ELIZABETHTOWN COLLEGE

Spring 2010

COURSE NAME: Business Internship
COURSE NUMBER: BA 471 (One credit)
FACULTY SPONSOR: Dr. Hossein Varamini
OFFICE: Hoover 223
OFFICE PHONE: 361-1278
E-MAIL: varaminih@etown.edu
WEB-PAGE: http://users.etown.edu/v/varaminih
OFFICE HOURS: M W 2:00 - 3:30
              Th 3:45 - 5:00
              F 11:00 – 12:00
              And by appointment

PRE AND/OR CO-REQUISITES:

Complete at least 125 hours on the internship assignment satisfactorily over a minimum of 12 weeks.

Jr./Sr. standing; Business or International Business 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 class discussions, written assignments, and at the internship site, if appropriate.


11. Students are also expected to identify and read various articles related to their own internships.

12. Additional readings/assignments may be given in class.
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. Students also need to demonstrate observation and recording skills, interpersonal communication skills, analytical skills, report writing skills, and oral presentation skills.

The specific requirements for the 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 first draft of the Learning Contract should be typed and is due no later than **Wednesday, January 27, 2010**.
   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. **Bi-Weekly Reports:** Students should keep a daily journal exhibiting their internship experiences. (A brief note is attached to this syllabus to guide you in journal preparations). Each student will then write a reflective report every two weeks based on notes taken in his/her journals. The bi-weekly report should reflect an analysis and synthesis regarding observations and experiences gained through the internship. The bi-weekly report is not just a record of what happened, but should include your own interpretations and analyses. In other words, when you observe something and record it in your journal, also ask yourself: "What do I make of it? Why? How does it relate to other experiences? How does it relate to my courses?" Furthermore, students will be expected to relate their internship experiences with their business courses. Bi-weekly reports should be typed, double-spaced, font size 12, pages numbered, and about 3-4 pages. Each report should cover the preceding two weeks.

3. **Final Report:** Students will prepare a well-written final report (5-6 pages, typed, double-spaced), consisting of a summary and an evaluation of their internship experience. The Final Report is due on **Wednesday, May 5, 2010**.

**FORMAT FOR WRITTEN ASSIGNMENTS:**

All written reports submitted to the instructor should be typed, double-spaced, and editorially correct (spelling, grammar, sentence structure, and so on). A copy of each graded assignment, with the instructor's comments, will be kept on file.
Please do not use plastic holders when you turn in your papers. A simple staple in the upper left hand corner is all that is necessary.

**STATEMENT ON DISABILITY:**

If you have a documented disability and need reasonable accommodations to fully participate in course activities or to meet course requirements, you must:

1.) Contact the Director of Disability Services, Dr. Kristin Sagun, in the Center for Student Success, BSC room 228 by calling 361-1227.

2.) Meet with me within two weeks of receiving a copy of the accommodation letter from Disability Services to discuss your accommodation needs and their implementation.

REMINDER: Students must bring to my attention accommodations they may use in order complete this course. Students will be accommodated as law requires, but remember, by law, initiation must be made by the individual student, not the instructor.

**GRADING POLICY:**

Internship credits in BA 471 are graded on a Pass/No Pass basis. A Pass grade (P) for one credit will be given if the student satisfactorily completes each of the three requirements listed above.

Credits will count toward general electives, but not toward business core or required business electives. No credit will be granted for an internship on a retroactive basis.
A Guideline to Keeping a Journal

Keeping a journal will be an important part of your learning experience as an intern. By forcing you to think about what you are doing and what you are learning from it, the writing of a journal can increase the amount you actually learn. It can also make you aware of what you don't know, so that you can direct your efforts toward finding out.

You should write in your journal at least briefly every day that you work at your internship. Keeping current in your writing is important because it lets you keep track of how your perceptions and understanding change from day to day and week to week, thereby documenting your learning.

Your journal should include all of the following elements:

1. A daily log of what you do. This should be as brief as possible, but try to be precise rather than general. E.g., "research at the library on consumer attitude toward beer advertising" is better than "research on beer."

2. Questions. If there's something you want to know, write it down. If you later learn the answer, write that down, too--not necessarily on the same day. Curiosity is the first essential for learning, so the more questions, the better. Try to have at least one question every day that you work.

3. Insights, observations, perceptions, interesting incidents. After you have logged your day's activity, think about what it meant to you, what you got out of it, new things you noticed, etc.

4. Discussion in your bi-weekly reports. Once every other week, write your report in which you discuss some topic of your choice more fully--either a particular incident or insight, or your reaction to the week as a whole. Try to analyze your experience, interpret your observations, compare events, evaluate outcomes, make judgments, and justify your position.

5. Likes and dislikes--about the work, the office, the political system, the world, yourself.

6. New words. Once a week, write down any new terms you've learned during the week--or, if you've heard them but not understood what they meant, write that down. Learning specialized vocabulary is a big part of any field.