

STANDARDIZED COURSE OUTLINE



SECTION I

SUBJECT AREA AND COURSE NUMBER: **BOT* 296**

COURSE TITLE: **Cooperative Work Experience**

COURSE CATALOG DESCRIPTION:

Work experience assignment in which student observes and participates in daily operations and management of an office.

LECTURE HOURS PER WEEK: **3**

CREDIT HOURS: **3**

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

PREREQUISITE(S): **BOT* 120, BOT* 251 and BOT* 252.**

SECTION II

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A. SCOPE:

The second-time internship is designed to provide students with an opportunity to apply both classroom knowledge and on-the-job experience gained from the previous internship. Second-time interns will work in a professional capacity under the supervision of a management person within an organization, and will have the opportunity to:

- (a) conduct an in-depth study of an organization**
- (b) study popular business management theory by completing a book critique**
- (c) mentor a first-time intern**

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.	Work-Site manager's evaluation of the student's performance.
Independent Study	(a) Choose a topic relevant to the current internship (b) Compose a research paper documenting results.	(a) The instructor's approval (b) The instructor's determined evaluation
Independent Book Critique	(a) Choose an appropriate professional book on the subject of management or business. (b) Write a book appraisal	(a) The instructor's approval (b) The instructor's determined evaluation
Mentoring	(a) Articulate to first time internship students past and present internship experiences. (b) Choose a topic as it relates to an internship (c) Lead a class discussion utilizing the chosen topic.	(a) The instructor's determined evaluation. (b) The instructor's determined evaluation. (c) The instructor's determined evaluation

F. TEXT(S) AND MATERIALS To be determined by the instructor.