
BUS 381: Business Internship I

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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 understand the relevance of their academic career by making a connection between knowledge learned in the classroom and practical problems in an off-campus work environment
- ☞ Enable students to participate in an experience that will help them identify their strengths, weaknesses, and areas of interest.
- ☞ Help students develop confidence
- ☞ Initiate their network of professional contacts

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. 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 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.
4. Login *weekly* to the Adams State College online course management system (currently WebCT) and respond to a directed question posted by the faculty sponsor.
5. Complete a written 2 – 3 page self-evaluation. (Instructions are attached.)
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.

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.