

**SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**

I. TITLE OF COURSE: BA1122- Business Management-Marketing Internship I

**II. COURSE DESCRIPTION: 2 credit hours
2 credit hours of lecture and 0 credit hours of lab per week.**

Work is done in selected training stations under supervision of the instructor. The student may take the internship four times and may apply a total of 8 credit hours toward graduation. Total clock hours required to receive two hours of credit is 90 hours.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

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Pre-requisite: NA

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

Prepare students to obtain a job in mid-management or marketing position, possessing the skills to make them successful employees and employers.

IV. TEXTBOOK AND MATERIALS:

No textbook required for this course

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

II: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.

III: Communicate their ideas clearly and proficiently in speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.

V: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

VII: Demonstrate knowledge and comprehension of the diverse cultures, creeds, and lifestyles of America and the world community.

IX: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

VI. COURSE OUTCOMES:

1. Demonstrate work behavior attitudes
2. Maintaining a Business Environment
3. Exhibit leadership skills
4. Adapt to Change
5. Performing Job Skills

VII. COURSE OUTLINE:

Each individual is dealt with in a customized manner so the following is a series of steps that all students follow:

1. After the student is enrolled there is a training agreement developed for the job in which they will be doing the internship.
2. If the student is seeking employment, both the student and the instructor will work together in the placement of that student.
3. Students enrolled in Internship will record the hours worked and present it to the instructor at the end of the semester.
4. The instructor and the student will establish meeting times where any problems will be reviewed and additional instruction on project assignments will be addressed.
5. After establishing contact with the cooperating employer, the instructor and student will complete a contract of the course requirements.
6. The instructor will make periodic on-site visits to the students' job site. This will vary in number due to the location of the student's job and the progress the student is making in the job.
7. During the on-site visits, the instructor will discuss the students training areas and progress with the cooperating employer. At the same visit the instructor will take the opportunity to observe the activities of the student during the course of a regular working day.

VIII. INSTRUCTIONAL METHODS:

On-the-job Experience
Project assignments
Instructor visitations

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

Instructional materials will be used according to the student's occupational area.

X. METHODS OF ASSESSMENT:

The student will be evaluated by a combination of evaluations by the training sponsor, the instructor, and the contracted project grade.

Outcome #2 Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations - Assessed through work place presentations, student participation, and various assigned projects.

Outcome #3 Communicate ideas clearly and proficiently in speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations - Assessed through work place presentations, student participation, and various assigned projects.

Outcome #5 Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information – Assessed through projects requiring evaluation and application of on the job instruction.

Outcome #7 Demonstrate knowledge and comprehension of the diverse cultures, creeds and lifestyles of America and the world community. – Assessed through student participation in various activities.

Outcome #9 Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility. – Assessed through work place projects and simulations that offer cases for decision making and group participation.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students

should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 10/31/2018 20:31:19