

## **COURSE SYLLABUS**

### **Business Internship: 3 credit hours SU18 CRN2068**

Professor: Sue Lugli

Office Location: Wheaton Hall, Room 313

Office Hours:by appointment

Office PHONE (860) 343-5840

Office e-mail: SLugli@mxcc.edu

**\*\*The Professor reserves the right to change this syllabus at any time.\*\***

#### ***Course Description***

This course will enable students, individually and as part of a team, to become involved in problem-solving, and decision-making activities in the business community. A research project will be due at the end of the course by the student. The Students will participate in seminars presented by the instructor. To be eligible students must demonstrate academic ability, personal ability to be self-paced and work with people in various business situations. Prerequisites: 24 college credits and permission of instructor.

#### ***General Objectives of the Course***

(Statement identifying educational goals of the course)

This course is designed to provide the student with the following skills:

1. Apply business concepts and theories to real-world decision-making.
2. Increase proficiency in specific business disciplines; such as human resources management, operations management, marketing, accounting, statistics, economics, finance, and business law.
3. Develop and improve business skills in communication, technology, quantitative reasoning, and teamwork.
4. Observe and participate in business operations and decision-making
5. Meet professional role models and potential mentors who can provide guidance, feedback, and support.
6. Expand network of professional relationships and contacts.
7. Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility

**Texts:** 7 Habits of Highly Effective People (with New Foreword) Edition: N/A

**Author:** Covey

**ISBN:** 9780743269513

**Copyright Year:** 2004

**Publisher:** Simon & Schuster

**Grading Policy:** The final grade will be computed as follows:

Linked In Assignment	20%
Weekly Online Journal	40%
Self-evaluation Report	15%
Book Habits Project	<u>25%</u>
	100%

Interns are required to provide a detailed summary of weekly activities that relate to the course outcomes and objectives of the course. Comments should be posted on the online journal utilizing Blackboard Learn or via email at the end of every work week.

A Self- evaluation report is due at the end of the internship assignment. The report is due during the week of finals. The report must be typed in an appropriate format. A detailed instruction sheet of the report requirements will be provided to the student.

Students must submit a portfolio of work they have completed while assigned to the internship. The portfolio may be compiled electronically, in print, or in combination of both.

If the assignment does not end until after the semester is completed, an “I” (Incomplete) will be issued as a grade. The final grade will be issued as soon as the comprehensive report and the employer evaluation are received and evaluated.

**Attendance:**

Accurate attendance records must be kept. Students are responsible for documenting all hours worked. A signed attendance verification form should be submitted by the supervisor to the coordinator at the end of the internship assignment. Students are expected to report to work on days assigned. If a student is unable to attend work on a scheduled day, he/she must notify the employer ASAP.

**Contact:**

Please contact the coordinator with updates and progress reports on a regular basis. The instructor is available for advice and problem solving at any time during the internship experience.

### **Site Visit:**

The coordinator may make a site visit to meet with the student and observe him/her in the work environment. A meeting with the student's supervisor to discuss his/her work performance may also take place. The coordinator will give the student advance notice of the date and time of the visit. The student must be available to meet with the coordinator on the designated date(s). The student should also notify the supervisor of the visit and make arrangements for the supervisor to meet with the coordinator.

### **Special Note:**

This Business Internship is a wonderful opportunity for you to learn and grow in an actual work environment. You will gain valuable work experience that will help you increase your career knowledge and employment potential. You will also develop efficient job skills and tools that will help you achieve current and future career goals. Please take advantage of all this opportunity will afford you.

The Coordinator has accepted you to participate in this internship program because you have excelled academically and demonstrated the potential to achieve career success. Remember that you represent your College and your teachers; therefore, make every effort to always conduct yourself in a business-like, professional manner.

### **IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: [www.mxcc.edu/catalog/syllabus-policies/](http://www.mxcc.edu/catalog/syllabus-policies/) or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website:

[www.mxcc.edu/nondiscrimination/](http://www.mxcc.edu/nondiscrimination/).

### ***NON-DISCRIMINATION STATEMENT***

*Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.*

*The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:*

• Primary Title IX Coordinator

*Dr. Adrienne Maslin*

*Dean of Students/Title IX and Section 504/ADA Coordinator  
amaslin@mccc.edu; 860-343-5759; Founders Hall Room 123/*

○ -

Letter Grading

Letter Grade	Percent Grade	4.0 Scale
A	93.0 - 100	4.0
A-	90.0 – 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0
B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	LESS THAN 60.0	0.0