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## BUS 481: Business Internship II

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**Professor:** Alberta Coolbaugh, Ph.D.  
**Office:** B 215  
**Phone:** (719) 587-7541  
**E-mail:** [amcoolba@adams.edu](mailto:amcoolba@adams.edu)  
**Homepage:** <http://faculty.adams.edu/~amcoolba>  
**Office Hours:** varies by semester

**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. BUS 481 is the second semester of an internship. Students should complete BUS 381 prior to registering for BUS 481.

### Course Objectives:

- ☞ Provide students who have clear career goals an opportunity to develop their skills through internships of progressively increasing responsibility
- ☞ Provide students with an opportunity to develop thinking skills including creative thinking, critical thinking, decision-making, problem-solving, and judgment
- ☞ Provide students with an opportunity to develop personal skills including professional demeanor, sociability, responsibility, and self-management

**Required Textbooks: None**

### Assignments and Grading:

For complete information about Internship policies and procedures, read the Business Internships Policies and Procedures. 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 **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 **Academic Internship 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 hours, complete the Memorandum of Understanding with the site supervisor.
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.
5. Login *weekly* to the Adams State College online course management system (currently WebCT) and respond to a directed question posted by the faculty sponsor.
6. Complete a written 2 – 3 page self-evaluation. (Instructions provided by instructor in WebCT.)
7. The site supervisor will complete a final evaluation of the student intern. For a passing grade, the student must perform satisfactorily. This should be returned by the Monday of finals week.

**Academic Integrity:** Adams State College, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Academic dishonesty is considered a serious offense, and any student found in violation may face reprimand, lowered grade(s), probation or suspension from the course, major, or college. Each student is required to practice and adhere to the principle of academic integrity while undertaking studies at Adams State College.