

MASTER COURSE OUTLINE

A. BUSA 2104 Business Internship

B. COURSE DESCRIPTION:

This is a capstone course for students completing a Business (BUS A) major. The internship includes practical, on-the-job experiences in a business or organization environment under executive supervision. The student has the opportunity to apply the principles and knowledge learned in Business classes in a real work environment. The student will perform 192 hours of internship experience. Internship sites must be approved by the program advisor. The student and internship site supervisor will submit progress reports and evaluation to program advisor. This course is part of the Associate in Arts Business Concentration and Associate in Science Business degrees which are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Prerequisites: Program advisor permission, 2.5 cumulative grade point average, and two-thirds of the required Business program major credits completed.
(4 Cr – 0 lect, 4 lab)

C. ****Core Theme:** Ethical and Civic Responsibility and Critical Thinking

D. MAJOR CONTENT AREAS:

- Participate in an internship to gain first-hand business experience
- Apply business protocol and ethical principles and standards of business conduct
- Apply business knowledge, skills, and concepts learned in the classroom
- Maintain confidentiality requirements
- Demonstrate initiative, courtesy, time management, dependability, and a professional attitude
- Follow company policies and procedures, safety guidelines, and training requirements

E. GOAL TYPE, OBJECTIVES AND OUTCOMES:

| GOAL | OBJECTIVES Students will be able to | OUTCOMES The student will successfully |
|--|--|---|
| ** <u>Ethical and Civic Responsibility</u> | analyze and reflect on the ethical dimensions of legal, social, and scientific issues. | <ol style="list-style-type: none"> 1. follow company policies and procedures. 2. demonstrate courtesy and respect of supervisors, coworkers, and customers. |

| GOAL | OBJECTIVES Students will be able to | OUTCOMES The student will successfully |
|----------------------------|---|--|
| **Critical Thinking | gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive and conscious of possible bias in the information selected. | 1. perform tasks incorporated into the internship training plan. |
| CS | fulfill training plan objectives coordinated between internship site supervisor, program advisor, and student. | 1. complete training plan objectives required by the internship site. 2. perform tasks as incorporated into the internship training plan. 3. demonstrate independent and motivational skills. 4. work 192 hours at the internship site. |
| CS | develop an understanding of the business skills required for the training plan. | 1. perform tasks as incorporated into the internship training plan. |
| CS | accept criticism positively. | 1. accept and positively apply constructive criticism from internship site supervisor, program advisor, and coworkers. |
| CS | display professionalism. | 1. complete internship in professional manner in areas of loyalty, ethics, cooperation, and dress. |
| CS | develop workplace human relation skills. | 1. cooperate and contribute in team projects. 2. demonstrate proper communication skills. 3. practice collegial working relationships. |
| CS | develop computer skills. | 1. apply application software knowledge to assigned tasks. |

F. SPECIAL INFORMATION:

- Riverland Community College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
- Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester.
- This course requires the use of the Internet to submit electronically prepared documents and the use of a course management software program.
- Students will need to use a computer that contains current versions of Windows and Microsoft Office and has Internet access to complete and submit your coursework.

G. COURSE CODING INFORMATION:

Course Code I/Class Maximum 30; Pass/No Credit

Revision date: 4/27/2015

AASC Approval date: 5/5/15

| *Riverland Community College Disciplines | MnTC Goal Number |
|---|-------------------------|
| Communication (CM) | 1 |
| Natural Sciences (NS) | 3 |
| Mathematics/Logical Reasoning (MA) | 4 |
| History and the Social & Behavioral Sciences (SS) | 5 |
| Humanities and Fine Arts (HU) | 6 |

| **Riverland Community College Core Themes | MnTC Goal Number |
|--|-------------------------|
| Critical Thinking (CT) | 2 |
| Human Diversity (HD) | 7 |
| Global Perspective (GP) | 8 |
| Ethical and Civic Responsibility (EC) | 9 |
| People and the Environment (PE) | 10 |

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.