

MONFORT

COLLEGE of BUSINESS

University of Northern Colorado

Professional Experience Requirement

Management

PURPOSE

- To provide qualified Monfort College of Business students with meaningful on-the-job work experience in a position that expands the student's educational experience and fulfills the Professional Experience graduation requirement.

REQUIREMENTS

- Be a junior or senior business major in good academic standing (minimum GPA of 2.0/4.0, not on academic probation or suspension from MCB)
- Approval from Professional Experience Coordinator *prior* to engaging in experience
- Completion of Student-Employer Agreement
- Completion of two pre-requisite workshops: resume and professionalism/interviewing skills
- Interim memo/e-mail from site supervisor (student meeting required hours, satisfactory performance, etc.)
- Minimum of 50 hours of work needed to meet Professional Experience requirement (may be more if required by employer)

WHAT COUNTS AS A VALID PROFESSIONAL EXPERIENCE

- A valid experience requires skills and knowledge obtained from MCB courses. These experiences can be obtained through employment, volunteer activities or project-based opportunities. Your position should be similar to an entry-level position for a MCB graduate and tied to your career goal and/or major.

ASK YOURSELF

- What advanced skills and knowledge are essential for this position? How will this position enhance my learning in MCB coursework?
- What responsibilities of this position require advanced coursework at an institution of higher education? Am I able to apply my knowledge learned from my upper division coursework to the experience?
- What will I learn or experience from this professional experience position that I have not had the opportunity to learn or experience yet?

A PROFESSIONAL EXPERIENCE *COULD* INCLUDE THE FOLLOWING ROLES

- Supervision
- Employee training
- Responsibilities specific to major
- Research opportunities
- Projects specific to major
- Business to business sales

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POSITIONS THAT WILL TYPICALLY NOT BE CONSIDERED A PROFESSIONAL EXPERIENCE

- Telemarketing
- Cashier
- Customer service representative
- Bank teller
- Community adviser
- Receptionist
- Waiter/host/bartender
- Point of sale representative
- Administrative assistant
- Sales floor personnel
- General laborer

MANAGEMENT PROFESSIONAL EXPERIENCE OVERVIEW

- The goal of a Professional Experience in management is to facilitate the transition from academic study to a professional career by partnering with community organizations.
- The Professional Experience is an opportunity to transfer and apply the knowledge and theory gained in the classroom to an actual organizational setting. The best way to learn to function as a management professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experience professionals.
- The Professional Experience provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the student's chosen career.
- The Professional Experience is designed cooperatively by the Monfort College of Business faculty, Professional Experience Coordinator, field professionals, and the student to provide an experience that is mutually beneficial to both the student and the business. Businesses and their supervisors become the final link in the development of the student as a new professional. This partnership creates the ultimate educational experience.

OBJECTIVES OF THE MANAGEMENT PROFESSIONAL EXPERIENCE

- The aim of the Professional Experience program is to provide the student (future professional) with a comprehensive practical experience in a setting where learning is the primary objective of the experience. To this end, the basic purposes of the Professional Experience are:
 - FOR THE STUDENT: to complete his/her professional preparation program in a controlled and supervised field experience.
 - FOR THE MONFORT COLLEGE OF BUSINESS: to sponsor and guide the student and to interpret the experience while the student applies theoretical knowledge to practice.
 - FOR THE ORGANIZATION: to provide a laboratory setting for the experience as well as professional guidance.



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- At the end of the Professional Experience, the student will have achieved the following expected outcomes:
 - Apply principles of program planning, implementation, and evaluation to an organizational setting.
 - Think strategically about organizations and their interaction with the environment.
 - Recognize, understand, and accept own feelings toward the management profession.
 - Integrate theoretical knowledge and skills involved in a professional management environment.
 - How to examine business issues and problems that confront society today.
 - Identify and apply basic supervision concepts with critical skills in how to manage, motivate, and engage employees.
 - Respond to and assist with real-world challenges in an organizational setting.

QUESTIONS

- Visit the MCB PE website at <http://mcb.unco.edu/ProfessionalExperience/> for more information or contact the Professional Experience Coordinator at MCB.professionalexperience@unco.edu. To schedule an appointment with the Professional Experience coordinator, please call 970-351-1884.

****Be sure to check your BearMail account regularly for important updates and announcements.**