



Syllabus

BUS 250 Business Internship

General Information

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Department Business

Course Prefix BUS

Course Number 250

Course Title Business Internship

Course Information

Catalog Description The internship course allows the student to gain supervised practical experience working in a setting related to the student's area of Business interest. The course provides students with an on-the-job experience consisting of a minimum of 135 hours of supervised activity at an appropriate business firm, institution or agency. This work experience, along with the academic program, will enrich the theoretical concepts developed in the classroom and enable the student to prepare for entrance into a competitive work environment. There is an additional in-class component for students to share their experience and discuss lessons learned.

Credit Hours 3

Lecture Contact Hours 3

Lab Contact Hours 0

Other Contact Hours 0

Grading Scheme Letter

Prerequisites

Complete 30 credit hours towards a degree and GPA of 2.0 or Permission of the instructor

Co-requisites

None

First Year Experience/Capstone Designation

This course is designated as satisfying the outcomes applicable for status as a Capstone Course

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed categories

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Vitality, Inquiry, Perseverance, and Interconnectedness

Course Learning Outcomes

Course Learning Outcomes

1. Practice employing and applying technology specific to the field
2. Model appropriate, professional, and ethical management behaviors.
3. Analyze how the internship fits into career goals.
4. Practice oral and written communication skills with site supervisor, colleagues, peers and instructor.
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Outline of Topics Covered

This list represents a variety of topics that may be covered during the student's internship. This list will vary based on the individual internship placement.

- **Introduction to Internship Settings**
- **Exceptions of the Student Intern**
- **Application of Coursework in the Workplace**
- **Uses of technology in the professional setting**
- **Types of Professional Relationships**
 - Relationship with supervisor
 - Relationship with coworkers
 - Relationship with direct reports
 - Relationships with peers at other business organizations
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Workplace culture

- **Teamwork**
- **Understanding diversity**
- **Ethical behavior in the workplace**
- **Communication between different departments in the workplace**
- **Professional behavior and self-improvement**
 - **Components of professional behavior**
 - **Time management**
 - **Decision-making skills**
 - **Accepting responsibility/increasing leadership opportunities**
 - **Problem-solving strategies**
 - **Personal accountability**
 - **Accountability to supervisors**
 - **Accepting feedback to improve job performance**
 - **Self-motivation skills to develop self-confidence**
- **Management skills**
 - **Resource management**
 - **Personnel Management**
 - **Accountability to direct reports**
 - **Providing feedback to improve "Team" morale/performance**
- **Job/Career advancement**
 - **Networking techniques**
 - **How to transition from a student to a business professional**
 - **Analyzing the job market**
 - **Full-time vs. part-time opportunities**

Program Affiliation

This course is required as a core program course in the following program(s)
AAS Business Administration