

**PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS**

**MANAGEMENT INTERNSHIP  
BUSN 2471**

**Work Hours: Minimum of 135 hours**

**Credit Hours: 3.0**

**Laboratory Hours: .0**

**Revised: Fall 2015**

NOTE: This course is not designed for transfer credit

**Catalog Course Description:**

This course is a supervised work experience requiring a minimum of 135 hours in the management field. Individual conferences are arranged instead of class attendance.

**Entry Level Standards:**

All major coursework through the third semester must be completed with a minimum 2.5 GPA.

**Prerequisites:**

Pursuit of an A.A.S. degree in Business with a Management concentration; completion of 15 hours of BUSN courses with a minimum 2.5 GPA in BUSN courses and an overall minimum 2.0 GPA; enrollment in the semester in which the student will graduate; completed internship application submitted to the BCT internship coordinator prior to enrollment in the course and beginning of the term. Application and instructions are available at [www.pstcc.edu/bct/internships.php](http://www.pstcc.edu/bct/internships.php).

**Textbook(s) and Other Course Materials:**

No required text. Handouts will be provided.

**I. Week/Assignments:**

The internship work schedule shall be determined between the work supervisor and the intern to assure a minimum of 135 hours on the job during the enrolled semester. **Student work or employment at PSCC cannot be used for internship credit.** If the job is paid, intern may work as many hours as school schedule permits. Interns earn academic credit for their internship and no pay from the internship placement is required; however, supervising offices may elect to provide stipends, paid parking, mileage reimbursement, or paid employment. The intern shall observe all standards of legal ethics and confidentiality and comply with all office policies.

**II. Course Goals\*:**

**The course will**

- A. Develop student awareness and working knowledge of basic business management concepts in a professional setting. I,II,III,IV,V, VII
- B. Enable the student to work effectively in a professional environment. I,II,III, IV,V,VII
- C. Increase the capacity of the intern to use good communication skills while working with management professionals. I,III,X

\*Roman numerals after course objectives reference goals of the Business program.

### III. Expected Student Learning Outcomes\*:

Students will be able to:

1. Demonstrate a working knowledge of basic management and basic business concepts.(A)
2. Exhibit the ability to work effectively as part of a team in the professional environment.(A,B)
3. Show good written and oral communication skills with team/co-workers and supervisors to ensure timely and accurate completion of work and to establish good human relationships. (A,B,C)
4. Prepare an application and resume for the search for an internship position in the management field. Participate in an interview with the Internship Coordinator in preparation for interviewing with potential employers. Actively participate in the search for an internship. (A,C)
5. Demonstrate a strong work ethic and positive attitude and professionalism by regularly attending and being punctual for the internship job. (A,B,C)

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

### IV. Evaluation:

A. Testing Procedures:

N/A

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

1. **The grade for this course is pass/no-pass.** To pass the intern must meet all requirements as stated in this syllabus; verify completion of 135 hours; arrange a site visit for the Internship Coordinator; submit a completed student evaluation form; pass the employer evaluation; and complete an updated resume and other paperwork for the Placement Office. (See #5, 6, 7, and 8 below)

2. The intern is responsible for enrolling in the course, paying all fees, and scheduling an initial interview with the Internship Coordinator prior to the beginning of the enrolled term, and bringing to the interview all completed initial application paperwork including: application, resume, and transcript. (Read everything under "Students" on the internship webpage: <http://www.pstcc.edu/bct/internships.php>.)

3. Progress conferences with the Internship Coordinator are not required but may be scheduled at any time during the semester on an "as needed" basis. However, interns are expected to check student and personal email accounts on a regular basis throughout the semester to

maintain regular communication with the Internship Coordinator. **Notify Internship Coordinator immediately if contact information changes during internship.**

4. The intern will notify the Internship Coordinator immediately upon accepting an internship position. The Internship Coordinator must approve the placement and the placement supervisor must complete the Job Profile verification form during or before the first week of the internship. This form is provided by the Internship Coordinator. Interns should regularly review the syllabus to insure all requirements are being met.

5. Hours worked must be verified by the employer using either (1) time sheets signed by both the student and the supervisor, or (2) copies of official pay stubs that show a minimum of 135 hours worked. These must be submitted to the Internship Coordinator by the last day of the enrolled term. All required hours must be completed with ONE employer.

6. The student will organize and schedule with the Internship Coordinator a site visit to the intern's workplace prior to the completion of the required hours. In some instances, where site visits cannot be performed, a **written report** is required in place of the evaluation form and the visit. (Discuss with Internship Coordinator)

7. The intern's work supervisor will submit a final evaluation form to the Internship Coordinator indicating the tasks assigned and rating the intern's performance. This form will be provided directly to the student or supervisor (not on the webpage), and must be submitted to the Internship Coordinator by the last day of the enrolled term.

8. The intern will submit to the Internship Coordinator a final student evaluation form describing and evaluating the internship experience. The "Student Evaluation" form, and "Timesheet" form, are located on the Internship webpage: <http://www.pstcc.edu/bct/internships.php>. This form must be submitted by the last day of the enrolled term.

9. Interns must notify Internship Coordinator of any problems or issues they have with their placement. An unsuccessful internship experience may result in serious consequences impacting re-enrollment and graduation.

10. Tardiness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of the internship course.

11. The intern will be responsible for handling all software, hardware, and other types of equipment provided by the employer in a responsible and ethical manner.

12. The internship must be completed within six months of the completion of the last major course.

## **V. Policies:**

### **A. Attendance Policy:**

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of

Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Interns are to achieve 135 hours at the internship placement at times established with the placement supervisor.

#### B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

#### C. Accommodations for disabilities:

Students who need accommodations because of a disability have information to share, or need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Disability Services in order to receive accommodations in this course. Disability Services may be contacted by going to Alexander 130 or by phone: 694-6429(TTY) or 539-7153 (Voice). More information is available at [www.pstcc.edu/departments/sswd.php](http://www.pstcc.edu/departments/sswd.php).