Course Syllabus

Department: Business

Date: 12/18/12

I. Course Prefix and Number: BUS 250
   
   Course Name: Business Internship
   
   Credit Hours and Contact Hours: 3 credit hours and 3 contact hours
   
   Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of ‘C’ or higher.

   The Internship Program enables a Finger Lakes Community College student to supplement their academic studies and increase their career awareness through field experience. A student can acquire first-hand experience in the work environment related to their academic and/or career interests. The students’ activities during the internship will include both participation and observation so that they can gain skill relevant to the interest as well as an understanding of the overall organization and operation of the internship site. A student who makes a thoughtful, serious commitment to the opportunities for learning in an internship can also increase their ability to make well-informed decisions about their career and/or graduate study.

   Based upon faculty recommendation, this course may be taken twice for credit. Prerequisite: Completion of 30 credit hours toward a degree with a minimum grade point average of 2.0 or permission of instructor.

   Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

   As elective credits are earned in this course, it may transfer to a four-year school as business elective credit. It provides students with relevant “real world” work experience that will enhance their understanding of the field of business.

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify…)

   In general, outcomes will vary with each different internship, however all students will:

   - Participate in a work experience
   - Apply theoretical information to the work setting
   - Demonstrate knowledge, skills, and experiences encountered during the internship
   - Communicate with supervisors and others in the work setting for a defined purpose
   - Solve work related problems
   - Demonstrate the ability to make a well-informed decision concerning an academic program and future plans for a career and/or further post-graduate study.
College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

- [ ] writing
- [x] oral communications
- [ ] reading
- [ ] mathematics
- [x] critical thinking
- [ ] computer literacy
- [x] ethics/values
- [ ] citizenship
- [ ] global concerns
- [ ] information resources

III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
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</thead>
<tbody>
<tr>
<td>Ethics and Values</td>
<td>Students will complete a journal addressing the goals agreed upon by the employer, the instructor, and the student. Employer will also provide a final assessment of the internship through verbal communication with the instructor.</td>
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<tr>
<td>Oral Communications</td>
<td>Students will communicate with their immediate supervisor and faculty advisor. Communication process will be verified by the instructor and documented by the student in their journal.</td>
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<tr>
<td>Critical thinking</td>
<td>Student will be asked to solve work related problems. The internship supervisor will assess this and communicate progress to the instructor. Students will document progress toward solving work related problems in their journal.</td>
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IV. Instructional Materials and Methods

Types of Course Materials:

No textbook is used in this course. Documents include the Internship Agreement and Internship Journal.

Methods of Instruction (e.g. Lecture, Lab, Seminar …):

This is a field experience which occurs at a business work site. Interaction between the student, faculty sponsor, and an on-site supervisor will integrate the student’s academic program with the chosen field of study.
V. General Outline of Topics Covered:

This list represents a variety of topics that may be covered during the student’s internship. This list will vary based on the individual internship placement.

- Resource management
- Teamwork
- Diversity understanding
- Uses of technology
- Decision-making
- Problem-solving
- Accepting responsibility
- Management skills and time management
- Professionalism
- Accountability
- Applying coursework in the workplace
- Departmental interaction
- Career awareness
- Feedback
- Workplace culture