Course Title: Business Communication
Course Number and Section: 4385.001
Name: Keith R. New
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Phone: 936-468-1649
Office: BU 229-U in Suite 229 of the McGee Building
Office Hours
Mon. 11:00-Noon, 4:00-5:00 p.m.
Tues. 11:00-Noon, 1:00-2:00 p.m., 3:30-4:30 p.m.
Wed. 11:00-Noon, 4:00-5:00 p.m.
Thur. 11:00-Noon, 1:00-2:00 p.m., 3:30-4:30 p.m.

Classroom Hours
Mon. 1:00-2:15 p.m., 2:30-3:45 p.m.
Tues. 2:00-3:15 p.m.
Wed. 1:00-2:15 p.m., 2:30-3:45 p.m.
Thur. 2:00-3:15 p.m.

Department: Business Communication and Legal Studies
Class meeting time & place: Online in D2L

COVID-19 MASK POLICY Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Course 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 or Business Communication majors. Consent of department chair will be dependent on the student being in good academic standing and having earned a minimum of 60 semester credit hours including a minimum of 12 hours in the major, with a majority of the business foundations courses completed.

Can be completed full time in one summer term, spread across two summer terms or taken in a fall or spring semester. Required 150 MINIMUM WORK HOURS, detailed log of activities, supervisor evaluations, and final report. The course is self-paced.
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. 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.

**Textbook:** There are no required textbooks for this class. Students are encouraged to locate resources (print, online, or personal) that will help the student develop in their chosen field.

**Grades:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Log</td>
<td>100</td>
</tr>
<tr>
<td>Employer Evaluations</td>
<td>50</td>
</tr>
<tr>
<td>Final Report</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>250 points</strong></td>
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To successfully complete this course, each of the above assignments must be completed according to the assignment instructions. Failure to complete ANY of these assignments will result in an “F” in the course.
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.

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.

Student Learning Outcomes:

The student will demonstrate career readiness through completion of a structured field-based supervised work internship; daily log of activities; and final report with personal reflection of internship experience.

- Learning Outcome #1 - The student will keep an electronic log that documents work activities.
- Learning Outcome #2 - The student will receive evaluations by the site supervisor.
- Learning Outcome #2 - The student will prepare a report that addresses a summary of what was learned through the intern experience and reflections on employment skills that applicant would like to develop. Specific guidelines for this assignment will be provided.

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.

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.