COURSE SYLLABUS

COURSE TITLE: Internship in General Business

COURSE NUMBER: GBU 485

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

TEXT TO BE USED: TITLE: Readings as assigned by instructor.

FACULTY MEMBER: Mr. Manuel Guerrero

OFFICE HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>7:00 - 9:00 PM On-Line</td>
</tr>
<tr>
<td>Monday</td>
<td>2:15 - 4:15</td>
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<tr>
<td>Tuesday</td>
<td>1:00 - 3:00</td>
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<tr>
<td>Wednesday</td>
<td>2:15 - 4:15</td>
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<tr>
<td>Thursday</td>
<td>1:00 - 3:00</td>
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<tr>
<td>Friday</td>
<td>And other times by Appt.</td>
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METHOD OF CONTACT: E-mail using D2L. If unable to send to guerreromg@sfasu.edu.

COURSE REQUIREMENT: Can be completed full time in term. 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://cobweb.sfasu.edu/plo.html.

General Student Policies:

The following policies apply to all students enrolled in courses at Stephen F. Austin State University. You may also access these policies at http://cobweb.sfasu.edu/gsp.html.

Academic Integrity (A-9.1)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

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 to aid in achieving a better grade on a component of a class; (2) the falsification or invention 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
VIII. COURSE OUTLINE:

Learning Modules:

Keys to Professional Success, Esteem, Ethics, and Etiquette - Module 1 (Date TBD)

Business Success - Self-Awareness - Self-Esteem - Self-Image - Self-Discipline - Self-Motivation - Self Direction - Self-Projection

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 (Date TBD)

Personal Budget and Employment Decisions

Career Communication: Module 3 (Date TBD)

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

Activity Log (submitted Sept 15th, Sept 29th, Oct 13th, Oct 27th, Nov 10th and Dec 1st)

Mid-Term and Final Report (Oct 20th and Dec 8th)
## IX. GRADES:

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<th>Points</th>
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<tr>
<td>Activity Log</td>
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<tr>
<td>Modules</td>
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<tr>
<td>Employer Evaluation (Mid-Term)</td>
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<tr>
<td>Final Report</td>
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<tr>
<td><strong>TOTAL</strong></td>
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