COURSE SYLLABUS – Spring 2016

COURSE TITLE: Internship in General Business

COURSE NUMBER: GBU 485-001

PRE-REQUISITE: Junior or Senior status; Permission of Department Chair

TEXT TO BE USED: *Exceeding Expectations* by Scott Weighart (ISBN 0-9621264-4-6) and *Finding Your First Professional Job* by Scott Weighart (978-0-9621264-5-1)

WHERE YOU CAN GET THEM: You can purchase these at Jack Backers (they probably have used copies) or you can order them from [http://www.mosaiceyepublishing.com/ordering.htm](http://www.mosaiceyepublishing.com/ordering.htm)

The total cost with shipping for the two books is $38.90 when ordered directly from the publisher.

FACULTY COORDINATOR/CONTACT: Mr. Henry Dunn – For office hours, please email henrydunn@sfasu.edu or call (936) 468-3103

COURSE REQUIREMENT: Can be completed full time in one summer term, spread across two summer terms or taken in a fall or spring semester. 50 TOTAL HOURS OF ONLINE INSTRUCTION, plus 150 MINIMUM WORK HOURS.

I. COURSE CATALOG DESCRIPTION:

Individually supervised internship in general business. Advanced standing as a major in general business. Consent of department chair.

The course is open only to General Business majors. Consent of department chair will be dependent on the student being in good academic standing and having earned a minimum of 75 semester credit hours including a minimum of 12 hours in the major, with a majority of the business foundations courses completed.

II. COURSE DESCRIPTION:

The internship is designed as a “real-life” work experience in a setting which allows students to consolidate knowledge, apply skills and techniques, and organize a philosophical framework vital for success in their chosen field.

III. RATIONALE:

Practical work experience is valuable for business students in gaining employment in their chosen profession upon graduation. The skills students acquire from the internship program will enhance their business knowledge and solidify their management skills.
The focus of the internship is to provide supervisory or management related experiences in a particular area of business activity. Internships have become a standard within many business curriculums and are a distinguishing factor in recruitment selection of new graduates by employers.

IV. MAJOR INSTRUCTIONAL GOALS:

1. The student will demonstrate career preparation through completion of a series of structured modules on career communication and initial employment planning.

   Learning Outcome: The student will complete a series of modules to prepare the student for successfully entering the workforce. These modules will be online and assessed by the internship coordinator.

2. The student will demonstrate career readiness through completion of a structured field-based supervised work internship and development of a career portfolio to include: resume, cover letter, and references; daily log of activities; and final report with industry summary and personal reflection of internship experience.

   Learning Outcome #1 — The student will keep an electronic log that documents work activities and will submit this log as part of the final student portfolio.

   Learning Outcome #2 – The student will prepare a report that addresses research about the career field including market trends and projected employment needs, a summary of what was learned through the intern experience, and reflections on an employment skills self assessment. Specific guidelines for this assignment will be provided.

   Learning Outcome #3—The student will receive ratings from their intern supervisor of at least satisfactory for all assessed skills and behaviors.

V. METHODOLOGY:

A. Teaching Methods – On-the-job training will be provided by the field experience supervisor or his/her designee. The student will complete online modules that include informational content, online chat, discussion boards, assignments, and assessments.

B. Evaluation Procedures – Modules completed during the semester will be assessed by the internship coordinator. The employer will evaluate the student intern’s performance twice during the internship experience using a standardized rubric provided by the department. As part of their internship course, each student will complete a final report about his or her work experience. The assignment will assess awareness of content issues related to the appropriate career field as well as critical thinking and writing skills. The paper will be evaluated by at least two faculty members using a standardized rubric and will be included in the student’s final portfolio.

VI. ATTENDANCE POLICY:

Regular and prompt attendance is an essential part of the internship experience. Students are expected to work all scheduled hours as agreed upon by the employer. Exceptions may be made for university sponsored or work related activities, illness, or valid emergency situations.
VII. STUDENTS WITH SPECIAL NEEDS:

Stephen F. Austin State University actively supports the rights of students with disabilities to have equal access to education. Such students need to self-identify by contacting the Office of Disability Services and furnishing documentation verifying the need for special services and/or accommodations. For additional information, please call (936)468-3004. To obtain disability-related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

VIII. Program Learning Outcomes:

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

General Student Policies:

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

Student Academic Dishonesty (University Policy 4.1)

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5)

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.
Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
VIII. COURSE OUTLINE:

Learning Modules:

Keys to Professional Success, Esteem, Ethics, and Etiquette – Module 1:


   Keys to Professional Success
      Own Responsibility
      Stay Positive
      Exceed Expectations
      Do the Right Thing
      See the Big Picture
      Control What you Can
      Build Relationships

   Discrimination – What it is, what it isn’t

Business Social Etiquette

Employment Planning and Processes – Module 2: Personal Budget and Employment Decisions

Career Communication: Module 3:

   Resume – Revision of resume submitted with internship application
   Cover Letter – Submitted with application (will later be revised for final portfolio)
   Letters of Reference
   Interviewing lesson

Work Experience (150 hours)

   Employer and Self Evaluation

      Quality and Quantity of Work
      Verbal and Written Communication Skills
      Punctuality and Attendance
      Initiative on the Job
      Ability to Follow Directions and Complete Tasks
      Interaction with Fellow Employees

   Employment Portfolio

   Final Report
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates</th>
<th>Where Found</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Ways for Gaining the Competitive Edge</td>
<td>January 26</td>
<td>Course Content Section (video); Quizzes</td>
<td>75</td>
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<tr>
<td>How to Overcome Mingle-Phobia</td>
<td>February 2</td>
<td>Course Content Section (video); Quizzes</td>
<td>75</td>
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<td>Owning Responsibility Posting</td>
<td>February 9</td>
<td>Discussion Board</td>
<td>25</td>
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<td>Exceeding Expectations Posting</td>
<td>February 16</td>
<td>Discussion Board</td>
<td>25</td>
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<tr>
<td>Seeing the Big Picture Posting</td>
<td>February 23</td>
<td>Discussion Board</td>
<td>25</td>
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<tr>
<td>Building Relationships Posting</td>
<td>March 1</td>
<td>Discussion Board</td>
<td>25</td>
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<tr>
<td>Employment Planning/Resume Assignment Rough Draft</td>
<td>March 8</td>
<td>Drop Box</td>
<td>25</td>
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<td>Staying Positive Posting</td>
<td>March 22</td>
<td>Discussion Board</td>
<td>25</td>
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<tr>
<td>Doing the Right Thing Posting</td>
<td>March 29</td>
<td>Discussion Board</td>
<td>25</td>
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<tr>
<td>Controlling What you Can Posting</td>
<td>April 4</td>
<td>Discussion Board</td>
<td>25</td>
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<tr>
<td>Business Success Posting (Personality Quiz)</td>
<td>April 12</td>
<td>Discussion Board</td>
<td>25</td>
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<td>Self Image Assignment (Not to be confused with the Student Self Assessment component of the Internship Report)</td>
<td>April 19</td>
<td>Drop Box</td>
<td>25</td>
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<td>Motivation Assignment</td>
<td>April 26</td>
<td>Drop Box</td>
<td>25</td>
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<tr>
<td>Business Etiquette – Gaining the Edge During Business Meals</td>
<td>May 2</td>
<td>Course Content Section (video); Quizzes</td>
<td>75</td>
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<tr>
<td>Internship Report</td>
<td>May 2</td>
<td>Drop Box</td>
<td>400</td>
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<tr>
<td>Work Log/Journal – Must include date(s) covered, number of hours worked and journal entry (see example posting)</td>
<td>Posted Daily (To be printed out and included in the final Internship Report)</td>
<td>Discussion Board</td>
<td>100</td>
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</table>

**TOTAL CLASS POINTS** 1000

**WORK EVALUATION**

**MIDTERM – Due March 9**
Print out form and give to employer 750

**FINAL – Due May 2**
Print out form and give to employer 1250

**TOTAL WORK POINTS** 2000

**GRAND TOTAL POINTS** 3000