

MASTER SYLLABUS

Course number & title: BUS 239 - Business Work Experience

Department(s): Business Administration

Credit hours: 0

Prerequisites: sophomore status and approval by the Academic Internship Advisor

Fees and charges:

None

Effective catalog date for this master syllabus: August 2008

1. Catalog description:

This course helps the BSBA student meet the internship/work-experience graduation requirement for the BSBA degree. The student is required to work a minimum of 225 hours and fulfill other requirements as stated in the Learning Contract. Prior approval of the academic internship advisor and completion of the appropriate paper work, including the learning contract, are required.

2. Course content:

The student is expected to work in a setting where he/she can learn about business practices and operations. Prior to the start of work, the student is expected to complete an orientation, learning contract and a liability release form. The student performance is graded S/U. In order to earn a satisfactory grade, the student is expected to submit proof of number of hours worked, two self-evaluations and two supervisory evaluations concerning the student's performance as per the deadlines set by the academic internship advisor.

3. Student learning objectives:

The student is expected to demonstrate competence to work in an applied setting according to the expectations of a superior.

4. Student assessment criteria:

Supervisors' evaluations along with the student's self-evaluations of performance will be used as a measure of the student's competence to work in an applied setting according to the expectations of a superior.

5. Additional information (optional):

The learning contract, liability release form, supervisor & student evaluation forms are attached.