

**Course name:** INTERNSHIP BUSINESS MANAGEMENT **Number:** BMGT 2388

## **COURSE MASTER SYLLABUS**

### **MANAGEMENT DEPARTMENT**

**CIP CODE AREA:**

**COURSE LEVEL:**

**COURSE NUMBER:** BMGT 2388

**COURSE TITLE:** Internship Business Management

**CREDIT HOURS:**

**PREREQUISITE:**

**METHOD OF PRESENTATION:** This course will be a combination of an external learning experience, classroom lecture and individualized videotapes on pertinent subjects that will be viewed and critiqued by the student. The lecture component will address relevant subjects which due to time constraints, could not be addressed in the other courses in the Program.

**COURSE DISCRIPTION:** The course is designed to provide the advanced student with work experience external to the College consisting of at least 20 hours per week. A written agreement between the College, the student and employing company will be developed. Mentored and supervised by an experienced workplace supervisor, the student will be expected to achieve objectives that are developed jointly by the College, student and supervisor. The objectives will involve the performance of specific occupational outcomes normally performed by employees in the particular field. The intern will be paid by the employer, unless the internship is with a government agency or not-for-profit organization.

**REQUIRED TEXTBOOKS/ MATERIALS:** NONE

**SCANS (SECRETARY’S COMMISSION ON ACHIEVING NECESSARY SKILLS):**

Course SCANS Competencies for

Course name: INTERNSHIP BUSINESS MANAGEMENT Course number: BMGT 2388

Please go to <http://phred.dcccd.edu/~ttg/syllabi/scans.htm> for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

RESOURCES	INTERPERSONAL	INFORMATION	SYSTEMS
1.1 Allocates Time	2.1. Participates as a Member of a Team 2.2. Teaches Others 2.5. Negotiates 2.6. Works with Cultural Diversity.	3.1. Acquires and Evaluates Information 3.2. Organizes and Maintains Information 3.3. Interprets and Communicates Information 3.4. Uses Computers to Process Information	
TECHNOLOGY	BASIC SKILLS	THINKING SKILLS	PERSONAL QUALITIES
5.2. Applies Technology to Task	6.1. Reading 6.2. Writing 6.5. Listening 6.6. Speaking	7.1. Creative Thinking 7.2. Decision Making 7.3. Problem Solving 7.4. Knowing How to Learn 7.5. Reasoning	8.1. Responsibility 8.4. Self-Management 8.5. Integrity/Honesty

**INSTRUCTIONAL METHODOLOGY:** See specific instructor’s syllabus

**COURSE RATIONALE:** This course is designed to provide the student with the opportunity to apply concepts learned in the classroom, to a real-world work environment. It is normally the most valuable course that students take because of the synthesis between work and school. It also gives the student an opportunity to display their abilities to a potential employer or, to obtain expanded responsibilities from a current employer.

**COMMON COURSE LEARNING OBJECTIVES:** The student will be expected to complete in a timely fashion, all the objectives listed on the Course Calendar. Failure to complete or delayed completion will result in the loss of points on the instructor's evaluation.

**COMMON COURSE LEARNING OUTCOMES:** The student will develop and achieve individualized learning outcomes and objectives based upon the needs and opportunities in the student's workplace.

In addition, the student will achieve the following learning outcome:

1. Identify the student's individual personality type.
2. Identify the four basic personality types as propounded by Kiersey and Bates.
3. Identify the various characteristics of each of the four personality types.
4. Identify the factors that positively motivate each of the personality types.
5. Identify the factors that do not positively motivate each of the personality types.
6. Identify the possible personality types of co-workers, family and friends.
7. Identify methods to avoid or defuse conflicts in the workplace and at home.
8. Identify what constitutes sexual harassment in the workplace.
9. Identify the appropriate steps for an employee in the event of sexual harassment.
10. Identify the appropriate steps for an employer in the event of sexual harassment.
11. Identify the situations in which an employer can be liable for sexual harassment by a non-employee.
12. Identify appropriate steps for dealing with difficult co-workers and clients.
13. Identify problems and solutions in dealing with workplace confidentiality issues.

**GRADING SYSTEM:**

- A. The student's grade in the course will consist of a combination of a grade given by the instructor and a grade given by the workplace supervisor. The grade given by the instructor will reflect the timely and effective completion of the objectives set forth in the Course Calendar. The grade given by the workplace supervisor will reflect how well the student achieved the planned objectives and goals as well as the student's overall effectiveness in the work environment.

B. Total course points will be computed as follows:

(1) Instructor -----	100 points
(2) Workplace Supervisor -----	<u>100 points</u>
TOTAL POINTS	200 POINTS

C. The final letter grade in the course will be based upon the percentage of total available points received, as follows:

- A - 90-100%
- B - 80-89%
- C - 70-79%
- D - 60-69%
- F - 0-59%

D. The final paper submitted by the student, will reflect the students own evaluation of the goals and objectives that were achieved and what the student learned form the achievement of those goals and objectives. In addition, the paper may reflect learning that arose collaterally from the student's presence in the work environment. The paper will be typed, five page minimum, 12 pitch, and will count for 50% of the points given by the instructor.

**COURSE POLICIES:** Departmental policies for Incompletes, Attendance, and Withdrawal 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 completion that occur after the deadline to withdraw with a grade of W.

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

**Withdrawal 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 instructor to withdraw them if they wish to withdraw.

Austin Community College policies for Academic Freedom, Scholastic Dishonesty, Student Discipline, and Students with Disabilities are as follows:

**Academic Freedom Statement:** Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**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, and 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” (Student Handbook, 2002-2003, p. 32). 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 Statement:** Classroom behavior should support and enhance learning. Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook, 2002-2003, p. 32.

**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 do this three weeks before the start of the semester” (Student Handbook, 2002-2003, p. 14).