

STANDARDIZED COURSE OUTLINE



SECTION I

SUBJECT AREA AND COURSE NUMBER: **BOT* 295**

COURSE TITLE: **Administrative Practicum**

COURSE CATALOG DESCRIPTION:

This course provides an integration of knowledge gained in previous program courses through intensive review and practical application with special emphasis on decision-making responsibilities. On-the-job experience in a business or professional office previously approved by the instructor will be required. Students will receive this experience under the supervision of personnel in the assigned office who will coordinate and evaluate a student's performance with the college instructor. Hours will be arranged by mutual consent of the student and the employer.

LECTURE HOURS PER WEEK: **3**

CREDIT HOURS: **3**

LAB HOURS PER WEEK: **N/A**

PREREQUISITE(S):

Completion of 45 credits in the BOT Associate in Science Degree, or permission of the program coordinator.

SECTION II

A. SCOPE:

This course is designed to provide professional work opportunity for the student. During the work experience segment, the student will gain on-the-job experience by interning at a work site. The classroom segment will run like a "seminar" and will focus on issues affecting students in their placements, and will also include information regarding interpersonal skills, resume writing, job interviewing techniques and career development.

B. REQUIRED WORK:

Determined by instructor as described in the course syllabus.

C. ATTENDANCE AND PARTICIPATION:

To receive course credit, students MUST work the specified number of hours in their placement during the semester. Students will submit the number of hours worked during each week (which is signed by the manager) with his/her weekly log.

D. METHODS OF INSTRUCTION:

Lecture, lecture/discussion, small group discussions.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

The following objectives and outcomes represent the department's core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of :	Student will:	As measured by:
Professional Work Experience	(a) Apply classroom and practical knowledge learned at an internship site.	Work-Site manager's evaluation of the student's performance.
Professional Work Issues	(a) Participate in class discussions regarding various workplace issues (b) Express ideas and conclusions clearly and succinctly	The instructor's determined evaluation
Resume Writing	(a) Choose an appropriate professional resume form (b) Write grammatically correct, factual information	Written professional resume to be evaluated by the instructor.
Cover Letter	(a) Write grammatically correct factual sentences (b) Arrange sentences so thoughts flow smoothly and are logical	Written professional cover letter to be evaluated by the instructor.

F. TEXT(S) AND MATERIALS: HUMAN RELATIONS; INTERPERSONAL, JOB-ORIENTED SKILLS, Dubrin, A. J., Prentice Hall, 2001