

## **BUS 381: Business Internship I Fall, 2009**

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**Office Hours:** MW- 2:15 PM-3:30 PM  
T/TH- 10:50 AM-11:20AM,  
2:15 PM-3:00 PM or by  
appointment  
**Required Textbooks:** None

**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.

### **Course Objectives:**

- ☞ To gain practical experience in the professional workplace,
- ☞ To integrate theory as well as practical concepts learned in the classroom into his/her internship experience,
- ☞ To enable students to identify their strengths, weaknesses, and areas of interest in a professional work setting,
- ☞ To help students develop self confidence in their chosen area
- ☞ To build a network of professional contacts
- ☞ To begin to develop a personal philosophy of work

### **Expectations for Student Performance**

1. Demonstrate commitment and dedication to an employer and treat work as a first priority
2. Be punctual (including notification of supervisor when absence or tardiness is necessary), dependable and perform in a professional manner
3. Communicate regularly and effectively with team/co-workers and supervisors to ensure timely and accurate completion of work and to establish good human relations.
4. Communicate promptly with Dr. McIntyre by phone or email any questions or problems that you have. Also, visit with Dr. McIntyre at least twice/semester to update her on your work experiences
5. Respect the work rules and codes of conduct of your employer and the academic code of ethics set out in the ASC Student Handbook
6. Lateness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in a failing grade
7. This course is 3 credit hours and requires 90 hours of work. This course will be graded on a pass/fail basis.

### **Assignments and Grading:**

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

1. Within or prior to the *second week* of the semester, complete the **Internship Information Form** and submit to the School of Business administration office to determine internship eligibility.

2. 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. Complete 90 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. You can find the directions for this by clicking on the course content tab and then by clicking on course information on WebCT

4. Prepare a 20-30 minute presentation on your Internship. See above for how to access the directions for this assignment,

5. Complete a written 2 – 3 page self-evaluation. See above for how to access directions for this assignment,

6. 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,

7. Talk with the internship advisor at least twice during the semester to discuss your work experience.

**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.