. I understand that any medical care, including emergency care that I might receive will be my sole expense and responsibility.

_____ *(Student Initials)*

2. Radford University students who are engaged in applied projects under the teaching supervision of University faculty, whether on or off campus are protected by the state's self-insured medical malpractice coverage or the state's self-insured liability coverage. The student must be engaged in activities, which are in the approved course applied project/practicum. Activities outside the approved course applied project/practicum are not covered.

Personal Injury Statement:

I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my applied project at the Agency named below.

_____ at _____
(Position Title) (Applied Project Agency)

GENERAL UNDERSTANDING

Student will have the opportunity to participate in training and observation at the Agency in accordance with this agreement Student understands and agrees to abide by all requirements, provisions, terms and conditions of the Agreement in consideration for the opportunity to participate in an applied project program at this agency.

1. **Student understands** that he/she must follow all applied project policies and procedures specified by his/her individual college and/or program. *This includes ensuring enrollment and payment of tuition for course credit.*
2. **Student understands** that if he/she must be on the applied project site, he/she has only the privileges allowed per the applied project agreement with the client. Regular on-site attendance should be reflected in the submitted anticipated schedule.
3. **Student understands** that he/she will not publish or permit others to publish any confidential materials relative to any applied project, which materials have not been previously reviewed and approved for publication by both the Agency and the University.
4. **Student understands** that his or her opportunity to participate in an applied project at the Agency is at the discretion of the University and at the ultimate discretion of the Agency, and that either—University or Agency—may, upon written notice to student and to the other party, immediately withdraw student at any time from an applied project based upon any criminal or fraudulent activity on the part of the student, perceived lack of competency on the part of the student, student’s failure to comply with the rules and policies of the University or Agency, student’s failure to comply with the terms and conditions of this Agreement, or for any reason for which either the University or Agency reasonably believes it is not in the best interest of the program for the student to continue. The student may also be subject to disciplinary action, which could result in suspension from the university in addition to failure in the course.
5. **Student understands** that tasks performed by students are part of a planned and scheduled project failure to make planned progress necessitates re-planning and re-scheduling of the progress expected of that student. Further, changes in the deliverables or learning objectives must be resubmitted to Graduate Faculty Advisor for endorsement of the change. A revised set of learning objectives and/or deliverables should be sent to the RU MBA office.
6. **Student understands** that if it becomes necessary to withdraw from the applied project for documented medical or other non-academic reasons, the student should contact his/her Graduate Faculty Advisor and the Applied Project agency. If the Applied Project is the student’s only credit, the student should also contact the Graduate College and Professional Studies. Students who must withdraw or who leave without prior approval will be subject to the university policies regarding course and university withdrawals.

7. **Student understands** that in the event that he/she is receiving financial compensation for the applied project, it is understood that during the period of the applied project, the student is to give primary concern to the accomplishment of applied project objectives and secondary concern to his/her status as a paid student.
8. **Student understands** that there may be professional fees associated with the applied project and that the student will be informed of those fees by the Agency prior to the confirmation of the applied project.
9. **Student understands** that this agreement is not to be construed as an employment contract or promise of future employment.

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its education programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Director of Personnel/Equal Opportunity Employment at 704 Clement Street. Telephone: voice (540) 831-5421; hearing impaired (540) 831-5128. Applied Project Agencies are required to sign a statement certifying that their organization is also an equal opportunity employer.

IN WITNESS WHEREOF, I have caused the AGREEMENT to be duly executed, intending to be bound thereby:

Student: _____

Date _____

Signature of Student

Reviewed by: _____

Date _____

Graduate Faculty Advisor

Reviewed by: _____

Date: _____

RU MBA Director

APPLIED PROJECT STUDENT EVALUATION FORM

We appreciate the assigned applied project supervisor taking the time to complete this evaluation. Please mail or fax the evaluation to:

RU MBA Office
 P.O. Box 6956
 Radford, VA 24141
 Phone: (540) 831-6905
 Fax: (540) 831-6655

Student Name: _____

Dates of Project: _____

General Work Behaviors					
	Excellent	Good	Average	Needs Improvement	Poor
Attitude					
Organization					
Initiative					

Work Performance					
	Excellent	Good	Average	Needs Improvement	Poor
Problem Solving Skills					
Quality of Work Performed					
Rate/Quantity of Work Performed					
Quantitative Skills					
Communication Skills					

If you had an appropriate position available, would you hire this individual? Yes No

Additional Comments:

 Supervisor's Signature

 Date