

# FREQUENTLY ASKED QUESTIONS

## **ENROLLMENT IN MBA392**

### **Why am I automatically enrolled in MBA392?**

MBA392: Work Practicum is a required course for each term that a student is enrolled in courses. At no charge, MBA IT, MBA OL, and MBA PM students will be automatically enrolled in the non-credit MBA392 each term of enrollment, regardless of whether the student has secured work for the term.

Students must secure work for each term they are enrolled in either the MBA IT, MBA OL, or MBA PM concentration. While there may be terms for which a student fails to secure work, including the first term, it is imperative that such situations be kept to a minimum.

MBA392 is graded as Credit (CR) or No Credit (NCR). If a student fails to secure work for a term or otherwise does not meet course expectations, the student will receive a No Credit grade in MBA392. MBA IT, MBA OL, and MBA PM students who receive three No Credit grades in MBA392 (due to lack of work or for not meeting course expectations) will be removed from MBA concentrations that require participation in work as an integral component of the curricula. Students who are removed from MBA IT, MBA OL, or MBA PM may apply for the MBA General Business concentration, which does not require work as an integral component of its curriculum.

### **Can my work for MBA392 be about previous employment experiences?**

In order to complete the CPT, you need to currently be employed. It's important to remember that you do not need to be employed full-time. Volunteer experience can be used if it is approved by the DSO.

### **My CPT just got approved, but the deadline for Paper #1 has passed. What do I do?**

If your CPT has just been approved, you need to reach out to Dr. Gregg Meath ([gregg.meath@humphreys.edu](mailto:gregg.meath@humphreys.edu)) and Dr. Vanessa Claus ([vanessa.claus@humphreys.edu](mailto:vanessa.claus@humphreys.edu)). From there, Gregg and Vanessa can determine an appropriate date for your CPT papers to be submitted. Please note that failing to secure a CPT until late in the term will result in a No Credit. After Paper #2 is due, you cannot submit any work (even if your CPT is approved late).

## **MBA385**

### **Why is a deadline showing for MBA385?**

Students enrolled in MBA385 only have one paper to complete throughout MBA392. Therefore, their deadline is firm and set.

### **If I am not enrolled in MBA385, this term, should I submit a paper for MBA385?**

No. If you're not enrolled in MBA385, please ignore the deadline that you see for this course.

### **I am enrolled in MBA385. Do I need to submit only one paper by the deadline noted?**

Yes. If you're enrolled in MBA385, this term, you only need to submit Paper #1 by the deadline noted.

# FREQUENTLY ASKED QUESTIONS

**What if I am not enrolled in MBA385, but I submitted a paper and I did not pass that paper?**

If you are not enrolled in MBA385, you should not be submitting a paper. If you did submit a paper for MBA385, despite not being required to, and you have failed that paper, then you will need to retake MBA392. All papers/work that are submitted and graded count towards your grade in this course.

## **SCORING IN MBA392**

**What if I do not pass MBA392 (i.e., receive No Credit grades) after three terms?**

If you are enrolled in the MBA IT, OL, or PM concentrations and do not pass MBA392 after three terms, then you will need to transfer to the MBA General Business concentration.

**Am I allowed to resubmit my work if I did not receive a Satisfactory or Outstanding score on my submission?**

No! You are not allowed to resubmit any work in MBA392. Whatever document you submit needs to be the correct document, uploaded into the right course folder, in the correct file type, and must be submitted on time. Before submitting any work, you need to ensure that your document complies with the template requirements. Do not submit work unless your work meets/exceeds the template requirements.

**I submitted Paper #1 and received a Not Satisfactory score. Do I need to submit Paper #2.**

If you have received a Not Satisfactory score on Paper #1, you will not pass MBA392. Therefore, you are not required to submit Paper #2. If you do decide to submit Paper #2, please email Dr. Claus so she knows to give you feedback on Paper #2.

**I submitted Paper #1 and received a Satisfactory or an Outstanding score. Then, I submitted Paper #2 early and received a Not Satisfactory score. Can I resubmit Paper #2 since the deadline for Paper #2 has not passed yet?**

No. What you submit the first time must be your best work. Resubmissions, once again, are not allowed.

**I did not pass MBA392 because I received a Not Satisfactory score on Paper #1 or Paper #2 (or both). How will this impact my GPA and standing with the University?**

If you do receive a No Credit grade in MBA392, your grade will show up on your transcript as a No Credit. No units are associated with MBA392. Furthermore, MBA392 is not calculated in your cumulative grade point average (GPA).

## **USING THE TEMPLATE AND OTHER PAPER REQUIREMENTS**

**Do I need to use the template?**

Yes. You must use the template. The template has been created to ensure that you meet the length requirements, formatting requirements, etc. Therefore, please do not add any additional spacing, do not fix the margins, etc. Your content needs to be inserted into the template without changing the formatting of the template. If you do change the formatting of the template/fix the spacing and then, your paper is not long enough, you will receive a No Credit grade in this course.

# FREQUENTLY ASKED QUESTIONS

## **Do I need to use references and in-text citations?**

Yes. You need to use references and in-text citations to support your points. You should use your course textbook and any other resources you believe are helpful to support your ideas.

## **How many papers are required in this course?**

If you are enrolled in two courses, you must submit one paper per course. For example, if you are enrolled in MBA301 and MBA320, you need to submit a paper for each course.

## **How long should each paper be?**

If you follow the template, you will see how long each paper should be. The template provides clear details about the length requirements. Each paper, at minimum, should be 4.5 pages of content, double-spaced, using Times New Roman font, without changing the margins in the template. Please note that the 4.5 pages of required content do not include the cover page or reference page.

## **Are Parts #1 and #2 required for each paper?**

Yes. Parts #1 and #2 need to be included for each paper. Do not submit a paper that does not include Parts #1 and #2. Submitting a paper that only includes Part #1 will result in a score of Not Satisfactory.

## **How many quotes can I use in my paper?**

Most of your content should be in your own words. Therefore, no more than 3 quotes should be used throughout your entire paper. The quotes used should not be longer than 20 words each.

## **I am enrolled in two courses. Which course should I submit a paper for first?**

You can choose which course to submit your paper for as long as you submit Paper #1 on time. Therefore, for example, if you're enrolled in MBA301 and MBA320, you can submit your Paper #1 for either MBA301 or MBA320. The choice is yours.

## **USING AI/TRANSLATION PROGRAMS**

### **Can I use AI to help me write my paper?**

No! In this course, you should not use AI to help you write your paper. Please see the Generative Artificial Intelligence Policy, which can be found on page 6.

### **English is not my native language. Can I translate my thoughts from my native language to English?**

No. You need to write in English. Any drafts should be in English. Furthermore, your final submission should be written in English. Using translation programs will impact your Turnitin AI score and, thus, will likely result in a No Credit. Therefore, if you're struggling writing in English, please use the writing resources offered by the University.

### **I am not a good writer. Can I use Grammarly or other writing platforms?**

Having Grammarly and other platforms check your writing (i.e., punctuation, grammar, sentence structure, etc.) is fine, but these platforms should not be heavily relied upon. Writing platforms often make writing sound robotic. Therefore, keep the use of these platforms to a minimum. Do NOT have these platforms rewrite all your wording.

# FREQUENTLY ASKED QUESTIONS

## DRAFTING MY DOCUMENT

**I like to draft my work in a different file and then upload my work into the template. Is this an issue?**

Yes! Only work from the template. Do not draft your writing in other files and then submit your work in the template. All writing should be done in the template.

## DEADLINES

**What if I do not submit Paper #1 on time?**

If you do not submit Paper #1 on time, you will not pass the course (i.e., you will receive a No Credit). Paper #1 must be submitted by the deadline. All students, other than those who are taking MBA385, are required to submit two papers (i.e., Papers #1 and #2).

Paper #1 is worth 50% of your overall grade and Paper #2 is worth 50% of your overall grade. Therefore, failing to submit one paper on time will result in a No Credit grade in MBA392.

**I missed the Paper #1 deadline. Can I submit my Paper #1 late?**

No. Late submissions, once again, are not allowed.

**I missed the Paper #2 deadline. Can I submit my Paper #2 late?**

No. Late submissions, once again, are not allowed.

**Can I submit Part #1 for each course by the deadline and then wait to submit Part #2 for each course by the deadline?**

No. As you will see in the template, each paper is comprised of Parts #1 and #2. Part #1 should be between a half page to a full page in length. Part #2 should be 4- to 4.5-pages in length. A completed paper includes both Parts #1 and #2 (and must be a minimum of 4.5 pages of content – not including the cover page or reference page).

## CONTENT ORIGINALITY

**Dr. Claus reviewed my Turnitin score and found that a great deal of my content was AI-generated. Can I resubmit my work?**

No. Academic honesty is essential. Due to the systems that the University has implemented, it is very likely that AI writing will be detected. If Dr. Claus sees that you used AI to write your document, you will receive a No Credit score in MBA392.

**Dr. Claus reviewed my document and found that I had a high Turnitin similarity score. Is this a problem?**

Yes. While you can reuse Part #1 of your work, on Papers #1 and #2, the rest of your content needs to be original. Therefore, if Dr. Claus analyzes your Turnitin similarity score and it is exceptionally high, that is a concern. Your content needs to be original. If you have a high Turnitin score, which is a problem noted by Dr. Claus, you cannot revise and resubmit your work.

# FREQUENTLY ASKED QUESTIONS

## UPLOADING WORK

**I made a mistake and uploaded the wrong document into the wrong course. How can I correct this issue?**

If you uploaded the wrong document into the wrong course, please immediately email Dr. Claus. Tell Dr. Claus what course you uploaded the wrong document into and explain which course this document belongs in. From there, she will advise you on next steps.

If Dr. Claus has already reviewed your work and you uploaded the wrong document but did not contact her, you will receive the score provided. Therefore, after work is assessed, no resubmissions (due to incorrect documents being uploaded) are allowed. It is your responsibility to ensure you're uploading the correct files. Again, if you made a mistake and uploaded the wrong file, please immediately email Dr. Claus

**What file type should I submit my document using?**

The template for MBA392 is available in a .doc and .docx file. Thus, your work needs to be submitted in a .doc or .docx file. Do not submit your document using any other file type. If you submit your document using a PDF file type, you will receive a No Credit.

**How should I label my document?**

Your document should be labeled using the following format: CourseNumber.LastName.PaperX. For example, if you're enrolled in MBA303, your last name is Nguyen, and you're submitting Paper #1, you should label your file like this: MBA303.Nguyen.Paper1. Again, the file type should be a .doc or .docx file.

## GRADING BREAKDOWN

Please see the grading breakdown for more information about scoring and the grade that will display on your transcript.

	<b>Score on Paper #1</b>	<b>Score on Paper #2</b>	<b>Grade on Transcript</b>
<b>Student 1</b>	Satisfactory	Not Satisfactory	No Credit
<b>Student 2</b>	Satisfactory	Outstanding	Credit
<b>Student 3</b>	Not Satisfactory	Satisfactory	No Credit
<b>Student 4</b>	Satisfactory	Satisfactory	Credit
<b>Student 5</b>	Outstanding	Outstanding	Credit
<b>Student 6</b>	Outstanding	No Submission	No Credit
<b>Student 7</b>	No Submission	Outstanding	No Credit
<b>Student 8</b>	Satisfactory	No Submission	No Credit
<b>MBA385 Student</b>	Outstanding	No Second Paper Required for MBA385.	Credit
<b>MBA385 Student</b>	Satisfactory	No Second Paper Required for MBA385.	Credit
<b>MBA385 Student</b>	Not Satisfactory	No Second Paper Required for MBA385.	No Credit

**Note:** Please note that a score of a Credit (CR) appears as a 75% on your transcript and a score of a No Credit (NCR) appears as a score of a 55% on your transcript.

# FREQUENTLY ASKED QUESTIONS

## **USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) TOOLS**

Humphreys University recognizes that generative artificial intelligence (GenAI) tools can enhance innovation, productivity, and learning. However, the use of such tools must uphold academic integrity, intellectual property rights, and ethical standards. All members of the University community are expected to engage with AI technologies in ways that demonstrate honesty, accountability, and respect for privacy and ownership.

### **Prohibited Uses of AI: The following actions are expressly prohibited and constitute a violation of university policy.**

- Entering or uploading any university-produced materials—including syllabi, instructor guides, assessment questions, templates, or feedback—into GenAI systems.
- Using GenAI tools to complete quizzes, examinations, or other summative assessments unless explicitly authorized.
  - Note: In MBA392, your summative assessments are Papers #1 and #2. Therefore, AI cannot be used.
- Inputting or sharing confidential information, including student records, grades, peer feedback, or faculty materials.
- Submitting unedited or uncited AI-generated content as one's own original work.

### **Business Department Policy– Allowed (as described below)**

Other than the above expressly prohibited uses, GenAI tools may be used in this course as long as students do so honestly through proper documentation, citation, and acknowledgement. To demonstrate honest use of these tools and the learning process, students must:

- Keep histories of GenAI chats and submit them when requested.
- Any use of AI tools must be properly cited. Citation formats will be specified by the instructor.
- Verify the accuracy and authenticity of GenAI information by consulting credible, original sources.

Plagiarized or falsified content—whether produced by a human or GenAI—will be treated as an honor code violation.