Bossier Parish Community College Syllabus

Course Prefix and Number:	BADM 229	Credit Hours:	3
Course Title:	Business Internship		
Course Prerequisites:	Permission of Program Dire	ctor or Dean	
Textbook: none			
Course Description: This course provides a learning experience that integrates a student's academic background with practical experience in a supervised job situation. Included in the course are reflections on the internship experience, application of relevant course concepts, and feedback with internship organization.			

Learning Outcomes:

At the end of this course, the student will:

- A. be able to adhere to policies/procedures of BPCC's internship program and the internship organization;
- B. be able to describe the organizational structure of the internship organization;
- C. be able to articulate an overarching reflection on the experience as it relates to their major, discipline, or field.

To achieve the learning outcomes, the students will:

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. participate in an interview, complete documents describing the expectations of the student and the internship organization and other employment documents as needed/required (A).
- 2. demonstrate abilities in completing course objectives as set forth by the course instructor and by the student's internship supervisor (A);
- 3. perform between fifty to one hundred hours of an internship experience as documented by the internship organization (A);
- 4. prepare an organizational chart of the internship organization including the internship position (B);
- 5. create a video or write a final reflection paper on the experience (C);

Course Requirements:

- 1. Students are expected to attend work regularly. When a student has accumulated a total of two weeks of unexcused absences, the instructor may suspend the student.
- 2. The course will include at least 50 hours of work experience, an organizational chart, and a final reflection paper or video.

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Course Grading Scale (%): 70 - 100 = Pass0 - 69 = Fail

Attendance Policy: The college attendance policy is available at <u>http://www.bpcc.edu/catalog/current/academicpolicies.html</u>

Course Fees: This course is accompanied with an additional fee for supplemental materials.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA Angie Cao, Student and Disability Services Specialist Disability Services, F-254 6220 East Texas Street Bossier City, LA 71111 Phone: 318-678-6511 Email: <u>acao@bpcc.edu</u> Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator Teri Bashara, Director of Human Resources Human Resources Office, A-105 6220 East Texas Street Bossier City, LA 71111 Phone: 318-678-6056 Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.