

## CoBA BUS 495 (Senior Experience) Advisor Expectations

Dear Faculty Advisor: \_\_\_\_\_

Thank you for your willingness to oversee a Senior Experience team this semester. As a reminder, Senior Experience consists of a 3-unit, one-semester course sequence taught in two parts:

- During the first two weeks of the course, student teams are matched with projects and develop project proposals. During this time, faculty advisors will be expected to grade all written team assignments.
- In the remainder of the course, each team analyzes the problems, develops recommendations, and then implements the best solution for the sponsoring organization. That's when you will start meeting with, overseeing and advising your teams.

The basic expectation of an advisor is to be an **active** faculty advisor during the semester. Please advise the Senior Experience Program Director if you are unwilling or cannot complete these expectations.

Expectation	Rationale
1. Review and grade the 5 written assignments due in BUS 495 for each team (Team Contract, Company Profile, Industry Analysis, Letter of Engagement, project management exercise) using the CoBA Writing Rubric V4 (2014-08-19).	Helps to: A) understand the team's strengths and weaknesses as well as the dynamics across the team before they begin their actual project research and analysis. B) enable the student's and faculty's understanding of the profile and industry of the sponsor company.
2. Initiate contact with the company sponsor <i>prior</i> to the first meeting between the team and sponsor to discuss the project.	Establish a working relationship with the sponsor, and achieve a good independent understanding of the project's objectives.
3. Meet with your student team as soon as possible after matching, but certainly before the first team meeting with the company sponsor. Review the Team Contract, draft Letter of Engagement, Company Profile, and Industry Analysis.	Become acquainted with the team's strengths, weaknesses, special skills, etc.
4. Be present at the first team meeting with the company sponsor.	Observe the team's abilities, facilitate only if needed.
5. Meet with the team immediately following the sponsor meeting.	Debrief with the team, determine if there is a shared three-way understanding of the sponsor's objectives and, if not, help the team to do so.

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6. Edit the student team's Final Letter of Engagement to ensure it meets your approval before signing it.	Verify three-way understanding of the sponsor's objectives; check team's project plan, deliverables, and timeline.
7. Meet regularly with the team, generally on a weekly basis. Also, establish a clear channel of communication so that the team can contact you between meetings as needed.	Observe progress, facilitate only if needed. The team is responsible for the agenda, preparing for, organizing, and running the weekly meetings.
8. Maintain regular contact with the sponsor to obtain an independent audit of the team's progress.	Improve quality of final outcomes.
9. Review an early draft of company report if requested by the team.	Improve quality of your team's final report.
10. Edit and grade Final report submitted to Faculty Advisor using the CoBA Writing Rubric V4 (2014-08-19) along with the team's finalized paragraph summary submitted for any marketing materials or event highlighting the Senior Experience program.	Paper and peer reviews are a significant portion of final grade.
11. Review the student presentation and provide feedback that will improve the quality of the final presentation.	Improve quality of your team's presentation before the final presentation to the sponsor.
12. Attend and grade the team's final presentation using CoBA Oral Communication Rubric.	Presentations are open to the public.
13. Grade Final report due to Sponsor/Company.	Due at presentation to sponsor.
14. Incorporate peer reviews into final grade. Ensure team participation in Trade Show.	

Acknowledgment:

Date:

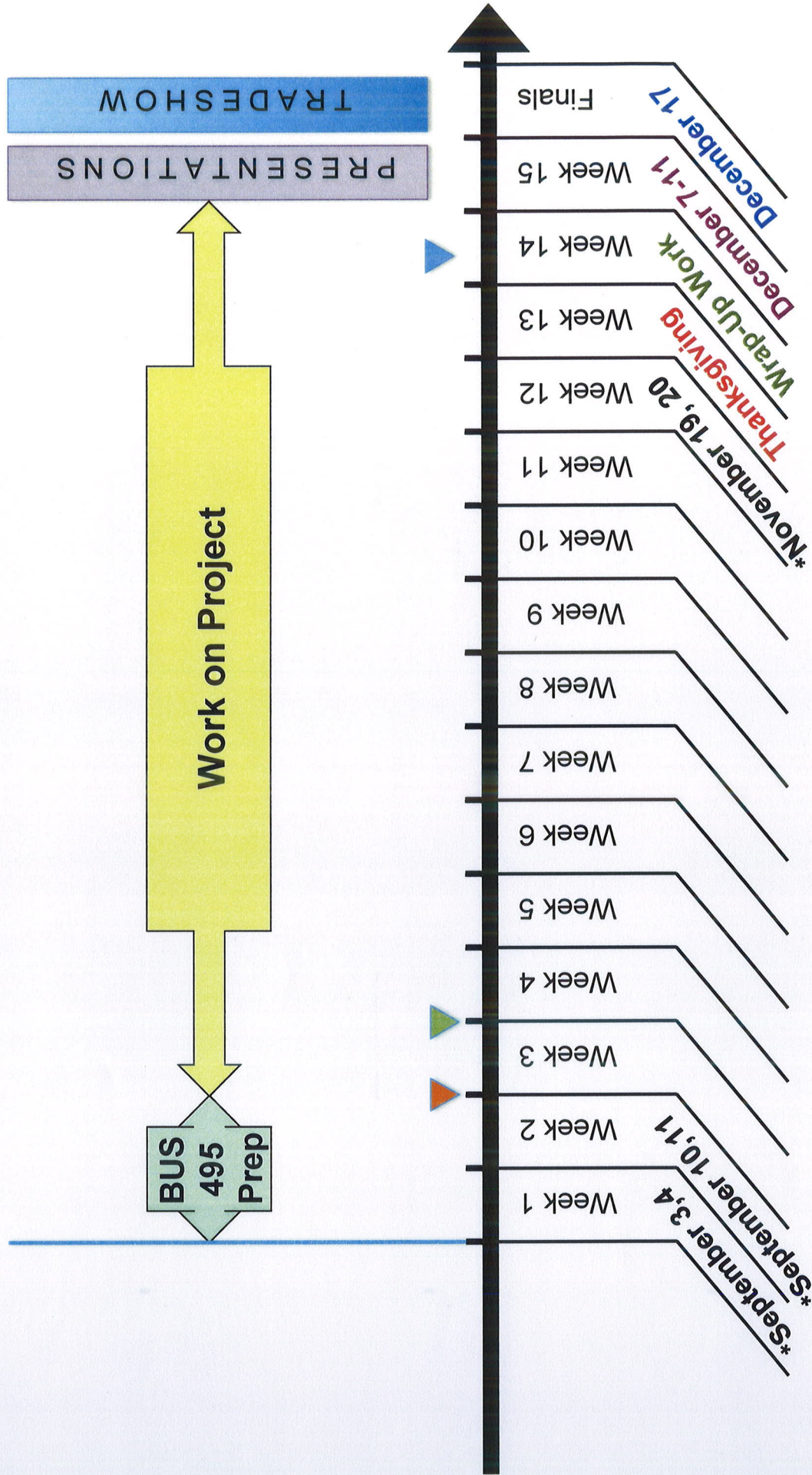
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Faculty Advisor

October 5, 2015

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# BUS 495 General Timeline



\*BUS 495 class sessions

▲ Begin Project Work with Advisor

▲ Team contract, draft LOE, project plan, industry & company report

▲ Draft report; prepare presentation

▲ Thanksgiving