

**Practicum (or Field Experience) IBUS 1366**  
**Course Master Syllabus**  
**International Business**

<b>CIP Code Area</b>	52.1101 (International Business)
<b>Course Level</b>	Introductory or Intermediate
<b>Course Number</b>	IBUS 1366 (WECM Course)
<b>Course Title</b>	Practicum (or Field Experience)
<b>Credit Hours</b>	Lecture hours, 3, 12 hours weekly work-based experience.
<b>Prerequisite</b>	None, however special permission is required to register for this course.
<b>Method of Presentation:</b>	LECTURE HOURS: 12 hours weekly work-based experience
<b>Course Description:</b>	<b>1366 Practicum (or Field Experience) (3-0-21).</b> Work-based instruction that helps students gain practical experience in international business, enhance skills, and integrate knowledge. As outlined in the learning plan, students will apply theory, concepts, and skills involving specialized materials, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with international business/industry and will demonstrate legal and ethical behavior, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of international commerce. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. Student internship placement will serve as a capstone experience to International Business AAS Degree and Certificate. Skills: A Course Type: W
<b>Textbook:</b>	No textbooks required. Student must maintain journal of work experience
<b>Course Requirements:</b>	See specific Instructor's syllabus
<b>Other</b>	The International Business internship program at ACC is designed to provide an external capstone experience for International Business students. You should be in your last semester of coursework for your certificate/degree unless you have received special permission to register for this course. Interns are expected to work a minimum of 208 hours during the semester (e.g. 12 hours per week for 16 weeks). The scheduling of work hours and compensation arrangements are best done by the interns and sponsoring company. The sponsoring company should designate a supervisor who will be asked to complete an evaluation of the student intern's performance as well as meet with the faculty coordinator on-site, at the convenience of the supervisor. Each intern should keep a daily work journal summarizing significant problems and/or accomplishments experienced during their internship. This journal will form the foundation for a report, approximately 2-3 pages in length, which will be turned in at the end of the semester.
<b>Course Rationale:</b>	The goals and objectives of this course prepare students for (1) obtaining or improving job skills, (2) qualifying for a international business career/job, (3) achieving job advancement, completing certificate/degree requirements and/or (4) fulfilling personal goals.
<b>Course Learning Outcomes:</b>	As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## Learning Objectives:

- Provide students exposure to the global world of international Business in which they have expressed an interest
- Provide students with an opportunity to apply the knowledge and skills they have acquired
- Provide students with an opportunity to enhance their academic education through real world experience

## SCANS:

- Exhibit Responsibility – Workplace punctuality and attendance. Seek assistance from supervisor and/or instructor as needed to properly complete assigned task.
- Acquire Information – Prepare and maintain workplace journal. Identify and record strengths and weaknesses in the journal. Record important job related information in journal. Examples include policies and procedures, names of key personnel, records location and organization, and important activity deadline dates.
- Communicate Information – Communicate the essential financial information through written and oral reports. Develop an awareness of the personal communication dynamics of the workplace

**Grading System:** Your instructor will provide specific information about how you will be graded in this course.

**Course/Class Policies:** Departmental Policies for Incompletes, Attendance, and Withdraw are as follows:

**Incomplete Policy:** An incomplete (I) Will be granted to a student in rare circumstances. Generally, to receive a grade of I, a student must have completed all examinations and assignments to date, be passing, and have personal circumstances that prevent course complete that occur after the deadline to withdraw with a grade of W.

**Withdraw Policy:** It is the student's responsibility to withdraw from a course. Instructors are allowed to withdraw students but students must not rely on their instructors to withdraw them if they wish to withdraw.

**Attendance Policy:** All students are expected to attend assigned work-based program , Non-attendance will have an impact on the student's grade.

**Scholastic Dishonesty Statement:** Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. Electronic devices may not be used for exams unless specifically authorized by the instructor. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an F in the course and/or expulsion from this institution.

**Student Discipline:** ACC's policy on student discipline can be found in the Student Handbook: [www.austincc.edu/handbook](http://www.austincc.edu/handbook)

**Students with Disabilities Statement:** Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make their requests three weeks before the start of the semester. (see [student handbook](#)).

## Student Services

Austin Community College is an institution committed to helping all students achieve their educational and career goals. This section of the Catalog provides basic information about programs and services offered by the College to increase the chances that students will succeed. Check the web address listed under *Student*

*Services* for information about office hours, additional services, or contact people.

Student services include: advising, assessment, financial service, job referral, etc. For more information on Student Services, please refer to the following link: [www.austincc.edu/cataloghtml/services.php](http://www.austincc.edu/cataloghtml/services.php)