

BUS 0095 - INTERNSHIP IN BUSINESS

Catalog Description

Description: Designed for advanced students to work in an area related to their educational or occupational goal. Provides new on-the-job technical training under the direction of a worksite supervisor, allowing students to expand knowledge and skills in the chosen field. Mandatory orientation session and faculty approval to determine eligibility. One unit of credit is equal to 54 hours of work. Students may earn up to a total of 16 units in internship courses (any course numbered 95 and PDEV 94). (CSU-with unit limitation)

Course Student Learning Outcomes

- CSLO #1: Perform internship duties that relate to educational or occupational goal.
- CSLO #2: Complete proposed internship and expand knowledge and skills in chosen field.
- CSLO #3: Evaluate internship success with site supervisor and instructor.

Effective Term

Fall 2024

Course Type

Credit - Degree-applicable

Contact Hours

27-216

Outside of Class Hours

0

Total Student Learning Hours

27-216

Course Objectives

1. Evaluate potential internship opportunities in terms of meeting personal and career growth needs by completing and submitting required internship paperwork.
2. Apply the requirements and procedures learned in the mandatory orientation to the internship experience.
3. Establish two on-the-job learning objectives related to new or expanded responsibilities or learning objectives that contribute to current occupational or educational goals.
4. Through work experience, under the direction of worksite supervisor, perform duties related to learning objectives.
5. Evaluate learning experience in writing or by project related to learning objectives.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)

- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- CSU Transferable

Methods of Evaluation

- Projects
 - Example: Instructor evaluates student based on observation and interaction with student and completion of learning objectives. Input is obtained from the worksite supervisor for evaluating student achievement. Total work hours are confirmed by worksite supervisor's signature.
- Reports
 - Example: Instructor evaluates student based on observation and interaction with student and completion of learning objectives. Input is obtained from the worksite supervisor for evaluating student achievement. Total work hours are confirmed by worksite supervisor's signature.
- Skill Demonstrations
 - Example: Instructor evaluates student based on observation and interaction with student and completion of learning objectives. Input is obtained from the worksite supervisor for evaluating student achievement. Total work hours are confirmed by worksite supervisor's signature.

Repeatable

Yes

Methods of Instruction

- Internship/Work Experience

Typical Out of Class Assignments Reading Assignments

1. Read industry/business publications or manuals provided by the work site such as safety manuals, employee handbooks, and/or industry-related journals. 2. Read about company and/or industry through web and paper-based publications.

Writing, Problem Solving or Performance

1. Complete Form 1A that provides information about potential internship opportunities in terms of meeting personal and career growth goals through conversation with faculty member and interview with site representative. 2. Complete a reflection paper regarding the internship experience, career plans and decisions resulting from the experience. 3. Through journaling and timecard, track daily activities, skills learned, projects completed, and knowledge gained.

Other (Term projects, research papers, portfolios, etc.)

Design and complete a project/paper that broadens the student's understanding of some aspect of the chosen occupation, or assists in preparation for career.

Required Materials

Other materials and-or supplies required of students that contribute to the cost of the course.

Determined by faculty member on an individual basis in development of an internship project.