

**CAPITAL COMMUNITY COLLEGE  
BUSINESS INTERNSHIP  
BBG \*294**

SECTION I

**SUBJECT AREA AND COURSE NUMBER:** BUSINESS INTERNSHIP, BBG\* 294

**COURSE TITLE:** BUSINESS INTERNSHIP \*294

**COURSE CATALOG DESCRIPTION:** This is a field placement course and conducted under the supervision and guidance of selected area companies and faculty. Fieldwork stresses hands-on learning in a real work environment that integrates these work experiences with the knowledge, skills, and attitudes gained in the classroom. Open only to majors in any business program

**LECTURE HOURS PER WEEK: 3**

**CREDIT HOURS: 3**

**FIELD HOURS PER WEEK: 10 hrs. of work in the field.**

**PREREQUISITE(S):** Permission of the internship coordinator, business course(s) related to the student's major or type of internship.

SECTION II

**A. SCOPE:** This course is designed to provide professional work opportunity for the participating student. 120- 150 hours are worked during the semester, although additional hours are strongly encouraged. All interns work in a professional capacity under the supervision of a management person within an organization, and receive training in his/her business major. The class session is organized like a "seminar", and focuses on interpersonal issues affecting students in their placements. Other issues such as behavior, dress, etiquette and office politics are discussed. The class also reviews appropriate techniques for resume writing, job interviewing, and career development.

**B. REQUIRED WORK:** Students shall complete all assigned readings, projects and other work as determined by the instructor. Interns must submit weekly work hours assigned by the manager and a weekly journal entry. Students must also work with their work supervisor on a "Project with Manager". A paper is written about this project at the end of the semester and presented to the class.

**C. ATTENDANCE AND PARTICIPATION:** Students are expected to attend each class, arrive on time, take exams as scheduled, participate in class activities and display appropriate behavior. (Specific instructor policies are to be included in the course syllabus.)

**D. METHODS OF INSTRUCTION:** The methods of instruction are determined by each instructor and may include but are not limited to lecture, discussion, in-class activities, small group collaborative learning, experimental/exploration, student presentations, use of technologies such as audio-visual materials, computer, language laboratory, library and/ or internet research, guest speakers, and field trips.

**E. OBJECTIVES, OUTCOMES, and ASSESSMENT:** The following objectives and outcomes represent the department's core requirements for student achievement:

<b>LEARNING OBJECTIVES</b>	<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT METHODS</b>
<b>To demonstrate an understanding of :</b>	<b>Student will:</b>	<b>As measured by:</b>
<b>A. Proper work etiquette &amp; politics</b>	1. Understand proper work rules and behavior	Written in-class quizzes, tests and examinations; presentations to the class; out-of class team projects; written reports; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.
<b>B. Personal and professional goals</b>	1. Write personal and professional goals for the internship with an action plan	
<b>C. Various interpersonal skills needed to be successful in today's workplace</b>	1. Define and demonstrate on the job an understanding of the following: a. interpersonal communications b. individual differences c. teamwork skills d. group problem solving and decision-making e. cross-cultured relations and diversity f. resolving conflicts with others g. becoming an effective leader h. motivating others i. helping others develop and grow	
<b>D. Conducting a proper business meeting</b>	1. Attend a meeting at the workplace and write a paper assessing the effectiveness of meeting 2. Understand how to write an agenda, keep a meeting on time, handle problem team members and follow-up with minutes	
<b>E. Self-assessment tools</b>	1. Complete self-assessment quizzes to determine strengths and weaknesses with regard to interpersonal skills	
<b>F. Written and oral communication skills</b>	1. Clearly communicate orally and in writing opinions, problems, solutions, and supporting logic to the class. Present papers to the class and facilitate a discussion using a topic from the textbook.	

**G. TEXT(S) AND MATERIALS:** Human Relations For Career and Personal Success; A.J. DuBuin, Publisher: Prentice Hall

**H. INFORMATION TECHNOLOGY:** conduct research using the Internet, Web CT, Vista, or use of PowerPoint or as determined by the instructor and described in the course syllabus. Students receive a CD with the textbook and have access to the publisher's online site for additional resources and supplementary materials from the instructor.

**September 2006**