

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

**Spring 2019**

**Course:** BUS 495 Business Administration Internship

**Credit:** 4 Quarter Hour

**Method of Delivery:** eLearning with an On-campus component

**Course Description:** This course provides students the opportunity to apply their business administrative skills and knowledge in an organizational setting. It includes both seminar and actual field experience and is recommended for business administration majors who elect to take an internship in the areas of management, finance, marketing, and/or operations. All internships are supervised by a faculty coordinator and an executive in a business firm. A minimum of 160 hours is required.

**Prerequisite(s):** Recommended during last term of program or consent of Program Director.

**Text(s) & Manual(s):** No textbook is needed. An Internship Packet and syllabus are provided.

**Author(s):** Internship Packet and syllabus by Program Director

**Publisher:** Distributed through Program Director

**Materials Needed for this Course:**

Additional Supplies: Internship Packet

Hardware/Software and Equipment: A student must meet the minimum system requirements for eLearning as stated in your Student eLearning Guide.

**Topics:**

- 1.) Business administrative skills
- 2.) Functioning in an organizational setting
- 3.) Punctuality
- 4.) Reliability
- 5.) Prioritization
- 6.) Task completion
- 7.) Professional dress code
- 8.) Appropriate professional behavior

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

- 1.) assess and perform business administrative skills in an organizational setting.
- 2.) apply and assess business functions within an organizational setting.
- 3.) show a willingness and competence when completing or solving assigned tasks.
- 4.) demonstrate and judge business awareness with appropriate dress code.
- 5.) exhibit professionalism expressing high standards of ethical conduct.
- 6.) solve a wide variety of tasks and demonstrate the ability to properly prioritize.

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7.) assess recommendations made by the supervisor and revise behavior accordingly.

**Midstate Grading Scale:**

|          |   |
|----------|---|
| 90 - 100 | A |
| 80 - 89  | B |
| 70 - 79  | C |
| 60 - 69  | D |
| 0 - 59   | F |

**Midstate Plagiarism Policy:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 218 (in person); (309) 692-4092, extension 2180 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

**Instructor Information:**

**Instructor:** Nicholas Fowler, MBA

**Midstate e-mail:** njfowler@midstate.edu

**Cell Phone:** 309-253-8777 (text preferred)

**Office Phone:** 309-692-4092 ext. 2280

**Office Hours:** Office located in Room 228. I am on campus Monday through Thursday (and often Friday), and can meet with students at any time (in person or

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digitally). Please call or email and make an appointment to avoid any schedule conflicts.

**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 summaries and discussions 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 Agreement
- 2.) Internship Performance Evaluation
- 3.) Internship Summary
- 4.) Intern Time Sheet or other approved method of documentation

**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 summaries and discussions.

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.

**Examination Information:** there are no examinations given in this course.

**Methods of Evaluating Student Performance:**

The objectives will be measured as the student is completing the internship experience. The Internship Performance Evaluation, Internship Summary, Professional Performance

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Categories, Weekly Summaries & Discussion, and attendance will be used to calculate a final course grade.

**Instructor's Grading Scale:**

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

| <b>Item</b>                       | <b>Due Date</b>          | <b>Total Points</b> |
|-----------------------------------|--------------------------|---------------------|
| Internship Agreement              | Week 1                   | 2                   |
| Weekly Attendance                 | Weekly (1 pt each)       | 12                  |
| Weekly Summaries & discussion     | Weekly (2 pts each)      | 24                  |
| Mid-term Progress Report          | Week 6                   | 2                   |
| Internship Summary                | Week 12                  | 3                   |
| Internship Performance Evaluation | Week 12                  | 55                  |
| Internship Time documentation     | Week 6 & 12 (1 pts each) | 2                   |
| <b>Total</b>                      |                          | <b>100</b>          |

**Barbara Fields Memorial Library**

Contact Information:

Librarian: Jane Bradbury

Location: Room 403

Phone: (309) 692-4092 ext. 4030

Fax: (309) 692-3893

Email: [library@midstate.edu](mailto:library@midstate.edu)

**Library Hours:**

Monday – Thursday 8:00 a.m. – 9:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Saturday 9:00 a.m. – 12:00 p.m.

The Barbara Fields Memorial Library, located in Room 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours.

The library also subscribes to several online research resources that give immediate access to digitized versions of professionally-published content such as books, journal articles, popular magazines and the like.

**Research Guides**

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Library guides are organized by subject that will give you access to all of the library resources like books, ebooks, reference materials, articles from subscription databases, business news and articles, company research, industry and economic data, tools for business & writing and citation help. *Plus* you'll find links to websites, videos, tutorials, and more!

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Access the Business Research Guides at this location:  
**<http://midstate.libguides.com/business>** or, follow the steps below:

1. Visit [www.midstate.edu](http://www.midstate.edu)
2. Click on Library Resources at bottom of page
3. Click on "Click the Cloud!" (in light blue color in middle of page)

**Week-by-Week:**

**Week One:**

Topics:

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

Learning Objectives/Assignments:

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.
5. Complete Weekly Summary & Discussion

**Week Two:**

Topics:

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

Learning Objectives/Assignments:

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

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

**Week Three:**

Topics:

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

Learning Objectives/Assignments:

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.
2. Complete Weekly Summary & Discussion

**Week Four:**

Topics:

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

Learning Objectives/Assignments:

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.
2. Complete Weekly Summary & Discussion

**Week Five:**

Topics:

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

Learning Objective/Assignments:

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.
2. Complete Weekly Summary & Discussion

**Week Six:**

Topics:

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

Learning Objectives/Assignments:

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.
3. Complete Weekly Summary & Discussion

**Week Seven:**

Topics:

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

Learning Objective/Assignments:

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.
2. Complete Weekly Summary & Discussion

**Week Eight:**

Topics:

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

Learning Objective/Assignments:

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.
2. Complete Weekly Summary & Discussion

**Week Nine:**

Topics:

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

Learning Objective/Assignments:

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

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

**Week Ten:**

Topics:

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

Learning Objective/Assignments:

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.
2. Complete Weekly Summary & Discussion

**Week Eleven:**

Topics:

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

Learning Objective/Assignments:

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.
2. Complete Weekly Summary & Discussion

**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 Summary & Discussion

Learning Objectives/Assignments:

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

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

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2. Submit completed Internship Summary
3. Submit completed Internship Timesheet
4. Submit Internship Performance Evaluation
5. Complete Weekly Summary & Discussion