



# ILLINOIS VALLEY COMMUNITY COLLEGE

## COURSE OUTLINE

**DIVISION: Natural Sciences and Business**

**COURSE: BUS 2210 Business Internship**

Date: Spring 2023

Credit Hours: 3

*Complete all that apply or mark "None" where appropriate:*

Prerequisite(s): None

Enrollment by assessment or other measure?  Yes  No

If yes, please describe:

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor:  Yes  No

Delivery Method:	<input type="checkbox"/> Lecture	0 Contact Hours (1 contact = 1 credit hour)
	<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
	<input checked="" type="checkbox"/> Lab	15 Contact Hours (2-3 contact = 1 credit hour)
	<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)

Offered:  Fall  Spring  Summer

**CATALOG DESCRIPTION and IAI NUMBER (if applicable):**

Students work in jobs directly related to their field of study. This gives them a first-hand opportunity to see the principles they are learning in the classroom put into practice.

## **ACCREDITATION STATEMENTS AND COURSE NOTES:**

None

## **COURSE TOPICS AND CONTENT REQUIREMENTS:**

Students work at a job site and file the following forms to show progress.

1. Internship Agreement – This form must be completed by the student and his/her internship supervisor at the job site before he/she can enroll in the class. It must be signed by the student, supervisor, and program coordinator.
2. Weekly Student Internship Reports – These forms are filed electronically and represent the activities the student did that week on the job, the number of hours worked, and any problems or concerns that he/she has.
3. Final Student Internship Report – This report is completed by the intern at the end of the internship (after completing 225 hours). It is reviewed by the program coordinator. It summarizes the activities and learning that took place during the internship.
4. Internship Employment Hours Verification – This form is completed by the intern's supervisor or a member of the Human Resources department at the end of the internship. It is reviewed by the program coordinator. It summarizes the number of hours actually worked by the intern at the job location.
5. Internship Rating Sheet – This form is completed by the intern's supervisor at the end of the internship. It is a performance appraisal. Most supervisors share this rating sheet with the intern at the completion of the internship. If it is not shared by the supervisor, the program coordinator reviews the appraisal to give feedback to the student on areas of strengths and places where improvement is necessary.

## **INSTRUCTIONAL METHODS:**

Hands-On Activities

Demonstrations

## **EVALUATION OF STUDENT ACHIEVEMENT:**

Weekly Logs

Midterm Employer Evaluation

End of term Employer Evaluation

Employer Hours Verification

## **INSTRUCTIONAL MATERIALS:**

### **Textbooks**

None

### **Resources**

Wall Street Journal

Kiplinger's Magazine

Business Week

Forbes

Barron's

## **LEARNING OUTCOMES AND GOALS:**

### **Institutional Learning Outcomes**

- 1) Communication – to communicate effectively;
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;
- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
- 4) Responsibility – to recognize how personal choices affect self and society.

### **Course Outcomes and Competencies**

#### **COMPETENCIES**

1. The student will be given the opportunity to prepare for full-time employment with actual on-the-job training.
2. The student will experience the opportunity to apply college classroom learning under working conditions.
3. The student will have the opportunity to evaluate the job as to whether he or she has chosen the correct career path for future employment.
4. The student will be able to more fully develop those competencies and attitudes needed for entry-level employment and future advancement opportunities in the student's selected field of employment.
5. The student will have the opportunity to earn a wage while learning on the job (some internships may be non-paid learning experiences)