

WELCOME FROM YOUR INSTRUCTOR ~

Your Instructor:

Professor: Dr. Jeanie O'Laughlin, MBA, CPA, PhD
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Dr. O'Laughlin is an Assistant Professor of Accounting at Adams State College. Prior to moving to Colorado, Dr. O'Laughlin held faculty and administrative positions at Northwest Christian University in Oregon and Dakota Wesleyan University in South Dakota. She is a licensed CPA in the states of South Dakota and Colorado. Dr. O'Laughlin has held a variety of accounting positions during her professional career. Positions included Acting Treasurer and Director of Budgeting for Scripps College in Claremont, CA, Controller for American Filtrona Corporation in Santa Fe Springs, CA, Director of Finance for Active Communication Treatment Systems in Riverside, CA, and Accountant for Pacific Lighting Energy Systems in Los Angeles, CA. Her special interest in the field of accounting revolves around fraud in the work place, especially as it affects non-profit, and the International Financial Reporting Standards, IFRS.

Dr. O'Laughlin received her B.S. in Accounting/Audit from California State College, San Bernardino; her M.B.A. in Marketing from California State University, San Bernardino; and her PhD in Higher Education Administration from Claremont Graduate University in Claremont, CA. Her doctoral research was on the Financing of Tribal Colleges.

SYLLABUS

Instructor: Dr. Jeanie O’Laughlin, CPA, MBA, PhD
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Address: Adams State College
208 Edgemont BLVD. BUS 213
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COURSE DELIVERY:

Web based.

CREDIT HOURS:

Three Semester Hours (can be taken for one or two credit hours with approval of instructor)

PREREQUISITES:

None

COURSE MATERIALS:

No textbook required

The following Section Numbers have been assigned:

1 Credit Hour:	Section Number 1240
2 Credit Hours:	Section Number 1241
3 Credit Hours:	Section Number 1242

CATALOG DESCRIPTION:

The internship is a pre-arranged, credit-bearing work experience which allows a student to achieve personal goals which are aligned with the goals of a supervising professional or agency. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate classroom theory with practical job experience as well as develop new skills that will be transferable to future employers.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, student will be able to:

- Demonstrate an understanding of and relevance to their academic career by making a connection between knowledge learned in the classroom and practical problems in an off-campus work environment..
- Identify their strengths, weaknesses, and areas of interest, based on their practical work experience.
- Expand their network of professional contacts.

COURSE REQUIREMENTS:

Overview

An internship in the School of Business is a planned, meaningful work experience granting academic credit. Supervision consists of a site supervisor (who is a qualified professional in the business or organization where the internship is arranged) and a faculty sponsor (who is a full-time professor in the School of Business). The site supervisor evaluates the work performed by the student on the job. The faculty sponsor, in consultation with the site supervisor and the student, is responsible for maintenance of the academic quality and assignment of the course grade. The internship must be academic in nature, since academic credit is awarded for the experience. The internship may or may not be for-pay.

Purpose

The primary purpose of the Business Internship Program is to allow the student to work directly in an outside business, agency, or organization, appropriate to the student's major, so that s/he may experience a meaningful relationship between the classroom-course material and the work environment. This relationship may focus on special projects, assignments and presentations that require an understanding and integration of the functional areas of business and the practical considerations for decision making. While there will likely be some routine aspects to the internship, it must be noted that performing routine assembly-line tasks on the production floor, answering the phone, filing materials, data entry in the absence of analysis, making copies, mail sorting and general office tasks are not recognized as meaningful internship activities. The Business Internship Program provides an opportunity to experience the working world, to solidify career goals and to test possible career choices.

Student Eligibility

A student who is a sophomore, junior or senior may register for an internship for credit. A student on academic probation is not allowed to register for internship credit.

Course Credit and Registration

Course for Sophomore or Junior Standing: BUS 381 for variable credits of 1-3 credit hours

Course for Senior Standing: BUS 481 for variable credits of 1-3 credit hours

(Note: One credit hour is equal to a minimum 25 clock hours of on-site internship activity.)

The maximum internship credit that a student can earn toward the degree is 6 credit hours of elective credit. **IN NO CASE WILL CREDIT BE AWARDED AFTER THE FACT. THE STUDENT MUST BE REGISTERED FOR CREDIT WHILE THE INTERNSHIP IS IN PROGRESS.**

No student can register for the internship course until all the forms have been completed and submitted to the proper office. **IT IS THE STUDENTS RESPONSIBILITY FOR COMPLETION AND SUBMISSION OF FORMS.** The Steps for Registration, including the relevant internship forms, are described below.

1. The student interested in an internship position may visit with a faculty sponsor (or the School of Business Internship Coordinator). The faculty sponsor should discuss the student's interests, informing her or him about the appropriate internships available for the coming semester.
2. The student must complete the **Business Internship Information Form** and return to the School of Business to verify eligibility.
3. The student must complete the **Business Internship Academic Contract** which must include the signature of the student, faculty coordinator, and site supervisor.

Where possible, faculty sponsors or advisors should encourage the student to pre-register for an internship at the time of early registration for other classes. The student intern is expected to work within the same drop-add period as other classes.

Development of the Internship Site

An internship site may be suggested by the student or by the faculty sponsor. In particular, the faculty "network" of alumni, employers and professional contacts represents a rich source of potential internship sites. From time to time, potential sites are developed when the department chair's office is contacted directly with a request for a student intern. Information will be circulated to inform business faculty about the internship opportunity.

Typically, an internship during the fall or spring semester will occur at a local site. A summer internship affords the opportunity for a variety of geographic locations, including an international experience. A summer internship can be done in conjunction with employment, but will require **CAREFUL SEPARATION** of the duties and projects that are specific for internship credit. Registration for a summer internship will require enrollment during the Early or Regular Summer Session.

Evaluation of the Intern

The faculty coordinator is directly responsible for assigning grades. Grading is Pass/Fail and will be outlined in the course syllabus by the faculty coordinator.

Student Responsibilities

1. Learn the registration procedures and assume the leadership to ensure that all forms and requirements are met.
2. Develop a resume.
3. Schedule an interview at the desired internship site.
4. Provide personal transportation to the internship site.
5. Assume responsibility for arranging and meeting internship hours at the site, unless changes are mutually agreed to by the site supervisor.
6. Confer with the faculty coordinator about internship requirements.
7. Be honest and professional in attitude, appearance and behavior.
8. Be willing to be supervised and evaluated, and willing to engage in self- evaluation.
9. Complete all requirements as outlined in the course syllabus.

Site Supervisor Responsibilities

The Site Supervisor is a professional person who assumes responsibility, usually on voluntary basis, to work with a student intern. S/he has the obligation to do the following:

1. Interview and provide the student with a job description outlining the scope and goals of the internship, the student's duties, hourly requirements, and the skills necessary for the tasks associated with the internship. The job description should include a brief outline of any specific projects or special assignments associated with the internship. Assist the student to develop learning objectives for the semester's work and for the final evaluation.
2. Sign the **Business Internship Academic Contract** and attach the job description and learning objectives.
3. Meet with the intern on a regular basis, providing immediate feedback to the student so she or he knows when the work is satisfactory or unsatisfactory.
4. Inform the student intern of any required safety standards, health and/or safety hazards, statements of confidentiality, the proprietary nature of the information and data, special organization rules, and legal requirements. (It is best to do this in writing, confer with the faculty coordinator and student intern, and then have the student sign the documents.)
5. Coordinate and communicate with the faculty coordinator about the student's progress.
6. Complete an evaluation of the intern, found in the **Business Internship site Supervisor Information**, at the end of the semester in a timely manner.

Note: Neither parents nor relatives may serve as a site supervisor for an intern. If a student is placed in a business or organization where a parent or other relative is employed, the student must be placed under direct supervision of another employee preferably not in the office or department. The student is not allowed to do an internship in businesses or agencies operated by a parent

ASSIGNMENTS AND GRADING:

This course is graded Pass/Fail. You must receive at least 70% of the total points, 210 total points. Your grade will be based on your weekly topics,; your final paper; and the site Supervisor evaluation.

Weekly Topics	10 points each	100 points
Self-Evaluation Paper	100 points	100 points
Site Supervisor Evaluation	Must receive at least a competent rating or better.	100 points

WEEKLY TOPICS:

Week One	What is the expected dress, work ethic, and general behavior for professionals in your work place? Do these vary according to the day's duties? If so, how?
Week Two	What is the organizational chart for your organization? Indicate where you are in the organizational chart. Do you see the organization operating the way the organization chart suggests? Does communication flow that way?
Week Three	What do you feel are the most important skills needed for you to do your job? Do you feel adequately prepared?
Week Four	Are you required to perform any cost analysis or projections? What kind of accounting-related data do you see or what support do you provide to the accounting department? How is the organization funded? For example, revenue from products sold, government grants, service revenue, etc.
Week Five	What educational background is needed for your job? What is the typical career path in your organization? Are you at the beginning, middle or end?
Week Six	Relate some aspect of your internship position to lessons you learned in BUS 304-Principles of Marketing. How does your organization market its goods or services?
Week Seven	What do you enjoy most about your job? What do you enjoy least about your job? Are there other duties you would like to assume in the future?
Week Eight	What type of manager do you work for? What are some of the traits you see in the leadership? What is missing?
Week Nine	If you were responsible for managing the organization, how would you improve its effectiveness?
Week Ten	What has been your most positive experience? What has been your least positive experience? Would you recommend this organization to other students looking for an internship opportunity?

SELF-EVALUATION PAPER:

Your written self-evaluation will reflect on achievement of your personal goals. Your paper should be completed in Microsoft Word or saved as an .rtf (Rich text format) file. The paper should use correct grammar and punctuation and be doubled-spaced. Use headings as appropriate for readability. Please address the following questions in the self-evaluation.

1. Did you achieve our personal goals for the internship? Why or why not? Please refer to your academic contract and address the goals with specific examples. Did additional goals evolve as the internship progressed?
2. What do you feel was your most important contribution to your organization?
3. Have your academic and career goals changed? If so, how?
4. What impact did this experience have on your personal growth?
5. How could your internship experience have been improved?
6. What personal strengths have you discovered through your internship experience?
7. In what areas do you need improvement?
8. Was this organization a good place for a learning opportunity? Why or why not?
9. Any other comments?

ADA STATEMENT:

Students who need special accommodation to complete this class should contact the instructor and the Diversity Officer in the Office of Equal Opportunity at 719.587.8213 as soon as possible.

COURSE INSTRUCTIONS:

You have one semester in which to complete this course. The formula for calculating credit for internships is one credit hour is equal to a minimum of 25 clock hours of on-site internship activity. Since this course is a 3-credit hour course, 75 clock hours are required. This course is graded Pass/Fail.

In order to receive a Pass grade, the following must be completed:

1. Within or prior to the *first week* of the semester, complete the **Business Internship Information Form** and submit to the School of Business administration office to determine internship eligibility.
2. Prior to starting the internship hours, complete the **Business Internship Academic Contract**, which includes internship learning objectives and job description along with start and ending dates of the internship. Please complete with the site supervisor and return to the course instructor.
3. Prior to starting the internship have the site supervisor sign the **Master Internship Agreement**.

4. Complete 75 clock hours of on-site internship activity. To document this activity, keep a time log along with a list of activities completed at the end of each day. Turn in the log on the Monday of finals week or when you have completed the 75 hours, if earlier.
5. Login weekly to the Adams State College online course management system (WebCT) and respond to a directed question posted by the faculty sponsor. You must receive at least 70% on all weekly assignments.
6. Complete a written 2-3 page self-evaluation, with a grade of at least 70%.
7. Provide the site supervisor with the **Business Internship Supervisor Information** packet. The site supervisor will complete a final evaluation of the student intern, For a passing grade, the student must perform satisfactorily, this would be a rating of at least “Competent”. This should be returned by the Monday of finals week. You can turn in all paper work earlier as well.