

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
BNK 291R INTERNSHIP SEMINAR
1 CREDIT HOUR

COURSE DESCRIPTION

Provides an opportunity for students to mesh theory and practice through supervised work experiences in a banking department. Experiences are discussed and integrated with academic work in scheduled seminars. The student completes 14 hours of service weekly at the cooperating organization and attends required seminars on campus. Prerequisite: A minimum of 12 related technical hours completed including BNK 111S and BNK 121S. Co-requisite: BNK 291L.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Apply classroom learning to tasks and assignments encountered on the job.	1, 2, 3, 4, 5, 6, 7, 8
3	2. Employ confidentiality when working in the banking organization.	1, 4
4	3. Practice working as a member of a banking team.	1,2, 3, 4,5
3	4. Demonstrate respect for diversity in the workplace.	5
3	5. Demonstrate professional behavior, appearance and attitude.	1, 2, 3
3	6. Demonstrate punctuality and self-discipline.	2, 3, 4
4	7. Practice working in a banking environment.	6, 7, 8
5	8. Develop job search tools and skills.	1, 2, 3, 4
5	9. Create a professional network of acquaintances to increase employment opportunities.	1, 2, 3, 4

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State Community College. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives and activities in this course will introduce/reinforce those Core Values wherever appropriate.

TOPIC OUTLINE

1. Communication skills
2. Interpersonal skills/teamwork
3. Common challenges and concerns
4. Understanding the organization
5. Importance of knowing and using resources
6. Professional concerns: quality, commitment to growth, issues and trends
7. Recognizing one's limitations and boundaries on the job
8. Ethical and confidentiality considerations
9. Interpreting the supervisor's written evaluations and the value of an honest self-evaluation
10. Developing resume-building, job search and interviewing skills