COURSE TITLE: Business Internship

COURSE NUMBER: GEB 4940

COURSE DESCRIPTION (with prerequisites):
The business internship is designed for business students accepted into the BSBA Program who desire to gain real world experience in the business field through on-the-job practice. Students work under the direction of an approved industry professional, a faculty advisor, and the internship director. A minimum of 35 hours on the job is required for each semester hour of credit earned. 1 - 3 semester hours credits; no more than three (3) semester hours credit earned in this course. Prerequisite: To be eligible, the student must A) have successfully completed with a grade of C or better a minimum of 30 semester hours of coursework towards a BSBA degree in Management, B) an interview with the course instructor or coordinator of the program, C) an internship application, and D) approval from the dean of the department.

NAME(S) OF INSTRUCTORS:
TBA

EFFECTIVE ACADEMIC YEAR:
2016-17

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:
Per Instructor

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students, and all instructors record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in
the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:**
Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Karan Davis, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183A, 850-718-2205, davisk@chipola.edu.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website.
See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

**FREE TUTORING RESOURCES:**
The **Academic Center for Excellence (ACE) Lab**, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

**ELECTRONIC DEVICE USAGE STATEMENT:**
Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**
**Bachelor of Science in Business Administration degree Learning Outcomes:**

**BA-1** Exhibit knowledge of accounting, finance, management, legal, operations and marketing.

**BA-2** Identify MIS, economics, technology, statistical data and decision support tools for making effective business decisions.

**BA-3** Recognize the impact of today’s global economy, diversity and cultures on businesses.

**BA-4** Comprehend how effective leadership, teamwork and ethics relate to best business practices.

**BA-5** Use effective oral and written communication skills, including effective research techniques.
LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR GEB 4940</th>
<th>DISCIPLINE-SPECIFIC COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR PROGRAM ASSESSMENT</th>
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<tbody>
<tr>
<td>Upon completion of this course, the student will be able to:</td>
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<tr>
<td>1. Evaluate complex situations, identify key issues, compare and contrast the work experience to the management theories.</td>
<td>BA-1, BA-3, BA-4, BA-5</td>
<td>E, Proj., RP, Intern.</td>
<td>H or Proj. or T</td>
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<td>2. Apply hands on experience within the accounting field.</td>
<td>BA-1, BA-2, BA-4, BA-5</td>
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<td>3. Demonstrate ability to communicate professionally, strong work aptitude, professional appearance, and ethical behavior.</td>
<td>BA-1, BA-2, BA-4, BA-5</td>
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<td>4. Integrate concepts from other Bachelor of Science Business Administration courses with the hands-on work experience.</td>
<td>BA-1, BA-2, BA-3, BA-4, BA-5</td>
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**Assessment Codes**

- T = Tests
- Pre/Post = Pre- and Post-Tests
- OT = Objective Tests
- UT = Unit Tests
- Q = Quizzes
- F = Final Examination
- CF = Cumulative Final
- EX = Departmental Exam
- SE = Nat’l or State Standardized Exam
- RPT = Report/Presentation
- SP = Skills Performance
- SD = Skills Demonstration
- W = Writing Assignments
- E = Essays
- DE = Documented Essays
- RP = Research papers
- J = Jury
- R = Recital
- Proj. = Projects
- Exp. = Experiments
- Cap. Proj. = Capstone Project
- Cap. Course = Capstone Course
- Prac. = Practicum
- Intern. = Internship
- H = Homework
- PS = Problem Solving
- DB = Discussion Board
- BO = Behavioral Observation
- Clin. = Clinicals
- CS = Case Study
- CP = Case Plan
- Port. = Portfolio
- Obs. = Teacher Observation
- Sk. Check = Skills Check-off
- Cur. Frameworks = Curriculum Frameworks
- JP = Judged
- Performance/Exhibition

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

The grading breakdown is subject to change at the discretion of the instructor.

Completing the internship’s 105 hours minimum 45%
A 10 page APA format paper 45%
Their weekly updates 5%
Completion of the surveys by the student and their employer 5%

ASSIGNMENT AND/OR COURSE OUTLINE

In this course, students gain real world experience through on-the-job practice and writing a summary of the knowledge gained through an APA format paper.

See your Instructor First Day Handout for individual instructor assignment schedule.