

INTERNSHIP

Course No	:	BUS 209
Course Title	:	Internship
Prerequisites	:	<ul style="list-style-type: none">• Completion of all major courses in the first 3 semesters of the Associate Degree.• Consent of the faculty advisor and Program Manager
Course Type	:	Major
Faculty Member	:	; Room # ; Telephone ; e-mail ;
Office Hours	:	
Class Time	:	
Lecture Class	:	

RULES TO BE ADHERED TO:

1. Students are required to display professional conduct at all time at the site of their internship.
2. They must respect the policies and procedures of the business organization.
3. They must respect the management and staff of the company.
4. They must adhere to the dress code of the company.
5. They must respect the work ethics.
6. They must abide by the safety procedures at work

Course Objectives:

Professional development and obtaining specialized work experience are the primary goals of this course. The course is designed to help students apply the knowledge acquired and the skills learnt during their study in solving specific practical problems in the field. It enables them to learn how the various functions of the office are integrated and coordinated to provide service to their internal and external customers. The course gives students practical experience in oral communications and interpersonal relations and helps them to evaluate careers in business administration in light of personal career goals. Finally, it helps students find employment by gaining experience they require to enter the business world.

Course Description:

This course is a supervised work experience in the field of business administration. A minimum of 240 hours of work experience over one semester is required. It offers important benefits to the graduating student, including the opportunity to earn credits while exploring a career in business administration and a chance to apply concepts learned in the Associate Degree Program courses to real problems faced by firms. Working in teams or as individuals under the guidance of their assigned faculty advisor, students clarify research topics and identify sources from which data is gathered in preparation for the project. Students then gather data and present their research in both written and oral form to the client organization, if applicable, and to other students and faculty. Requires several papers and reports.

Course Outline:

1. The student's internship objectives will be established by the employer supervisor.
2. The students, in consultation with their faculty advisor, shall determine where the work experience shall take place.
3. The faculty advisor will determine the work experience activities, hours of work, evaluation procedures, etc.
4. A clearly composed and detailed project report.
5. Oral presentation of internship experience to faculty, class and, if applicable, client.

Learning Outcomes:

1. Assign a research topic individually.
2. Challenge the ways things are being done.
3. Seek information on problems from multiple sources.
4. Demonstrate responsibility for creating own learning opportunities.
5. Set goals to accomplish tasks on time.
6. Self evaluation
7. Students write a detail report in a given format and organize information into meaningful categories

Prerequisite:

To take this course the student shall have successfully completed all major courses in the first three semesters of the Program, and have the Program manager's permission.

Duration:

The course covers 8 weeks, with 5 working days a week and 6 hours of work every day. The total is 240 hours.

Format:

Given the diversity and unpredictability of work schedules, this class will not hold formal meetings. Rather, the concerned faculty advisor will communicate with the student and the supervisor on a regular basis by e-mail or telephone. There will be surprise visits to the training site by the faculty advisor. The latter may be contacted during office hours to review the progress of the internee.

Documentation of number of hours work:

Documentation of the number of hours worked by the student must be submitted to the faculty advisor along with the office supervisor evaluation at the end of the internship. This documentation is a note on company letterhead, from the supervisor. The employer must complete a report on the student's internship.

Use of Modern Instructional Technology:

Students are expected to be competent in using word-processing, spreadsheet, LCD Projector and presentation software in this course. Use of the Internet and E-Mail may also be required.

Skills to be developed:

This course helps students in developing the following skills:

1. **Communication** (Oral & written) **Through interaction in the workplace, the internship report and the final oral presentation.**
2. **Analytical** **Through analyzing real life data/situations.**
3. **Team Work** **Through interactions in the work place.**
4. **Creative Thinking** **Through work experience in the field.**
5. **Adaptability to Change** **Through meeting work place demands/requirements.**
6. **Ethics** **Through dealing with office staff/workers/clients.**
7. **Use of Information Technology** **Through use of PCs, Internet, CD-ROM, Statistical data base in the workplace.**
8. **International issues** **Through experience with real life industry issues.**

Evaluating Student Performance:

Student self evaluation	10%
Office Supervisor Evaluation	15%
Final Presentation	75%

Assignment	LO1	LO2	LO3	LO4	LO5	LO6	LO7
Student self evaluation	X	X			X	X	
Office supervisor evaluation			X	X	X		
Final Presentation							X

Grading:

<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>
90 - 100	A	4.0	70 - 74	C	2.0
85 - 89	B+	3.5	65 - 69	D+	1.5
80 - 84	B	3.0	60 - 64	D	1.0
75 - 79	C+	2.5	< 60	F	0.0

Educational Resources

<i>Educational Resource</i>	Description	Comments
Textbooks	An introductory Management or/and Marketing text, such as the one you used in Principles of Management or Principles of Marketing, may be useful for reference. Your notes from that class should also be helpful.	
References		
Discussions	Discussions with colleagues, faculty and superiors ; data through interviews, questionnaires.	
Computers	Internet searches for obtaining info on Research.	
CD - ROM :	(CD-ROM) data base in the library + Action learning through CD Accompanying the textbook	
Other Resources:	Library resources, Internet search of periodicals	