



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Natural Sciences and Business

COURSE: BUS 2210 Business Internship

Date: Fall 2019

Credit Hours: 3

Prerequisite(s): Consent of Instructor

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) |
| <input type="checkbox"/> Online | |
| <input type="checkbox"/> Blended | |

Offered: Fall Spring Summer

IAI Equivalent –**Only for Transfer Courses**-go to <http://www.itransfer.org>:

CATALOG DESCRIPTION:

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. This course may be repeated for credit. Lab, fifteen hours per week. Prerequisite: Consent of instructor.

GENERAL EDUCATION GOALS ADDRESSED

[See last page for Course Competency/Assessment Methods Matrix.]

Upon completion of the course, the student will be able:

[Choose up to three goals that will be formally assessed in this course.]

- To apply analytical and problem solving skills to personal, social, and professional issues and situations.
- To communicate successfully, both orally and in writing, to a variety of audiences.
- To construct a critical awareness of and appreciation for diversity.
- To understand and use technology effectively and to understand its impact on the individual and society.
- To develop interpersonal capacity.
- To recognize what it means to act ethically and responsibly as an individual and as a member of society.
- To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
- To connect learning to life.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals. See last page for more information.]

Upon completion of the course, the student will be able to:

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).

MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

[For each of the goals selected above, indicate which outcomes align with the goal.]

| Goals | Outcomes |
|---|---|
| First Goal | |
| To apply analytical and problem solving skills to personal, social, and professional issues and situations. | <ol style="list-style-type: none"> 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). |

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:

Written evaluations in the form of the above five forms.

INSTRUCTIONAL MATERIALS:

None

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

Attendance: 50%

Participation: 50%

90-100:A

80-89: B

70-79: C

60-69: D

59 and below: F

A

OTHER REFERENCES

Wall Street Journal

Kiplinger's Magazine

Business Week

Forbes

Course Competency/Assessment Methods Matrix

| (Dept/# Course Name) | Assessment Options | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------------------|-------------------------|--------------|----------------|----------|--------------------|----------------|---------|---------------|------------------------------------|-------------------|---------------------------------|---------------------------|----------------------|-------------|-----------------|----------------------|---------------------|---------------------|-----------------------------------|----------------------|-------------------------------|---------------------------|------------------|------------------|--|----------------|-------------------|------------|-----------|----------------|------------|
| For each competency/outcome place an "X" below the method of assessment to be used. | Assessment of Student Learning | Article Review | Case Studies | Group Projects | Lab Work | Oral Presentations | Pre-Post Tests | Quizzes | Written Exams | Artifact Self Reflection of Growth | Capstone Projects | Comprehensive Written Exit Exam | Course Embedded Questions | Multi-Media Projects | Observation | Writing Samples | Portfolio Evaluation | Real World Projects | Reflective Journals | Applied Application (skills) Test | Oral Exit Interviews | Accreditation Reviews/Reports | Advisory Council Feedback | Employer Surveys | Graduate Surveys | Internship/Practicum /Site Supervisor Evaluation | Licensing Exam | In Class Feedback | Simulation | Interview | Written Report | Assignment |
| | | Direct/ Indirect | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | I | I | I | I | D | D | | | | | |
| Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below. | | | | X | | | | | | | | | | X | X | | X | X | | | | | X | | X | | | | X | X | | |
| The student will be given the opportunity to prepare for full-time employment with actual on-the-job training. | | | | X | | | | | | | | | | X | X | | X | X | | | | | X | | X | | | | X | X | | |
| The student will experience the opportunity to apply college classroom learning under working conditions. | | | | X | | | | | | | | | | X | X | | X | X | | | | | X | | X | | | | X | X | | |
| 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. | | | | X | | | | | | | | | | X | X | | X | X | | | | | X | | X | | | | X | X | | |

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|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|---|---|--|--|--|--|--|--|--|---|---|---|--|--|---|---|---|
| <p>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.</p> | | | | | X | | | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | X | X | | | | X | X | |
| <p>The student will have the opportunity to earn a wage while learning on the job (some internships may be non-paid learning experiences).</p> | | | | | X | | | | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | X | X | | | | X | X |