

ELIZABETHTOWN COLLEGE

Summer Syllabi

COURSE NAME: Business Internship
COURSE NUMBER: BA 470 (Zero credit)
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PRE AND/OR CO-REQUISITS:

Complete approximately 120 hours on the internship assignment satisfactorily over a minimum of 8 weeks.

Business or International Business Major; junior or senior standing, with at least a G.P.A. of 2.50 in the major; consent of Instructor; and pre-approved placement.

OBJECTIVES:

Classroom education cannot teach all the elements of knowledge required for a successful career. On-the-job experience can clearly enhance the students' learning and is a valuable supplement to classroom instruction. The main purpose of this course is to assist students in the learning process of reflection, analysis, and integration of experiences and insights gained through their internships with the academic theory, principles, concepts, and social and ethical dimensions of the discipline and subject area.

The following provides a more specific list of the course objectives:

1. Help students apply, amplify and add to the theory learned in the college atmosphere.
2. Sharpen students' skills acquired in the classroom.
3. Expose students to the duties, expectations and environment of a job to better prepare them for their initial employment.
4. Improve motivation and direction of students for further learning in the college atmosphere.
5. Help students develop confidence in their abilities.
6. Help students decide on a suitable career path.
7. Aid students in obtaining better entry-level positions after graduation (either with the same organization or by providing the competitive edge for jobs in other organizations).

READINGS:

A copy of each of the following readings is available on Reserve in the library. Students are strongly encouraged to periodically review the following readings and to incorporate the relevant materials in their written assignments, and at the internship site, if appropriate.

1. The Experienced Hand, by Timothy Stanton and Kamil Ali, published by Carrol Press.
2. Critical Thinking: How to Prepare Students for a Rapidly Changing World, by Richard Paul, published by Foundation for Critical Thinking.
3. Creative Thinking in the Decision and Management Sciences, by James R. Evans, published by South-Western Publishing Company.
4. "Experiential Learning: A Review and Annotated Bibliography," by Kevin B. Bales, published in the Journal of Cooperative Education, Volume XVI, No. 1, 1980.
5. "Finding Meaningful Employment in the 90's: Will a University Education be Enough?", A. Huber and W. Tegar, The Journal of Cooperative Education, Winter - Spring 1996, Volume XXXI, No. 2 - 3.
6. "Transition: Understanding Economic and Workplace Changes at the End of the Century," Philip Gardner. The Journal of Cooperative Education, Winter - Spring 1996 Volume XXXI, No. 2-3.
7. "The Learning Model of Experiential Education: A Guide to Decision-Making," by Shari L. Peterson and Mary K. Nelson, published in the Journal of Cooperative Education, No. 22(3), 1986.
8. "The Impact of Field Education on Student Development: Research Finding," edited by Rick Williams, published in Combining Service and Learning, Volume 1, 1990, page 130-page 147.
9. "Cooperative Education--Promises and Pitfalls," by Stewart B. Collins, published in the Journal of Cooperative Education, Volume IX, No. 2, 1973.
10. Students are also expected to identify and read various articles related to their own internships.

COURSE REQUIREMENTS:

It is clear that the work done or a description of the field experience is not sufficient for academic credit; there must also be evidence of reflective analysis and interpretation of the experience which relates it to the basic theory in related areas. More specifically, students in this course must be able to connect different aspects of their internships with their prior academic preparations and to analyze, compare and evaluate these experiences.

The specific requirements for this **zero credit** course are:

1. **Learning Contract:** Each student will develop a Learning Contract to be approved by the instructor.
 - a. The student develops a first-pass draft of the Learning Contract which will state the student's learning objectives, as well as itemize the specific types of experiences the student will be engaged in or will encounter through the internship. The completed Learning Contract must be signed by the student, work supervisor and the faculty supervisor before the Registration Office accepts it to enroll the student in this course.
 - b. The student may meet with the instructor to finalize learning objectives, add statements of relationship to relevant theory, and discuss independent study readings and research to be integrated with the placement. Readings may include material new to the student, as well as previously encountered material which the student will further learn to utilize in various "real-world" applications at the internship site.
2. **Final Paper:** You are expected to prepare a well-written Final Report (5-6 pages, typed, double-spaced), consisting of a summary and an evaluation of your entire internship experience. You may briefly discuss some of your goals in your Learning Contract and whether you reached these goals. You should also mention what you have learned from your internship experience and how the internship helps you in your future career. The Final report is also expected to provide an analysis of the Strengths, Weaknesses, Opportunities and Threats (SWOT) of the organization as they relate to the student's internship experience. This report is due no later than **the first Friday in August.**

FORMAT FOR WRITTEN REPORTS:

All reports submitted to the instructor (as an attachment) should be typed, double-spaced, and editorially correct (spelling, grammar, sentence structure, and so on). A copy of all graded assignments, with the instructor's comments, will be kept on file.

GRADING POLICY:

Internship credit in BA 470 is graded on a Pass/No Pass basis. A Pass grade (P) for **zero credit** will be given if the student satisfactorily completes each of the two requirements listed above. No credit will be granted for an internship on a retroactive basis.