

BUA245: Internship / Externship

BUA245.199

Fall 2019

Number of Credits: 3.0
Days Class Meets: As req'd
Meeting Times: See work schedule
Location: Work site
Instructor: Stephen Young, PhD

Office: WA226C
Contact Phone: 517.990.1454
Contact Email: youngstephenp@jccmi.edu
Office Hours: As req'd
Online: As req'd

Course Description

Students will have meaningful work experience with an appropriate company. The company and job must be approved by the supervising faculty member.

Prerequisite(s)

N/A

Course Goals

Immerse the student in the business environment and offer each student with the opportunity to learn the inner-workings of the business. Emphasis is placed on a new task and an experience that allows the student to apply their JC Business Program learning in a new context.

Course Objectives

- Think critically and act responsibly
- Work productively with others, recognizing individual contributions to group success

Textbook

- **7 Habits of Highly Effective People (25h Anniversary)**
Stephen Covey
ISBN: 9781451639612

Extras

You **must have** access to an Internet connected computer. You are also expected to have "**backup computer**" plans; at a friend's computer, a relative's computer, JC, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether your computer works or not. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time, **you are expected to find a way to do the work.**

Do you need access to the Microsoft suite of products for your assignments? You have access with your JC email account!

- Navigate to office365.com
- Click "for home"
- In the upper right, log in with your JC email
- Use your JC email to log in. The page will take you to a new link where you can type in your JC email password
- Click "sign in"
- Now click "word" or "powerpoint" (whichever program you need)
- Once you are done with your assignment, you can "save as", and then upload your word document to the JetNet link

Grading Procedure

Grades and all relevant information are available to students via the course JetNet site. Item points, weighting, and assignment due dates are all listed on the site.

Your grade will be based on the points you earn on assignments, tests and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments will be announced in class and are included on the course calendar. In addition, class participation will be measured by your level of engagement via the JetNet discussion board.

Please note: The accumulative percentage scores in JetNet can be inflated if you skip assignments because a zero will not be recorded until the midterm grading schedule and near the end of the course. Your grade may drop significantly when zeroes are submitted. That said, it is up to you to monitor assignments that you have not completed and ensure that all work has been submitted.

FINAL GRADE

Your final grade in our course is directly related to your amount of effort in your selected organization. It is expected that each student complete all weekly progress reports and submits the final assignment on time. Missing assignments can severely influence your final grade. Finally, at the conclusion of our course it is **unacceptable** to ask for a “bump up” in your grade. If you monitor your own performance and do your best, a “bump up” is not required. Again, your success is up to you.

Class Activities (to be completed in JetNet):

The list and descriptions below indicate the types of activities completed in your internship. All of the course assignments and activities are posted within the course calendar and posted in the announcements section of JetNet. Generally, each assignment is due on the 7th day of each week. **With very limited exceptions, early access to assignments will NOT be granted. Late assignments will be accepted with a 50% deduction (FOR ANY REASON).** For example, if you score a 90% for your weekly post, your final grade would be inputted as a 45% for being late. If this is abused, I reserve the right to refuse late assignments.

Please note: All late work must be submitted no later than the completion of the semester.

The listing below indicates how many points you earn for each activity.

- **EMPLOYER FEEDBACK (350 points, 64% of total grade)**
 - Near the conclusion of your internship, your employer will complete a survey of your performance and contributions you made to the organization. You must send this form to your employer and upload the form directly to the JetNet course.
 - Your employer will “grade” your performance on a scale from A to F.
 - Your instructor reserves the right to schedule time with you and your supervisor to review the feedback form.

- **CAREER INFORMATION REPORT (50 points final, 18% of total grade)**
 - In the Internship course, each student is required to create a Career Information Report. A rough draft will include research of current employment opportunities (companies and job titles), roles and responsibilities, earning potential (salary ranges, benefits), required and preferred qualifications (education, certification, experience), and geographic location of potential careers. You will then share your findings and research with your instructor.
 - Students will submit the rough draft in MLA or APA guidelines, format, and objectives outlined in the assignment.
 - After receipt of their rough draft evaluation from their instructor, students are allowed to make any corrections and revisions to their report, and then submit an MLA or APA formatted paper for grading.
 - Specific details can be found at the end of this syllabus.

- **INTERNSHIP FINAL REFLECTION (50 points, 18% of total grade)**
 - At the conclusion of your internship, you will submit a reflection paper. This reflection paper is intended for you to discuss your experiences during the internship and offer you the chance to expand on your learning both here at JC and at your internship organization.
 - The reflection paper must follow the below guidelines:
 - 3 to 5 pages
 - Title page
 - Reference page (as applicable)
 - Written academically with a proper introduction, body, and conclusion
 - While you may reflect on any aspect of your experiences, at a minimum your essay should review:
 - Did the internship provide you more insight on today's business environment?
 - Did the internship confirm your desire to enter into the business profession?
 - What did you accomplish during your internship? Is there anything that you were unable to complete that you wish you had more time?
 - What did you learn from this internship that could be related by to the Stephen Covey text?
 - If you could relay any information to your fellow JC students about the internship experience, what would you share?

Grading Scale

GPA	GRADE RANGE
4.0	93 - 100%
3.5	88 - 92%
3.0	82 - 87%
2.5	76 - 81%
2.0	70 - 75%
1.5	64 - 69%
1.0	58 - 63%
0.5	52 - 57%
0.0	0 - 51%

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Failure

Anyone caught cheating on an assignment or quiz will receive a zero for that task. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education.

Course Management

It is the responsibility of each student to manage their progress through the course. If circumstances arise beyond the control of the student, it is imperative that the circumstances be communicated to the instructor. You should be monitoring your grade throughout the semester. Waiting until the final week or the day after the conclusion of our course is not the time to assess your overall performance. Finally, at the conclusion of our course it is unacceptable to ask for a “bump up” in your grade. If you monitor your own performance and do your best, a “bump up” is not required. Again, your success is up to you.

For course withdrawals, **it is ultimately the responsibility of the student to withdraw from the course.** Simply not attending class will not classify as a withdrawal. You should also contact your instructor when considering a withdrawal.

If you are unable to complete the course due to extenuating circumstances, please refer to your academic catalog for specific qualifications and details related to an “incomplete” grade.

Help

If you need help with a topic, start with your fellow classmates. Ask questions and learn from each other. If you still need help with a topic, please ask your instructor. I am here to help you and want you to succeed. Lastly, tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success (see this link: <https://www.jccmi.edu/center-for-student-success/tutoring-center/>). Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Calendar

The course calendar is loaded in JetNet.

Please note, calendar timelines and assignments are an approximation and could be changed. Your instructor will offer advance notice of any changes.

Important Dates: Fall 2019

DATE	EVENT
SEPT. 3, 2019	DAY AND EVENING CLASSES BEGIN
SEPT. 3 – DEC. 19, 2019	SEMESTER DATES
SEPT. 17, 2019	IN-SERVICE DAY. NO CLASSES
OCT. 4, 2019	PATHWAY SHOWCASES DAY. NO CLASSES
NOV. 27 – DEC. 1, 2019	THANKSGIVING BREAK. NO CLASSES
DEC. 19, 2019	END OF FALL SEMESTER
DEC. 21, 2019	GRADES DUE

Student Responsibilities

- Follow the requirements in the Academic Honesty document posted in this class.
- Assignments will be due in accordance with the course calendar.
- View the grade book weekly and JC email account weekly. Grade issues must be reconciled within the same week of grade posting. Waiting until the end of the semester will not result in a grade change for any reason.
- Points are earned for learning, not for effort or best intentions.
- **As applicable, all assignment must be typed using Times New Roman or Arial typeface, either 11 or 12 font size, double spaced, with references properly cited.**
- Appropriate business talk and written work (grammar, spelling and capitalization) are expected.

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will be recorded throughout the semester. Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Class will begin promptly at the scheduled time. For your safety, the door will be closed and locked. If you are late to class, you may knock on the door and your instructor will answer when convenient. It is strongly advised that you notify your instructor prior to the start of class if you are going to be late. Attendance will be taken at the beginning of certain class sessions. Absent or late students will be marked accordingly.

Classroom Policy

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from class.

How To Contact Your Instructor

Send an email to youngstephenp@jccmi.edu and if you want a reply it is necessary to:

1. Use your JC email so that I know the request actually came from you. I can not respond to emails that do not originate from your JC email;
2. Put the course name and section in the subject line and include a few words to describe your email (e.g. BUAXX.xx – Assignment question);
3. Use a greeting that includes my name and sign with your name;
4. Be sure to include a specific question and/or a message with complete information;
5. Use proper business etiquette and terminology in all of your email communications (i.e., no jargon or “text-like” communication);
6. Respond to me when you receive the message to ensure the message was delivered and understood.

These are common communication practices that demonstrate your good human relations skills and offer you the opportunity to practice your newly develop business acumen. Our Business Advisory Group of business leaders in the community expects that you will have these abilities.

Tips!!

- It may be surprising to learn how much of student **success depends directly upon you, the student.**
- **Do not wait until the last minute to submit work.** If you wait until 11:00pm ET to start your weekly progress report or assignment and computer issues arise, you may be late in your submission. Remember, all late work will be penalized 50% regardless of reason. If you are able

to complete your work early in the week, you can avoid the “it’s due tonight” stress. Please plan ahead now.

- Use spell check for all written assignments.
- **The weekly time commitment for a three (3) credit online class to earn a 2.5 or higher:**
 - 5 to 15 hours per work at internship (depending on credit load)
 - 1 hour for weekly progress post
 - Varied time to complete reflection essay
- **Due dates for all assignments are on the 7th day of each week by 11:59ET.** Please plan ahead now.

Grading Rubric

Grade	Evaluation
A	Student demonstrates full grasp of the subject area. Depth of answer is appropriate for type of question asked and necessary support and evidence is given for answer. Student shows excellent understanding of the material. High levels of analysis, synthesis and evaluations used. Answer is accurate, legible and organized for optimum communication and free of spelling and grammar mistakes.
B	Student demonstrates general understanding of the subject area but lacks advanced concepts. Student did not fully support answer with necessary facts and evidence but student shows a good understanding of the material. Moderate levels of analysis, synthesis and evaluations used. Answer is accurate with nominal level of errors in spelling, grammar, syntax or organization.
C	Student demonstrates peripheral knowledge of the subject but did not answer specific question. Student shows some understanding of the material but did not support answer with necessary facts and evidence. Significant level of errors in writing mechanics or organization.
D	Student’s answer did not address question asked. Student made attempt at answer but missed the point of the question. Student’s work meets bare minimum requirements in content and lacks some key understanding of the material. Document organization and/or mechanics are well below professional expectations.
F	Does not meet minimum requirements in content. Work shows little understanding of material. Grammar, structure and spelling are not on college level.

Caveat

The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.

Business & Technology Pathway – GEO 1 (Contextual Competence) Internship Course

In the Internship course, each student is required to create a Career Information Report. Each student will create a rough draft of the report including research of current employment opportunities (companies and job titles), roles and responsibilities, earning potential (salary ranges, benefits), required and preferred qualifications (education, certification, experience), and geographic location. The student will then share their findings and research with the internship coordinator. Students will evaluate the rough draft in MLA or APA guidelines, format, and objectives outlined in the assignment. After receipt of their rough draft evaluation, students are allowed to make any corrections and revisions to their report, and then submit an MLA or APA formatted paper for grading.

This meets GEO1 Outcomes as follow:

PROCESS – Students will first organize their work by selecting a specific career path and then will investigate and search for occupational resources about the career selected. Students pre-write and draft the Career Information Report, post a rough draft for review, provide and obtain feedback, and lastly edit and make revisions to their report.

RHETORICAL SITUATION: PURPOSE, AUDIENCE – Students must conduct research on the career selected. Students will write for all individuals interested in this career path.

ORGANIZATION and DEVELOPMENT – Students are to structure and organize their paper appropriately by selecting a career path that they wish to pursue. The students will report on their findings, including research on the career path using credible occupational resources such as O*Net Online, Bureau of Labor Statistics, College Central Network, Michigan Works, etc. Students are required to have a minimum of five cited references and will construct their report following MLA or APA format and guidelines.

MEANING/UNDERSTANDING – Students use critical thinking and cognitive skills to properly evaluate the chosen career path. They are required to use academic writing skills throughout the paper.

USE OF SOURCES AND DOCUMENTATION – Students are required to investigate the career path and effectively organize and communicate the research material collected from a variety of occupational sources. Students must construct the report following MLA or APA format and guidelines.

CONVENTIONAL GRAMMAR AND SENTENCE STRUCTURES – Students must have an error free, grammatically correct report, using MLA or APA format. They must utilize career specific terminology accurately.

Internship Course – Business & Technology Pathway

Worth 50 pts

You will prepare a Career Information Report on career path that you are interested in pursuing.

Please include the following information in your report:

- Research of current employment opportunities (companies and job titles)
- Roles and responsibilities
- Earning potential (salary ranges, benefits)
- Required and preferred qualifications (education, certification, experience)
- Geographic location

Guidelines for case study:

- No page minimum, just be sure to include all required information.
- This research report should follow MLA or APA format. Please reference these websites for MLA and APA guidelines and instructions: <https://www.jccmi.edu/library/> or <https://owl.english.purdue.edu/owl/resource/747/01/> or <https://owl.english.purdue.edu/owl/resource/560/01/>
- Your report should include the sections appropriate to the format chosen. For example:
 - Title Page
 - Executive Summary - this should be a concise summary of the research and briefly review the relevant research findings.
 - Main Body - is the largest part of the report; in it you collect and arrange the information which you are presenting. It should therefore, have a logical organization. Use headings to classify paper sections if needed.
 - References – a minimum of five cited references is required.

Revision and Final Drafts:

- You will post your rough draft to JetNet by the date found within JetNet. The Internship Coordinator will review your work using the Rough Draft Checklist. Upon receipt of the checklist, you can make any final corrections or revisions prior to submitting for a grade. Final drafts are due by the prior to your internship concluding.

**Rough Draft Checklist
Career Information Report**

1. Author's Name: _____

2. Reviewer's Name: _____

3. Title of Paper: _____

4. Title Page correct? ___ yes ___ no (Includes running header, page number, title, name, school name?)

5. Executive Summary included? ___ yes ___ no
Does it accurately reflect the content of the paper? ___ yes ___ no
Is the summary concise? ___ yes ___ no

6. Main Body included in paper? ___ yes ___ no

7. Section titles of the body listed appropriately? ___ yes ___ no
Does the body introduce the topic to the reader? ___ yes ___ no
Provide an overview to research on the topic? ___ yes ___ no
Is all required information included in the paper? ___ yes ___ no
Is the information organized well in the body of the paper? ___ yes ___ no

8. Does the body of the paper need more information? ___ yes ___ no

If yes, what else would you, as the reader, like to know more about?

9. Could the Body of the paper get the job done with LESS information? ___ yes ___ no

If yes, what do you think could stand to be cut out?

10. Does the conclusion of the paper summarize what has been stated in the paper? ___ yes ___ no

11. Does the Reference page appear at the end of the paper, on a separate page? ___ yes ___ no

12. Are sources cited throughout the paper appropriately? ___ yes ___ no

13. The author has cited at least five DIFFERENT sources? ___ yes ___ no

14. Is the paper free of spelling, punctuation, grammatical errors? ___ yes ___ no

15. Have general MLA or APA guidelines been followed throughout the paper? ___ yes ___ no

- Double spaced
- 1" margins
- 12 pt. Times New Roman font