

# ILLINOIS VALLEY COMMUNITY COLLEGE



## COURSE OUTLINE

DIVISION: Career and Technical Programs

COURSE: CSP 2222; Business Technology Internship

Date: Spring 2012

Credit Hours: 4

Prerequisite(s): Permission from the Program Coordinator

Delivery Method:  Lecture      0 Contact Hours (1 contact = 1 credit hour)  
 Seminar      1 Contact Hours (1 contact = 1 credit hour)  
 Lab      15 Contact Hours (2 contact = 1 credit hour)  
 Clinical      0 Contact Hours (75 contact = 1 credit hour)  
 Online  
 Blended

Offered:  Fall     Spring     Summer

IAI Equivalent – **Only for Transfer Courses**–go to <http://www.itransfer.org>:

### CATALOG DESCRIPTION:

Students will work in jobs directly related to their field of study. This gives the student an opportunity to utilize the principles and skills they have learned in the classroom in real-world situations. Individual students are responsible for contacting a local business to secure an internship position. Students must complete 225 hours of on-the-job work experience. Interns will also participate in a seminar that will meet on a regular basis during the semester.

## GENERAL EDUCATION GOALS ADDRESSED

*[See the last page of this form for more information.]*

### Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

- To apply analytical and problem solving skills to personal, social and professional issues and situations.
- To communicate orally and in writing, socially and interpersonally.
- To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
- To understand and use contemporary technology effectively and to understand its impact on the individual and society.
- To work and study effectively both individually and in collaboration with others.
- To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
- To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
- To appreciate the ongoing values of learning, self-improvement, and career planning.

### EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

*[Outcomes related to course specific goals.]*

#### Upon completion of the course, the student will be able to:

1. Apply knowledge, skills, and understanding derived from course content.
2. Develop techniques and skills common to practice in the business technology field.
3. Assess career competencies and personal traits required of business workers.
4. Understand how a business runs at the department and organizational levels.

#### **Outcome 1 – Apply knowledge, skills, and understanding derived from course content.**

Competency 1.1 – Students will be able to apply knowledge and skills learned in previous classes to their work situations.

Competency 1.2 – Students will be able to demonstrate continued development of knowledge and skills needed for the workplace.

Competency 1.3 – Students will be able to demonstrate self-understanding of his/her personal strengths and weaknesses.

#### **Outcome 2 – Develop techniques and skills common to practices in the workplace.**

Competency 2.1 – Students will be able to learn best business practices used in their department.

Competency 2.2 – Students will be able to learn best business practices used by the organization in which they are employed.

Competency 2.3 – Students will be able to utilize skills of observation, data collection, and reporting both in oral and written form.

#### **Outcome 3 – Assess career competencies and personal traits required of workers within the business.**

Competency 3.1 – Students will be able to demonstrate continued development of self-assessment skills and processing techniques.

**Outcome 4 – Understand how a business runs in both the department and at the organizational level.**

Competency 4.1 – Students will be able to evaluate the job site in terms of its history, mission, goals and objectives, cultural norms, and organizational structure.

Competency 4.2 – Students will be able to understand the job site in terms of human resources, including communication patterns and informal roles.

Competency 4.3 – Students will be able to understand the organization as it relates to the external environment, including the surrounding community, the economic climate, and the sociopolitical environment.

**COURSE TOPICS AND CONTENT REQUIREMENTS:**

Students work at a job site and file the following forms to show progress.

1. Internship Agreement – This form must be completed by the student and his/her internship supervisor at the job site before he/she can enroll in the class. It must be signed by the student, supervisor, and program coordinator.
2. Weekly Student Internship Reports – These forms are filed electronically or manually and represent the activities the student did that week on the job, the number of hours worked, and any problems or concerns that he/she has.
3. Final Student Internship Report – This report is completed by the intern at the end of the internship (after completing 225 hours). It is reviewed by the program coordinator. It summarizes the activities and learning that took place during the internship.
4. Internship Employment Hours Verification – This form is completed by the intern's supervisor or a member of the Human Relations department at the end of the internship. It is reviewed by the program coordinator. It summarizes the number of hours actually worked by the intern at the job location.
5. Internship Rating Sheet – This form is completed by the intern's supervisor at the end of the internship. It is a performance appraisal. Most supervisors share this rating sheet with the intern at the completion of the internship. If it is not shared by the supervisor, the program coordinator reviews the appraisal to give feedback to the student on areas of strengths and places where improvement is necessary.
6. Seminar – Interns will participate in periodic seminar sessions. These sessions will allow the interns to share and compare experiences, issues and concerns from their internships. Training plans will be reviewed and updated to make sure that students are progressing toward their career goal. Portfolio development may be examined or showcased. Instruction will be provided on topics relevant to the experiences and challenges presented by the interns.

**INSTRUCTIONAL METHODS:**

Written evaluations in the form of the above five forms and seminar participation.  
Written and oral assessment of seminar topics.

**INSTRUCTIONAL MATERIALS:**

Packet of materials available from the faculty internship coordinator.

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION:**

Individual students are responsible for contacting a local business to secure an internship position.

Students are required to submit the necessary forms to their supervisor and then turned in to the program coordinator.

Students are required to submit weekly reports on a timely basis.

Students are required to participate in class seminar sessions.

**OTHER REFERENCES**

None

## Course Competency/Assessment Methods Matrix

CSP 2222; Business Technology Internship	Assessment Options																																
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment	
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D	D							
Outcome 1 – Apply knowledge, skills, and understanding derived from course content.									X								X						X		X		X						
Outcome 2 – Develop techniques and skills common to practices in the workplace.									X								X						X		X		X						
Outcome 3 – Assess career competencies and personal traits required of workers within the business.								X									X						X		X		X						
Outcome 4 – Understand how a business runs in both the department and at the organizational level.																	X						X		X		X						