

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**Summer 2011**

**Course number & Name:** BUS 206 Externship

**Credit hours:** 4 Quarter Hours

**Method of Delivery:** eLearning

**Course Description:** This course provides students the opportunity to apply their business administration skills and knowledge in an organizational setting while gaining on-the-job experience. The externship is supervised by the Department Director in addition to the on-site supervisor. The externship is recommended during the last quarter of student's program or consent of Program Director. A minimum of 160 hours is required.

**Prerequisite:** None.

**Text(s):** None required; however, an externship packet is provided by Department Director.

**Author(s):**

**Publisher:**

**Topics:**

- Business administration skills
- Functioning in an organizational setting
- Punctuality
- Reliability
- Prioritization
- Task completion
- Professional dress code
- Appropriate professional behavior

**Learning Objectives:**

Upon completion of this course, the student will be able to:

- 1.) apply and support business administrative skills in an organizational setting.
- 2.) support and enhance business functions within an organizational setting.
- 3.) show a willingness and competence when completing assigned tasks.
- 4.) demonstrate business awareness with appropriate dress code.
- 5.) exhibit professionalism expressing high standards of ethical conduct.
- 6.) perform a wide variety of tasks and demonstrate the ability to properly prioritize.
- 7.) interpret and agree/modify recommendations made by the supervisor.

**Midstate Grading scale:**

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D
- 00 - 59 F

**Midstate Plagiarism Policy:**

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

**Instructor:**

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Office hours: Scheduled upon request

**Participation Requirements:** The student is expected to punctually attend their internship weekly and exhibit professional behavior. The student is required to have the Internship Agreement completed and returned to the Internship Coordinator before the end of week one. Students are required to participate, a minimum of two days per week in the weekly discussion summaries.

**Requirements for Completing the Course:** A minimum of 160 hours are needed to be eligible to complete your internship experience. The duties and time need to be documented by the supervisor. A student must achieve high ratings and comments on the Internship Performance Evaluation and the Internship Summary which are completed at the end of the internship experience by the supervisor.

**Policies and Procedures:** The internship should exceed five weeks. If the internship site is also your current place of employment, you should be completing tasks above and beyond your normal scope of duty. A student should participate in the internship experience no less than two days a week. Students should participate in the weekly discussion summaries at least twice per week on two different days. The supervisor will give the intern the opportunity to direct practice in a wide variety of tasks performed in the organization. The supervisor will also spend time at the end of each internship day to discuss the strengths and weaknesses of his/her activities. The internship coordinator reserves the right to make unscheduled visits, with prior approval from the supervisor, to determine the success of the internship experience. A student must meet the professional standards and expectations acceptable to the internship facility or be subject to reprimand or removal from the internship. During the final week of the internship, the Internship Coordinator must receive the following documents in order to process the appropriate course grade:

- 1.) Internship Performance Evaluation
- 2.) Internship Summary
- 3.) Intern Time Sheet or other approved method of documentation

**Assessment of Learning:** The objectives will be measured as the student is completing the internship experience. The Internship Performance Evaluation, Internship Summary, Professional Performance Categories, Weekly Discussion Summaries and attendance will be used to calculate a final course grade. If a student performs below average in a Professional Performance Category, a five point deduction will occur for each below average rating. If the Internship Summary states the internship experience was not a good experience for the company and the feedback is negative on the performance, a student can lose the 19 points.

**Grading Specifications:** Grades for the class will be determined using a point basis:

Weekly Attendance	12 points
Professional Performance Categories	55 points
Internship Summary	5 points
Weekly Discussion Summaries	24 points
Mid-term Progress Report	4 points

**Examination Information:** There are no examinations in this course.

### **Course Schedule:**

#### **Week One:**

Topics:

1. Syllabus and Internship Agreement.
2. Internship tasks and responsibilities.
3. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Understand syllabus, internship packet of information and expectations of the internship.
2. Complete the Internship Agreement.
3. Participate in the Weekly Discussion Summary, and provide details of the internship tasks and responsibilities completed during week one.
4. Accurately document time spent on the internship.

#### **Week Two:**

Topics:

1. Internship tasks and responsibilities.
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities during week two.

**Week Three:**

Topics:

1. Internship tasks and responsibilities
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Three.

**Week Four:**

Topics:

1. Internship tasks and responsibilities
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Four.

**Week Five:**

Topics:

Internship tasks and responsibilities

1. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Five.

**Week Six:**

Topics:

1. Internship tasks and responsibilities.
2. Weekly Discussion Summary.
3. Mid-term Program Report.

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Six.
2. Complete the mid-term Progress Report.

**Week Seven:**

Topics:

1. Internship tasks and responsibilities.
2. Weekly Discussion Summary

Learning Objectivities:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Seven.

**Week Eight:**

Topics:

1. Internship tasks and responsibilities
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Eight.

**Week Nine:**

Topics:

1. Internship tasks and responsibilities
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Nine.

**Week Ten:**

Topics:

1. Internship tasks and responsibilities
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Ten.

**Week Eleven:**

Topics:

1. Internship tasks and responsibilities
2. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Eleven.

**Week Twelve:**

Topics:

1. Internship tasks and responsibilities
2. Internship Summary
3. Internship Timesheet (or other approved method of documentation)
4. Internship Performance Evaluation
5. Weekly Discussion Summary

Learning Objectives:

Upon completion of this week, the student will be able to:

1. Participate in the Weekly Discussion Summary and provide details of the internship tasks and responsibilities completed during Week Twelve.
2. Submit completed Internship Summary
3. Submit completed Internship Timesheet
4. Submit Internship Performance Evaluation

