**SOUTHEAST COMMUNITY COLLEGE**
**BUSINESS DIVISION**
**Business Program**
**Revision Date: 08-21-23**

## I. CATALOG DESCRIPTION

Course Number: BSAD2900
Course Title: Internship
Prerequisite(s): A grade of "C" or higher in BSAD2155 (Career Transition and Mgmt Strat) or OFFT2000 (Employment Techniques)

Catalog Description: Under the guidance of an internship coordinator, students will receive unpaid practical work experience for development of marketable skills in an approved business setting. Open only to Business AAS students who have a minimum GPA of 2.0.

Credit Hours: 3.0
Class Hours: 0
Cooperative Experience Hours: 180
Total Contact Hours: 180

## II. COURSE OBJECTIVES: *Course will teach students to*

**A.** Provide on-the-job training and experience necessary for the development of marketable skills.
**B.** Provide these skills needed for employment in various business occupations.

## III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

**A.** Student Learning Outcomes: *Students will be able to*
- **1.** Maintain appearance appropriate for the job.
- **2.** Continue to observe, assess, and develop personal traits and attitudes necessary for adjustment to employment
- **3.** Broaden their understanding of the occupational working conditions in the world of work.
- **4.** Gain a broader knowledge of regulations affecting the employee and the employer.
- **5.** Gain new knowledge and skills, and increase personal and professional maturity.
- **6.** Further develop effective interpersonal relationships with the employer, other employees, and the clientele of the firm.
- **7.** Develop an acceptance of supervision.
- **8.** Develop decision-making capabilities.
- **9.** Accept and complete all assignments as provided by the employer.

**B.** General Education Learning Outcomes (GELOs)
- **1.** GELO 6: Career and Life Skills
  Outcome 7: Demonstrate choices that reflect personal responsibility in one's academic, civic, social, and vocational/professional life.

## IV. CONTENT/TOPICAL OUTLINE

**A.** The student will wear clothes appropriate for the job in which the student is employed as determined by the supervisor.
**B.** The student will develop through daily application the traits of initiative, responsibility, attendance, attitude, interpersonal relationships, decision making, concentration, adaptability, stress management, and application of theory to practice (see attached appraisal form).
**C.** The student will apply all rules and regulations necessary to complete employment forms and other forms required by the employer for on-the-job instruction and training.

**D.** The student will accept responsibilities that are required by the Business and Community Services Division and the employer.

**E.** The student will apply classroom instruction to develop first-hand knowledge and skills which are acquired only in the working environment.

**F.** The student will strive to make the working experience as valuable as possible by developing those skills necessary to have good working relationships with all those people who interact with the student.

**G.** The student will work closely and cooperatively with the supervisor in order to accept and effectively follow supervision on the job.

**H.** The student will apply decision-making skills as applied to the day-to-day decision making necessary on the job.

**I.** The student will be required to complete all tasks assigned by the employer as these tasks apply to the job description.

## V. INSTRUCTIONAL MATERIALS

**A.** Tasks and assignments provided by the employer as necessary for the completion of the work assignment.

**B.** See provided internship forms:

**1.** Training Center Agreement
**2.** Training Plan
**3.** Student Summary Card
**4.** Student Time Sheets
**5.** End of Term Appraisal
**6.** Skill Evaluation
**7.** Student Site Evaluation

## VI. METHODS OF PRESENTATION/INSTRUCTION

**A.** Independent/Directed study

**B.** Clinical/On-the-job-training instruction

## VII. METHODS OF EVALUATION

**A.** Students will be employed for a minimum of 180 hours per term in jobs related to their specialization of study (i.e. Accounting, Marketing, or General Business). During this period, students will meet certain application competencies within their respective specialization. These application competencies will be determined by the type of job in which the student is employed as well as the needs of the student and employer/supervisor.

**B.** Once these competencies have been developed, they will serve as the basis for the formal written objectives which become part of the formal training agreement after the competencies have been approved by the student, cooperative education coordinator, and the employer/supervisor.

**C.** The term grade is determined by the employer and co-op coordinator based upon an employment agreement consisting of a set of objectives agreed upon by the employer, the student, and coordinator.

**D.** The employer/supervisor will evaluate the student based upon the student's competencies displayed in performing the assigned tasks and responsibilities in the work experience. These will be coordinated with the agreed-upon objectives as set forth in the training agreement.

**E.** SCC STANDARD GRADING SCALE POLICY:

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|---|---|---|---|
| A+ | 95-100 | C+ | 75-79 |
| A | 90-94 | C | 70-74 |
| B+ | 85-89 | D+ | 65-69 |
| B | 80-84 | D | 60-64 |
| | | F | Below 60 |

## VIII. SPECIFIC COURSE REQUIREMENTS

**A.** A grade of "C" or higher in BSAD2155 (Career Transition and Mgmt Strat) or OFFT2000 (Employment Techniques)