

MASTER SYLLABUS

Course number & title: BUS 339/439 - Business Internship and Coop Experience

Department(s): Business Administration

Credit hours: 3-9

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. The student will earn three credit hours per field experience and can repeat the BUS 339 course once to earn a total of no more than 9 credit hours for internships.

2. Course content:

The student is expected to work in an area related to his major or minor. Prior to the start of work, the student is expected to complete an orientation, learning contract and a liability release form. At the completion of the internship, the student is expected to submit a learning portfolio including proof of number of hours worked, two self-evaluations, two supervisory evaluations, copies of projects completed, documentation of responsibilities carried out and other items as noted in the learning contract as per the deadlines set by the academic internship advisor. The student will earn three credit hours per field experience and can repeat the BUS 339 course once to earn a total of no more than 9 credit hours for internships.

3. Student learning objectives:

Specific student learning objectives vary according to the student's discipline and internship.

Overall general learning objectives are to:

- (a) Enhance the student's working knowledge about the business world related to student's major or minor.
- (b) Help a student gain work experience related to one's chosen profession.
- (c) Enhance the student's business competencies identified by the COBE and the specific majors.

4. Student assessment criteria:

Learning portfolio will be used to measure:

- (a) The student's applied knowledge about their major or minor (e.g., critical incidents)
- (b) The nature of their work experiences (e.g., documentation of projects)
- (c) Their level of business competencies (e.g., supervisor and student evaluations)

5. Additional information (optional):

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