

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
OHA 291L INTERNSHIP EXPERIENCE
2 CREDIT HOURS

COURSE DESCRIPTION

Provides an opportunity for students to mesh theory and practice through supervised work experience in a general business, or medical office. Experiences are discussed and integrated with academic work in weekly seminars. The student completes a minimum of 224 hours at the cooperating organization and a weekly, one-hour seminar on campus. Prerequisite: A minimum of 12 hours OHA coursework including OHA 112S, OHA 152S, and OHA 230S and department permission (Medical Office Support majors) or OHA 112S, OHA 231S, and department permission (Administrative Assistant majors). Co-requisite: OHA 291R.

COURSE REQUIREMENTS

The student must:

1. Complete an interview with a full-time OHA faculty member in order to obtain department approval.
2. Maintain a minimum 3.0 GPA
3. Attend Student Services' Steps to Success workshop in order to improve interview skills and to develop a resume.
4. Complete all registration procedures and pay fees.
5. Register for the co-requisite: OHA 291R

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
5	1. Integrate classroom learning with on-the-job experiences in an office environment.	10
3	2. Demonstrate job application and interviewing skills including maintaining an up-to-date resume.	7
3	3. Develop a familiarity with the host organization, including its history, mission, products, and procedures.	8
3	4. Demonstrate professional behavior, appearance, and attitude.	5
3	5. Demonstrate punctuality and self-discipline.	5
5	6. Summarize strengths and opportunities for improvement.	9
5	7. Collaborate with members of an office team.	6
5	8. Plan for the successful completion of assigned tasks.	4
4	9. Experience and analyze the challenges of supporting a diverse group of office workers.	6
5	10. Create a professional network of acquaintances to increase employment opportunities.	2
5	11. Assess the impact of current trends and issues in the office environment.	9

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. 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 these Core Values wherever appropriate.

TOPIC OUTLINE

1. Orientation, interview skills, resume development
2. Communication and the purpose of journal entries
3. Interpersonal skills/teamwork
4. Common challenges and concerns
5. Understanding your organization
6. The importance of knowing and using your resources
7. Professional concerns: quality, commitment and growth, issues and trends
8. Recognizing one's limitations and boundaries on the job
9. Ethical considerations
10. Interpreting the supervisor's written evaluations and the values of an honest self-evaluation
11. Supporting a diverse work force