

Moberly Area Community College Common Syllabus

BUS295 – Business Administration Internship

Current Term

Instructor:**Office Number:****Office Hours:**

Response Time: I typically respond to student email within 24 hours, Monday through Friday.

Contact Information:**Classroom number:****Section number(s):****Class days and time:**

Catalog Description: BUS295 Business Administration Internship (2-0-2)

This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major. Students will be supervised by the business/industry sponsor and report to the Coordinator of Academic / Career and Technical Programs or assigned faculty member. The position may be paid or unpaid. Students must complete a minimum of 45 contact hours per credit hour per semester. Course is variable credits and may be repeated for up to 6 credit hours.

Prerequisite/Co-requisite:

Minimum of 30 credit hours, with at least 18 credits of core classes in the program area, 2.5 GPA, and/or approval from Dean of Workforce Development and Technical Education.

Text(s): *No text required.*

Other Required Materials:**Purpose of Course:**

Adding an internship course to this area of study will allow students to obtain hands-on experience during their college career. Allowing students to substitute this internship for Employment Seminar may also help students, especially those who have already been a part of the work force, better meet their future goals.

Course Content:

Based on duties assigned to the intern, the student will gain workforce experience in a real-life environment. Students will work closely with computer technology personnel in order to gain knowledge of the daily activities typically experienced in a computer technology office.

Statement to Connect Course with Institutional Student Level Outcomes:

In compliance with MACC’s Institutional Student Level Outcomes, the student who successfully completes this course will be able to meet the following institutional learning outcomes:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

EVALUATION OF STUDENT LEARNING

Grade Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59 and below

Evaluation:

(State the way learning objectives will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)

Description of Major Assignment(s)/Project(s):

Per instructor

INSTRUCTOR POLICIES

Tardiness:

Per instructor’s policy.

Make-up and late work:

Per instructor’s policy.

Extra-Credit:

Per instructor’s policy.

Schedule of Student Assignments/Activities:

(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

Other:

List any other instructor policies

COLLEGEWIDE POLICIES:

All faculty and students need to be aware of collegewide policies and procedures. Statements on Academic Dishonesty, ADA, Attendance, Title IX, and other important collegewide policies can be accessed by clicking on the following: [Collegewide Policies in Student Resources](#).