BUSI 4385.600  INTERNSHIP IN GENERAL BUSINESS  
Summer 2023 - Course Syllabus

Instructor:  Dr. Carol Wright  
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Office:  229L McGee Business Building  
Office Phone:  936-468-1496  
Class Meeting time:  None – all course requirements are met online  
Office Hours:  by Appointment

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 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.

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, evaluation, 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 is no required textbook 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 Evaluation</td>
<td>50</td>
</tr>
<tr>
<td>Final Report</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>250</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.

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 the recruitment and 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 the internship experience.

- Learning Outcome #1 – The student will keep an electronic log that documents work activities.
- 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.

**Academic Integrity (4.1)**

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/student-academic-dishonesty-4.1.pdf](http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf)

In this class, you are required to produce work that is original to you and that must have been created by you. Your work must have been created for this class only and for this section of the class only offered at this university. In other words, your work must not be reused or recycled works. However, you are permitted to incorporate the feedback you receive from either your instructor, CCPD, or AARC tutors without penalty. A first instance of plagiarized work on any assignment or homework exercise may result in a zero for the assignment or may cause you to fail the course. A second instance during the course term will result in an automatic course failure.
**Withheld Grades Semester Grades Policy (5.5)**

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.

**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), 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/](http://www.sfasu.edu/disabilityservices/).

**Mental Health and Wellness**

SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

**SFA Counseling Services**

[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)

Rusk Building, 3rd Floor

936.468.2401

**SFA Human Services Counseling Clinic**

[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)

Human Services, Room 202

936.468.1041

**Crisis Resources:**

Burke 24-hour crisis line: 1.800.392.8343

Suicide Prevention Lifeline: 1.800.273.TALK (8255)

Crisis Text Line: Text HELLO to 741-741