

MS611 PROJECT GUIDELINES



California University of Management and Sciences

Revised September 5, 2014

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SELECTION OF PROJECT

Before graduating from California University of Management and Sciences with a graduate degree through the MS611 Project course, a student must earn a passing grade of “B” or better in one of the following:

(1) MS611 Project – based on authorized, professional work experience (refer to page 3)

(2) MS611 Project – based on internship (refer to page 7)

(3) MS611 Project – based on CPT internship/F-1 Visa holders (refer to page 9)

IMPORTANT:

- Student must submit all necessary documents and register for one of the above options three quarters prior to graduating.
- Upon selection, student will be enrolled in applicable course, and tuition is due and payable. An additional fee is charged for option (3).
- Student must submit final draft of project by midterm week of the student’s final quarter.
- Student must have and maintain a minimum 3.0 cumulative GPA, have completed program prerequisites and receive approval of Academic Dean to engage in project.

F-1 Visa holders only:

- Student who completes an application for Curricular Practical Training (CPT) will automatically be enrolled in (3).
- Optional Practical Training (OPT), if applicable, will only be approved after exam, thesis, or project is completed AND grade is posted to student’s transcript.
- Student must have and maintain a minimum 3.0 cumulative GPA, have completed program prerequisites and receive approval of Academic Dean to engage or continue engaging in CPT.

PROCEDURES FOR MS611 PROJECT - Based on Professional Work Experience

Note: Student must have a minimum of one year work experience. Student must submit waiver

Step 1

Select project as final graduation option three quarters before graduating.

Step 2

Waiver of Internship Requirement [Form 611-1] can be submitted if student meets the following criteria:

Step 3

- One year of authorized, professional work experience related to degree program
- Work experience completed less than five years prior to program enrollment
- Written or emailed verification of employment is available directly from employer(s)
- Work experience is ALSO verifiable by telephone
- Essay that clearly outlines work duties and learning experiences
- Resume composed that is updated and complete
- If applicable, prerequisites are complete and English proficiency proven.
- Student has a minimum 3.0 cumulative GPA and Academic Dean's approval
Upon approval of waiver form, please go to page 5.

IMPORTANT:

If student is not eligible for MS611 Project based on authorized, professional work experience, and if time to program completion does not allow for a 200 hour internship, comprehensive exam is required.

MS611 Project Completion for Waiver Students:

1. Attend New Student Orientation and Internship Information Session at beginning of quarter.
2. Submit Waiver Form to Enrollment Director and register for MS611 Project three quarters before graduating.
3. Meet with Project Advisor within one week to sign Project Guidelines Form [611-7]. Discuss next step.
4. Email Task #2 (Title and Outline) [611-8] to Project Advisor within two weeks. Meet with Project Advisor to discuss next step.
5. Email Task #3 (Proposed Bibliographic Resources) [611-9] to Project Advisor within two weeks. Meet with Project Advisor to discuss Paper Requirements.
6. Email Draft 1 to Project Advisor within one month. Project Advisor emails to pick up Revised Draft 1. Pick up Draft 1.
7. Email Draft 2 to Project Advisor within one month. Return Revised Draft 1 to Project Advisor. Project Advisor emails to pick up Revised Draft 2. Pick up Draft 2.
8. Repeat submission of drafts until project is approved by Project Advisor.

Students must submit their final draft by midterm week of their final quarter.

Refer to Project Guidelines Form [611-7] for more detail.



Request for Waiver of Internship Requirement for MS611 Project [Form 611-1]

Student Information:

Last, First Name:	Today's Date:
Student ID No:	
Program: MBA MSCIS MSIB MSE MSHM MSSM	Expected Graduation Date: _____
Telephone:	Email:

Attach the following information and documents to this form:

- 1) Detailed, current resume that reflects authorized work experience
- 2) Proof of professional work experience (letter of recommendation or employment verification letter) that reflects employment dates and job title
- 3) Two page essay that clearly explains in detail work duties and learning experiences from employment reflected in #2 above

Previous Work Experience (one year minimum, completed less than five years prior to program enrollment)

Name of Company	
Date Range of Employment	
Position Title	
Responsibilities (use extra paper if necessary)	

Previous Work Experience (2nd employer, if applicable)

Name of Company	
Date Range of Employment	
Position Title	
Responsibilities (use extra paper if necessary)	

Previous Work Experience (3rd employer, if applicable)

Name of Company	
Date Range of Employment	
Position Title	
Responsibilities (use extra paper if necessary)	

Student Signature

Date: _____

Evaluated

Student Services Director

Date: _____

Approved

Rejected

Reason: _____

Academic Dean

Date: _____

UPON APPROVAL, FORWARD TO STUDENT SERVICES ADVISOR

PROCEDURES FOR MS611 PROJECT – Based on Internship

Step 1

Select project as final graduation option three quarters before graduating.

Step 2

Follow Internship Flow Chart (Page 9 or Page 10)

Step 3

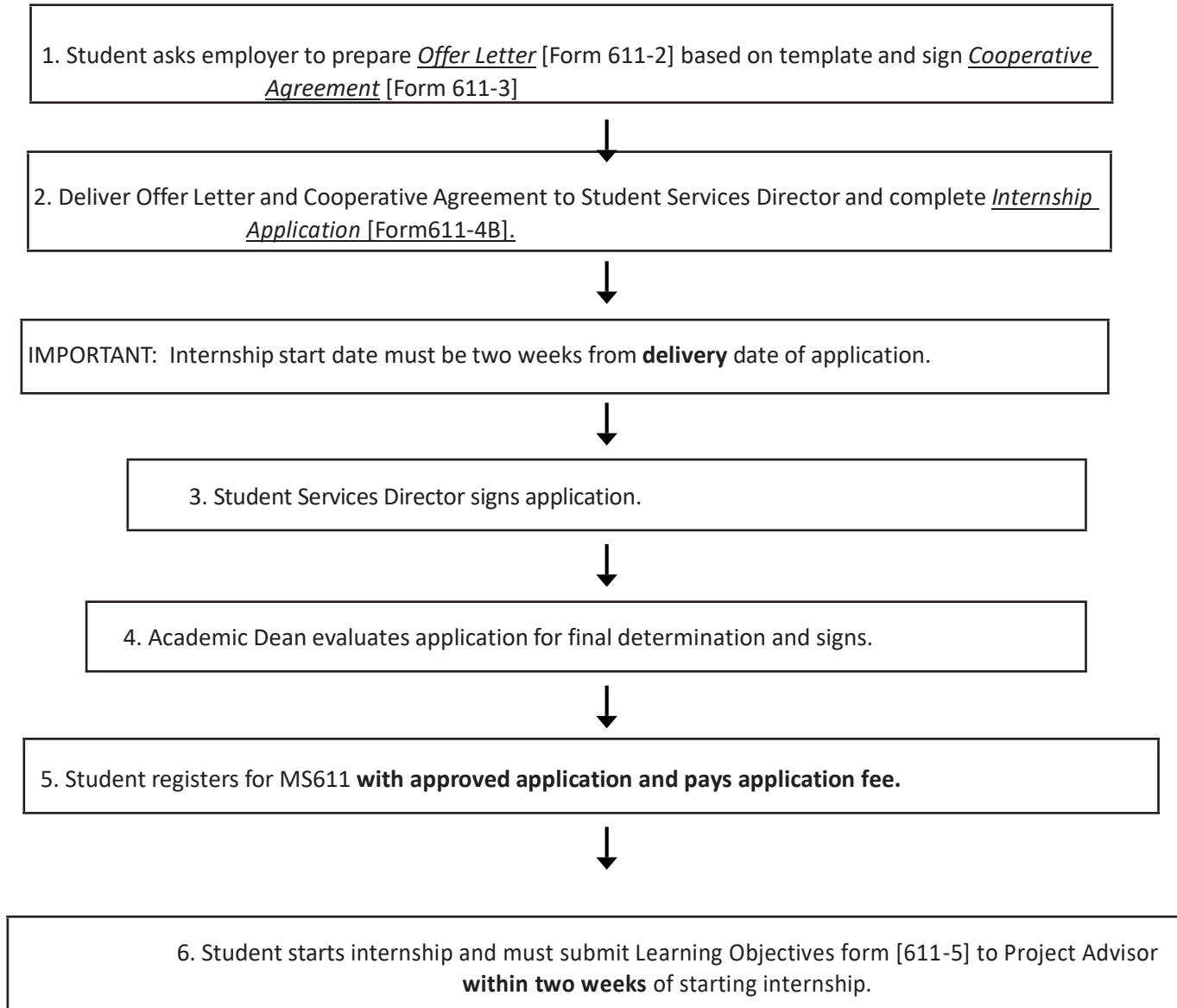
Upon approval of application, refer to Project Completion (Page 12).

IMPORTANT:

- Prior to enrollment of MS611 Project, the student must have completed all program prerequisites, have fulfilled English proficiency, and have a minimum GPA of 3.0.
- Total time in internship must meet or exceed 200 hours to count towards MS611 Project.
- During this time, at least two targeted learning objectives [Form 611-5] must be met.
- If student fails to follow MS611 Project Completion (Page 12), and if student is not eligible for MS611 Project based on professional work experience, comprehensive exam is required.

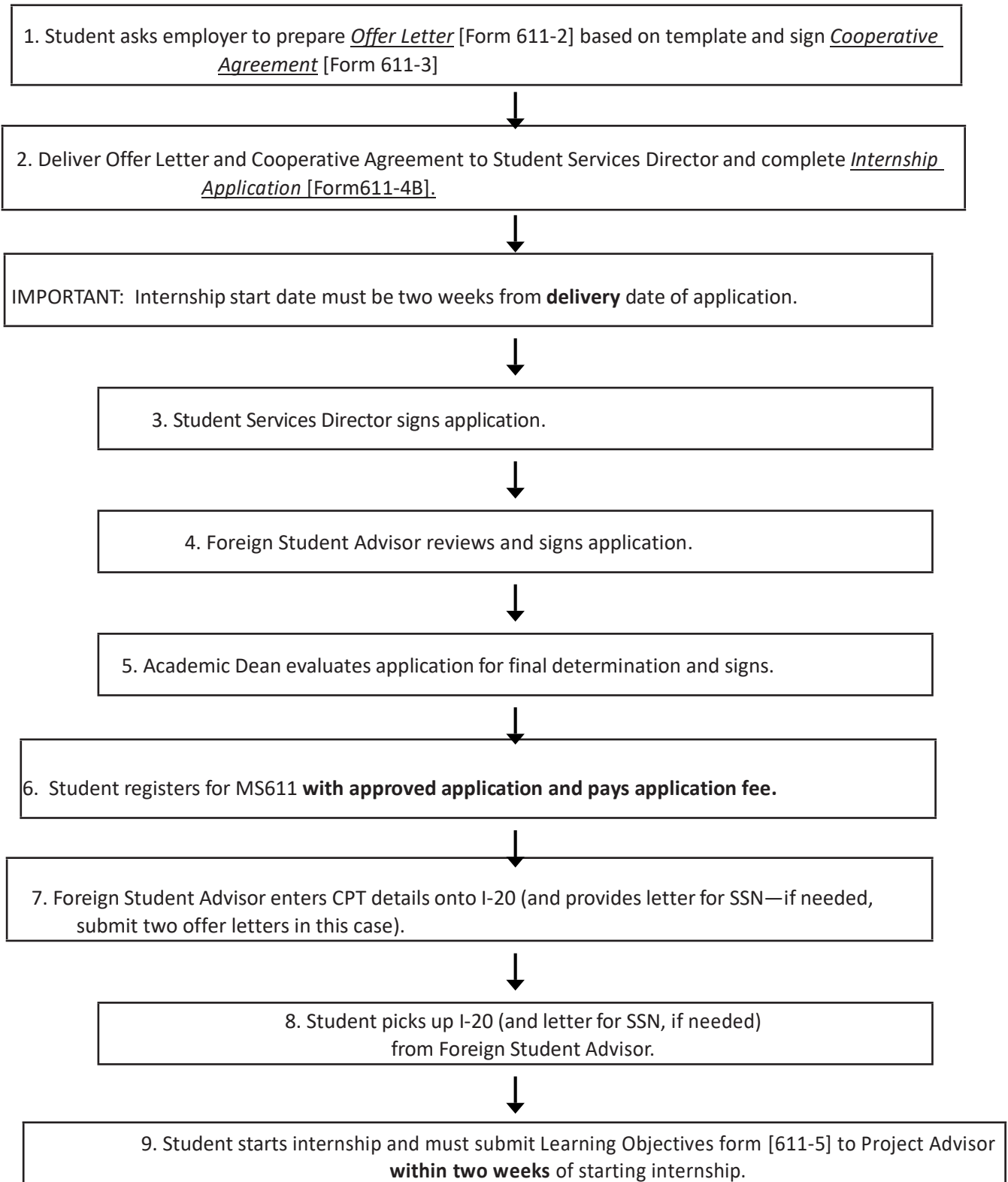
Internship Flow Chart— non-F-1 Students

(Refer to Internship Preparation Page 11)

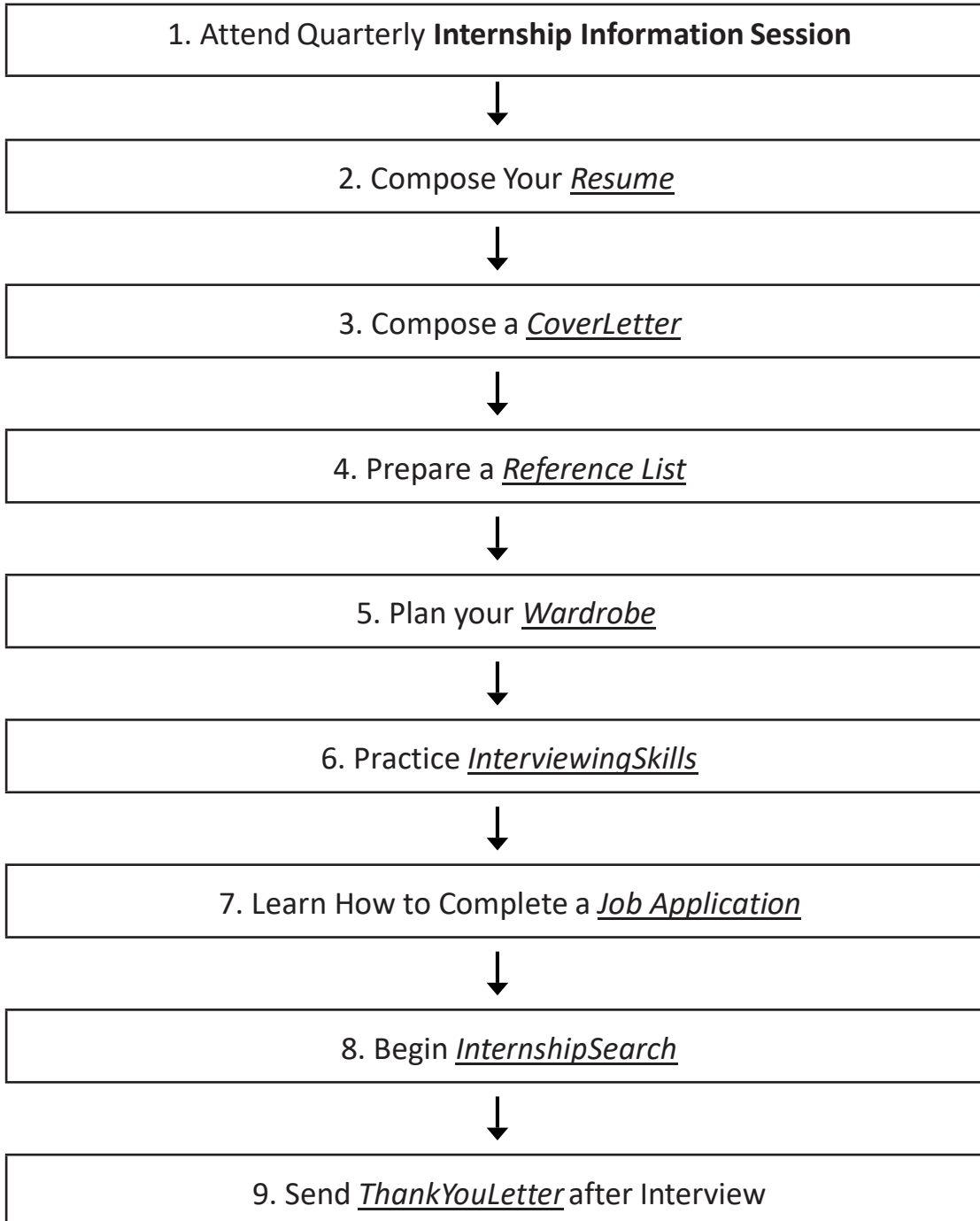


Internship Flow Chart—F-1 Visa Holders

(Refer to Internship Preparation Page 11)



Internship Preparation



Internship Students: MS611 Project Completion

1. Attend New Student Orientation and Internship Information Session at beginning of quarter.
2. Complete internship paperwork and register for MS611 project three quarters before graduating.
3. Start internship.
4. Turn in Learning Objectives Form [611-5] to Project Advisor within two weeks of starting internship. Failure to turn in Learning Objectives Form within two weeks will result in termination of internship and withdrawal from project. Sign Project Guidelines Form [611-7].
5. Email Task #1 (Work Duties and Learning Experiences) [611-6] to Project Advisor within two weeks. Meet with Project Advisor to discuss next step.
6. Email Task #2 (Title and Outline) [611-8] to Project Advisor within two weeks. Meet with Project Advisor to discuss next step.
7. Email Task #3 (Proposed Bibliographic Resources) [611-9] to Project Advisor within two weeks. Meet with Project Advisor to discuss Paper Requirements.
8. Email Draft 1 to Project Advisor within one month. Project Advisor emails to pick up Revised Draft 1. Pick up Draft 1.
9. Email Draft 2 to Project Advisor within one month. Return Revised Draft 1 to Project Advisor. Project Advisor emails to pick up Revised Draft 2. Pick up Draft 2.
10. Repeat submission of drafts until project is approved by Project Advisor.

Students must submit their final draft by midterm week of their final quarter.

Refer to Project Guidelines Form [611-7] for more detail.

Required Format for Offer Letter [Form 611-2]

PLEASE DELETE THIS BOX AND PRINT LETTER ON COMPANY LETTERHEAD

California University of Management and Sciences
721 N. Euclid St.
Anaheim, CA 92801

(insert today's date)

To whom it may concern:

The following student has been accepted to be employed by our company as an intern to fulfill his/her Internship/Practicum training, which is a component of the MS611 Project course in California University of Management and Sciences.

Name of Student:

Company Name:

Name of Supervisor:

Supervisor's E-mail Address:

Work Address:

Employer's Telephone:

Employer's Fax:

Employer Identification Number (EIN):

Employment Start Date:

Employment End Date:

(Maximum 11 months from start date for F-1 students)

Position Title of Student:

Description of Duties:

Total Working Hours per Week:

Hourly Wage:

Employer's Signature

Employer's Title

Date



Cooperative Student Internship Agreement [Form 611-3]

Party A: California University of Management and Sciences

Party B: _____
(Company Name)

This agreement provides a basis for mutual understanding between the above parties in matters relating to the internship of students who are enrolled in the Master of Business Administration (MBA), Master of Science in Computer Information Systems (MSCIS), Master of Science in International Business (MSIB), Master of Science in Economics (MSE), Master of Science in Healthcare Management (MSHM) and Master of Science in Sports Management (MSSM) programs of Party A.

PURPOSE

The purpose of this agreement is to establish the responsibilities of both parties in the implementation and accomplishment of the goals of the student internship, and comply with the documentation requirements of federal, state, and accrediting agencies.

RESPONSIBILITIES OF PARTY A

In this cooperative agreement, Party A will:

1. Designate a representative to work with Party B.
2. Inform all student-intern candidates of internship approval and requirements.
3. Assign an academic advisor to the student-intern who shall monitor internship progress.
4. Furnish Party B with requested information about the student for purposes of documenting the student's Internship status.

RESPONSIBILITIES OF PARTY B

In this cooperative agreement, Party B will:

1. Designate a staff member to maintain liaison with Party A.
2. Inform Party A of any change in student-intern's employment status or work schedule.
3. Ensure that student-intern's assigned work address remains as stated in offer letter for the duration of student internship. This workplace shall not be more than sixty-five (65) miles from Party A's main campus in Anaheim, CA.
4. Process all personnel actions relating to the student's employment and keep all necessary employment records.
5. Relate work assignments as fully as possible to student's major areas of study.
6. Provide orientation for the student-intern to be able to adapt to the work environment.
7. Respond to telephone and in-person verifications by Party A of student-intern's employment.
8. Notify Party A as far in advance as possible of its intent to terminate a student's employment.

IN WITNESS WHEREOF, both parties hereby agree to all of the purposes and responsibilities as stated in this agreement, signed on the dates indicated below.

 For: Party A (California University of Management and Sciences)

 Date Signed

 For: Party B (Signature and Printed Name)

 Date Signed



Application For Internship/Practicum (Non F-1)[Form 611-4A]

Student Information:

Last, First Name:	Today's Date:
Student ID No:	
Program: <input type="checkbox"/> SE <input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> MBA <input type="checkbox"/> MSCIS <input type="checkbox"/> BIB <input type="checkbox"/> M	Program Start Date : _____ Expected Graduation Date: _____
Telephone:	Email:

Employment Information:

Job Title:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Expected Internship Start Date:	Expected Internship End Date:
Company Name:	Telephone:
Company Address:	
Name of Supervisor:	E-mail of Supervisor:
<p>I understand and agree to the following:</p> <ol style="list-style-type: none"> 1. Student certifies that all prerequisite courses have been completed, English proficiency has been fulfilled, and cumulative GPA is at least 3.0. 2. This application must be completed and submitted to the Director, Student Services with an attached offer letter. 3. An interview with the Director, Student Services will be required, following submission of application. 4. Student must enroll in MS611 Project after approval of this application. 5. Within two weeks of internship approval, student will be required to meet with Project Advisor and submit learning objectives. 6. By signing this application, student agrees that California University of Management and Sciences will verify employment before processing application. 7. After starting an approved internship, student agrees to random employment verification by telephone, e-mail, or ocular visit. 8. Student is to submit internship termination form within five days of internship end date. 	
Student's Signature _____	Date: _____

.....Office Use Only.....

Interviewed by: Director, Student Services	Signature:	Date:
Registered by: Enrollment Director	Signature:	Date:
Academic Dean Approval <input type="checkbox"/> Denial <input type="checkbox"/>	Signature:	Date:
Verified by: Financial Director	Signature:	Date:

Important: (1) Authorization will NOT be granted for work that has started prior to approval of this application.
(2) Approved applications are valid for maximum of 11 months.
(3) Approved applications are maintained by Director, Student Services.

Revised 6/11/2014



Application For Internship/Practicum (For F-1 Student Only) [Form 611-4B]

Student Information:

Last, First Name:	Today's Date:
Student ID No:	SEVIS ID No:
Program: MBA MSCIS MSIB MSE MSHM MSSM	Program Start Date : _____ Expected Graduation Date: _____
Telephone:	Email:

Employment Information:

Job Title:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Expected Internship Start Date:	Expected Internship End Date:
Company Name:	Telephone:
Company Address:	
Name of Supervisor:	E-mail of Supervisor:
<p>I understand and agree to the following:</p> <ol style="list-style-type: none"> 1. Student certifies that all prerequisite courses have been completed, English proficiency has been fulfilled, and cumulative GPA is at least 3.0. 2. This application must be completed and submitted to the Director, Student Services with an attached offer letter and cooperative agreement. 3. An interview with the Director, Student Services will be required, following submission of application. 4. Student must enroll in MS611 Project after approval of this application. 5. Within two weeks of internship approval, student will be required to meet with Project Advisor and submit learning objectives. 6. By signing this application, student agrees that California University of Management and Sciences will verify employment before processing application. 7. After starting an approved internship, student agrees to random employment verification by telephone, e-mail, or ocular visit. 8. CALUMS will terminate student's CPT if student is not working at internship site as listed on this application, falls below SAP, or violates any other regulations as stated on the university's catalog. 9. Internship must end on or before program completion date. CALUMS is not responsible for any violation of this government mandate. 10. Student is to submit internship termination form within five days of internship end date. 	

.....Office Use Only.....

Interviewed by: Director, Student Services	Signature:	Date:
Registered by: Enrollment Director	Signature:	Date:
Academic Dean Approval <input type="checkbox"/> Denial <input type="checkbox"/>	Signature:	Date:
Verified by: Financial Director	Signature:	Date:

Important: (1) Authorization will NOT be granted for work that has started prior to approval of this application.
 (2) Approved applications are valid for maximum of 11 months.
 (3) Approved applications are maintained by Director, Student Services.

Revised 6/11/2014



Targeted Learning Objectives [Form 611-5]

Using this form and MS Word, student is to submit a detailed description (in paragraph form) of targeted learning objectives. Student is to explain what he/she is planning to learn from work experience. Academic Advisor approves this list by signing below. This task is not required with work experience waiver.

Student Name (print): _____

Targeted Learning Experiences:

1.

2.

3.

Student's Signature

Date

Print Internship Supervisor's Name

Internship Supervisor's Signature

Date

Project Director's Signature

Date



MS611 PROJECT TASK#1- WORK DUTIES AND LEARNING EXPERIENCES [Form 611-6]

Using this form and MS Word, student is to submit a detailed description of work duties and learning experiences (in paragraph form) related to their internship. Student is to also explain what experiences he/she has learned from performing the listed work duties. Academic Advisor approves this list by signing below. This task is not required with work experience waiver.

Student's Signature

Date

Academic Advisor's Signature

Date

MS611 PROJECT TASKS FOR ALL STUDENTS

The following Forms must be completed by all MS611 students:

Form 611-7 MS611 Project Guidelines

Form 611-8 Task #2 – Project Title and Outline

Form 611-9 Task #3 – Bibliographic Resources

Students are to complete Tasks every week. If a Task is not completed within two weeks, students may be withdrawn (W) from project, requiring them to take another elective and the comprehensive exam.

MS611 Project Guidelines [Form 611-7]

The MS611 Project is like any other class. Students must meet with the Project Advisor on a regular basis (at least every two weeks).

Students are to complete Tasks every week. If a Task is not completed within two weeks, students may be withdrawn (W) from project, requiring them to take another elective and the comprehensive exam.

Students are given due dates for Drafts. If a Draft is overdue two weeks, students may be withdrawn (W) from project, requiring them to take another elective and the comprehensive exam.

Submitted papers may take a week or more to revise. First drafts of papers never get approved. You will have to turn in at least three drafts. Your paper must be approved before you can apply for OPT (if applicable). Thus, it is critical to submit your final paper at least a month before you want to apply for OPT.

The student's final draft (20 pages from introduction to conclusion) must be submitted by midterm week of their final quarter. Drafts will not be accepted after midterm week. If the student does not submit the final draft by midterm week, the student may be withdrawn (W) from the project, requiring them to take another elective and the comprehensive exam.

Project papers are graded based on the paper requirements. Papers that do not follow the paper requirements will not pass.

Extensions are only granted under certain circumstances. Extensions cannot be considered for F1 students beyond the maximum program length as stated on the I-20. Extension will be considered after student has fulfilled the following requirements: (1) Completed MS611 Project Tasks 1-3, (2) Completed acceptable first project draft, (3) Attached a written justification for extension request, and (4) Pay \$300 extension fee.

Print Student's Name

Student's Signature

Date

Academic Advisor's Signature

Date



MS611 Project Task#2 – Project title And Outline [Form 611-8]

Using this form and MS Word, student is to submit proposed detailed project title and outline. Academic Advisor approves the outline by signing below.

- I. Title of Project - _____
- II. Table of Contents
- III. Abstract (Rationale for choosing topic)
 - a.
 - b.
- IV. Introduction (Include work experience)
 - a.
 - b.
- V. Define Problem (What needs to be improved)
 - a.
 - b.
- VI. Body of Paper (Implementation Plan)
 - a. Who –
 - b. What –
 - c. Where –
 - d. When –
 - e. Why –
 - f. How –
- VI. Case Study (List company name)
 - a.
- VII. Recommendation
 - a.
 - b.
- VIII. Conclusion
 - a.
 - b.
- IX. References

Student's Signature

Date

Academic Advisor's Signature

Date

Academic Advisor's Signature

Date

Choosing A Good Title

Your title should be in the form of a recommendation, whether for a company, organization, industry or country:

- The United Nations **should** have a meeting on world hunger **to improve** the living standards of people living in rural areas.
- Target **needs to** increase the number of associates in its returns department **to increase** customer satisfaction.

Do not pick a general topic and apply it to every company:

- Search Engine Optimization (SEO) helps companies increase their page ranking.

Your recommendation must be targeted at a specific company, organization, industry or country. That way, in your paper you can focus on what the specific company, organization, industry or country needs to do, rather than the topic in general:

- Bad: In SEO, you need to post things about your business on different blogs. My Accounting Firm should post information on different blogs.
- Good: Smith (2010) states, "Posting about your business on different blogs will increase your search results." In order to accomplish this, My Accounting Firm should post that it offers free consultations on Deloitte's blog. The best place on Deloitte's blog to post it would be under the Affiliated Businesses section. That way search engines and readers will associate My Accounting Firm with Deloitte, one of the top accounting firms in the nation, increasing website clicks and page ranking.

Key point: be specific. We know what SEO is. We do not know what My Accounting Firm needs to do. Tell us. Also, state what My Accounting Firm should NOT do. Analyze the costs of alternative strategies (newspaper advertisement, magazines about accounting).

In your paper, explain WHO, WHAT, WHERE, WHEN, WHY, HOW.



MS611 Project Task#3 – Bibliographic Resources [Form 611-9]

Using this form and MS Word, student is to submit proposed use of bibliographic resources related to the project. Academic Advisor approves the proposal by signing below.

Student's Signature

Date

Academic Advisor's Signature

Date

MS611 Paper Requirements

Times New Roman, 12 point font, double spaced, 1 inch margins.

Do not skip a line between paragraphs. 20 pages of content from Introduction to Conclusion. This excludes Title Page, Table of Content, Appendix. References.

Need 12 different in-text citations from 12 different sources. In-text citations and Reference page should be in APA style format:

“Quotes can have the citations at the end of the sentence” (Last Name, Year). Or

Last Name (Year) states, “Quotes can have the citations at the beginning of the sentence.”

See APA Style Reference Guide for information on how to do Reference page.

When quoting a source, you should do the following (sandwich method):

Start your paragraph with two sentences of your own words. These sentences should explain what you are talking about. “Only one sentence quote with some important fact or data” (Last Name, Year). Then three sentences of your own explaining the quote. These sentences should highlight how the quote is relevant to your paper topic. This will help tie in the quote to your recommendation and keep your citation rate low.

Section Length Requirements (at least): Abstract 1/4 page, Introduction 1 page, Define Problem 2 pages, Body 13 pages, Case Study 1 page, Recommendation 2 pages, Conclusion 1 page

No bullet points, no numbered lists, no lists. Everything has to be in paragraphs in coherent sentences. All charts and graphs should be in the Appendix section, not in the body of the paper.

Paper should have a one page case study explaining a company that has adopted what you are talking about and has seen successful results.

APA Style Format For Reference Page

One Author:

Last Name, First Name. Year. "Title." City: Journal/Publisher (*Italic*)

Link.

Two Authors:

Last Name, First Name and Last Name, First Name. Year. "Title." City: Journal/Publisher.

Link.

Website With Author:

Last Name, First Name. Year. "Title." Website Name.

Link. Date Retrieved.

Website Without Author:

Website Name. Year. "Title." Website Name.

Link. Date Retrieved.

NOTE: Second line is indented.

LIST ARTICLES IN ALPHABETICAL ORDER BY AUTHOR'S LAST NAME/ WEBSITE NAME

You must have at least 12 different sources.

All the names in the in-text citations must match the names in the references. Do not list a source in the references if it is not an in-text citation.