

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

**COURSE DESCRIPTION:**

Field experience that provides an opportunity for students to mesh theory and practice through supervised work experience in a department of a business. Experiences are discussed and integrated with academic work in weekly seminars. The student completes 224 hours of service at the cooperating organization. Prerequisite: a 3.0 GPA, a minimum of 9 credit hours of BUS plus MKT 218S, ACC 121S and instructor permission; co-requisite: BUS 291R.

**COURSE GOALS**

The student will:

Bloom's Level		Program Outcomes
1	1. Write business letters and reports.	1
5	2. Design presentations and observe meetings.	1
5	3. Maintain confidentiality when working in the organization.	2
4	4. Analyze problems and situations.	4
3	5. Practice working with others inside and outside the organization.	1, 5
3	6. Appreciate diversity in the workplace.	3
5	7. Integrate classroom learning with on-the-job experiences.	7
3	8. Practice working as a team member in the organization.	5
3	9. Demonstrate professional behavior, appearance, and attitude.	1, 5
3	10. Demonstrate punctuality and self-discipline.	1, 5
3	11. Accept responsibility for tasks assigned.	2
3	12. Build a professional network of acquaintances to increase employment Opportunities.	5, 3

**CORE VALUES**

The core values are a set of principles that guide in creating educational programs and environments at Edison. They include communications, 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 whenever 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 considerations
9. Interpreting the supervisor's written evaluations and the value of an honest self-evaluation