

## **BUS 199 – A.A.S. DEGREE INTERNSHIP**

**Instructor:** Kitt Finlinson

**Office:** 512

**Day/Time:** Monday, 1:00 PM

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**Consultation:** By Appointment

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**PREREQUISITE:** Students may enroll in internship during their first or second year at the College, provided their faculty advisor approves in writing students' employment and objectives. It is possible to complete an internship by participating as a volunteer with a company or community organization. If an internship is needed, a student may contact the ACAS Office anytime prior to the beginning of the semester for assistance. Both paid and unpaid internship positions must be directly related to student's major.

All international students are required to have authorization to work off campus. Please see the International Student Director at 524-8175 before enrolling in internship. International students can receive job search training by enrolling in LE 120 (Career Exploration) the semester before they become eligible to work.

**TEXTBOOKS:** None Required (*Recommend Textbooks from core courses used as reference sources*)

**RESOURCES, REFERENCES, SUPPLIES:** Recommended reading includes What Color is Your Parachute, by Bolles and 7 Habits of Highly Effective People, by Covey

**GENERAL AREAS OF COMPETENCE:**

See the general areas of competence for your major in the current General Catalog.

**CRITERION-REFERENCED OBJECTIVES:** By successfully completing the internship course, the student will be able to:

1. Integrate classroom study with planned and supervised practical work experience
2. Participate in a minimum of 180 hours paid or unpaid supervised employment in a job related to the student's chosen occupational field.
3. Perform agreed-upon job assignments under the supervision of the internship site personnel as recorded on a satisfactory performance evaluation completed by all supervisors (average of 80 percent on outcomes evaluation scores).
4. Prepare to seek employment in intern's chosen field.
5. Enhance comprehensive learning and vocational adaptation
6. Become better acquainted with theory and practice

**NATURE OF THE COURSE:** This course requires a combination of 120 hours of on-site work experience, one initial class meeting and, appointments with the internship advisor, that enable students to apply skills developed in the major. Students and employers will develop agreed-upon measurable learning objectives based upon the general areas of competence listed for their major that can be documented and must be accomplished during the internship.

**COURSE REQUIREMENTS:** All BUS Department majors must earn a C (not C-) grade or better in this course. International students enrolled in BUS 199R will be graded on a Pass / Fail basis. To receive a C grade or better for the course, students must obtain a paid or unpaid position before the end of the 4<sup>th</sup> week of the semester that has job responsibilities related to your major. The supervisor should not be a family member. Interns are required to log 180 hours during the semester, keep a daily time sheet, evaluate personal progress during the semester, and demonstrate approximately 70 percent of the competencies selected from the Competency Profile Table for the major. These competencies must be selected and approved by the internship advisor in advance in collaboration with employers for their later evaluation at the end of the internship. Students must complete and hand in ALL required documents with required signatures on or before the deadlines indicated. Late documents will be subject to at least a 25% reduction in potential credit / points.

**GRADING AND EVALUATION:** A student’s grade will be based on the following factors:

1. **Daily Time Sheets and Internship Forms.** This portion of the grade will include a record of time worked and a summary of tasks worked on each day (this will help develop time and project management skills). These time sheets will be turned in for scoring periodically during the semester and the information recorded will be used to complete the Self-Evaluation at the end of the semester.
2. **Self Evaluation.** At the end of the internship, students will summarize the internship experience with a written 2-4 page report. This self-evaluation will include a concise, but complete summary of what was accomplished during your internship in each competency area. The summary must also including approximate times spent working on each competency as well as both positive and negative experiences.
3. **Employer Evaluation.** The work supervisor will approve the competencies agreed upon from the *Competency Profile Table* for the major that will be applied during the internship. At the end of the semester the supervisor will evaluate how successfully the competencies were demonstrated. Students must earn an average rating of 80 percent or higher on the employer evaluation.

**FINAL GRADE FOR COURSE DETERMINED AS FOLLOWS:**

<b>Grading Factor:</b>	<b>Percent of Grade:</b>
Daily Time Sheets and Internship forms .....	20%
Self Evaluation .....	30%
Employer Evaluation .....	50%

An incomplete (I) grade will be given only in cases where students are not able to complete the learning objectives during the semester due to conditions at the internship site that are beyond their control. Incomplete grades not made up the following semester are automatically converted to a failing grade (E).

**GRADING SCALE:**

95-100%	A	80-83%	B-	67-69%	D+
90-94%	A-	77-79%	C+	64-66%	D
87-89%	B+	74-76%	C	60-63%	E
84-86%	B	70-75%	C-		

**LIBRARY RESOURCES AND PERIODICALS: :**

Students will primarily use the on-line LDS Business College library databases from the LDSBC homepage on the Internet ([www.ldsbc.edu](http://www.ldsbc.edu)) using the following steps:

1. At the top of the LDSBC Homepage, roll your mouse over the word *STUDENTS*, then *ACADEMICS*. This will drop down a list of choices. Click on the word *Library* at the bottom of the list.
2. Click on the *LDSBC Databases* link.
3. Select the *LDSBC* as your location.
4. Type in the same user ID and password that you use to log into the College computer network.
5. Click *Enter CES*.
6. Utilize the various licensed databases by scrolling through the alphabetic list or by clicking on the alphabetic letter that corresponds to the database you wish to use.

**E-MAIL COMMUNICATION:** The instructor will communicate with students through the GroupWise e-mail system. Students must check their e-mail daily since they will be responsible for all information sent by the instructor through GroupWise

**To Access GroupWise from Off Campus:** First, Set a password for accessing GroupWise from off campus as follows:

1. While on campus, launch GroupWise.
2. Click Tools, Options, Security.
3. Enter a password of your choice to set a password.
4. After your password has been set, you can access GroupWise from off campus by launching *Internet Explorer* or *Netscape*, typing in <http://gw.ldsbc.edu>, Select the language desired and click Go, type in your student number for the *Username* and the password you set in step 3 above as the *password*
5. Click *login*.

**To Transfer your GroupWise E-mails to another e-mail account:** Students who have a personal email address should transfer their College email to their personal address so they will not miss messages from the instructor when they do not check their College email (NOTE: DO NOT transfer e-mail from your personal e-mail account to your GroupWise account!!). This should be accomplished as follows:

1. Open your College **GroupWise** email and select **Tools** on the menu bar and then **Rules** from the drop down list. This will open the Rules dialog box.

2. Click the "New" button on the right side to the New Rule dialog box.
3. **Enter a name for the rule in the top text box.** "LDSBC e-Mail Forward" as an example.
4. Leave the "When event is" selection as defaulted.
5. Under "**Item types**" on the left, click the **Mail** checkbox.
6. Do not enter anything in the "Define Condition" area.
7. Under "**Then actions are**", lower left, click the **Add Action** button and select **Forward**. This will open the Forward dialog box.
8. In the "**To:**" field, enter the e-Mail address to which all mail should be forwarded. In the **Subject line** type "**Forwarded from LDSBC**" so that the forwarded e-Mail is identifiable.
9. Click **OK** to close the dialog box.
10. Click **Save** on the New Rule dialog box. In the Rules dialog **box make sure that the Checkbox next to the rule is checked**, if not, click it. Click **Run** and the rule is in effect. All incoming mail will be forwarded to the e-Mail address specified.

**WARNING!!** Forward e-mail to offsite e-mail accounts only (Yahoo Mail, Hotmail, etc.) **DO NOT forward your GroupWise college e-mail back to your college e-mail account.**

### INTERNET COURSE INFORMATION ACCESS USING BLACKBOARD®:

1. Enter the following URL in the location window in Netscape or Internet Explorer:  
<http://courses.byu.edu>.
2. A window will open giving you a login window.
3. Type in your *User Name* (which is a "W" followed by your student number; example, W00345) and *Password* (which is the same as your login name; example, W00345) then click *Login*.
4. Click on the desired course.

### ADDITIONAL INFORMATION:

- **Guidelines for Student Conduct Beyond Attendance:** Students should understand the instructions before starting a project. If not sure, please ask the instructor questions.
- **Class Participation:** Only one initial class period will be held to introduce the internship instructions. Students should come to the class prepared to discuss the subsequent procedures for completing the internship. Students who are absent are expected to contact another student to learn the specifics of the any directions given.
- **Assignment Completion:** All procedures should be completed by the due date indicated by the instructor. In the case of emergency or illness, adjustments in due dates must be arranged with the instructor in advance (*or within 24 hours in the case of an extreme emergency*). ***The instructor will make the final decision concerning special accommodation.***
- **Academic Honesty Policy.** Each student should do his or her own work and should abide by the policies listed in the current General College Catalog (see *Codes and Standards* and *Academic Honesty* sections specifically).
- **Cell Phone Policy.** Cell phones must be turned off before coming to class. No cell phone calls

are allowed in the classroom.

- **Withdrawal Procedures:** For the last date to withdraw from the class, refer to the *Academic Calendar* in the current General College Catalog or online at [www.ldsbc.edu](http://www.ldsbc.edu).
- **Americans with Disabilities Act (ADA):** Students should contact Karen Peterson, Dean of Students, in E-126 (524-8154) before the end of the first week of the semester to discuss any accommodations required. The Dean of Students maintains a file of documented disabilities and, after a disability has been documented, may notify instructors about accommodations that are required. To protect the privacy of the students, notification of instructors will be done only upon student request, since accommodation may not be necessary in all classes.

## Internship Course Assignments

BUS 199

Scheduled Dates	Details	Notes:
Start of Semester	<p><b>Class Meeting:</b> Course Introduction</p> <p><b>Forms Available online:</b></p> <ul style="list-style-type: none"> <li>▪ Course Syllabus</li> <li>▪ Student Information Sheet</li> <li>▪ Master Internship Agreement</li> <li>▪ Employer Competency Agreement</li> <li>▪ Daily Time Sheet</li> <li>▪ Student Information Sheet</li> </ul>	
<b>By Appointment:</b>	Discuss Internship Details and Answer Questions	
<b>By Appointment:</b>	<p>Finalize Internship Site Suitability</p> <p><b>Forms Due Before end of second week of semester:</b></p> <ul style="list-style-type: none"> <li>▪ Signed Student Internship Agreement</li> <li>▪ Signed Employer Competency Agreement</li> </ul>	
<b>Delivered to Frank Sano rm. 413 BY LAST DAY OF SCHOOL</b>	<p><b>Items Due by the end of the semester:</b></p> <ul style="list-style-type: none"> <li>▪ Final Complete Daily Time Sheet printed and signed (<i>Total hours worked should be 120+</i>)</li> <li>▪ Graded Employer Evaluation Form with signatures</li> <li>▪ Student Internship Self-Evaluation</li> <li>▪ Reflection self-evaluation paper</li> </ul>	