

The mission of Concord University is to provide a quality, liberal arts based education, to foster scholarly and creative activities, and to serve the regional community.



The Mission of the Division of Business at Concord University is to transform our students into competent and responsible business leaders through high quality teaching and personalized advising, while stimulating their academic and service zeal within the context of Concord's strong liberal arts tradition. The Division expects and supports active research and service by its faculty members to ensure that our graduates are ready to take on the challenges of the business world or to pursue rigorous graduate education.



**COURSE SYLLABUS –Spring 2019
BGEN 450 Business Internship, 3 Credit Hours
CRN 20117**

Instructor Contact Information

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Office Hours

M, W – 1:00-2:30 p.m.
T – 9:00-10:00 am
R – 2:00-3:00 p.m.

other meeting times by appointment only

Essential Info:

Inclement weather schedule –
www.concord.edu/emergency-alerts
Sign up for emergency text messages –
<http://sms.concord.edu>
Emergency Information –
On campus emergency call – 304-384-5357
or 911
www.concord.edu/administration/off-public-safety

Course Information

Course Prerequisites: ACCT 205, BGEN 222, BGEN 205, MGT 305, junior class standing, 2.5 gpa earned at Concord, and approved internship contract

Catalog Description: A supervised business internship in organizations in private and public sectors. This course provides students with the opportunity to apply theoretical knowledge to practical situations in an actual organizational setting. The field internship is open to all students; however, no credit is granted for prior work. Internships must be completed during the semester in which the student has registered, without exception. (1-6 credit hours, the total hours earned are to be pre-approved/pre-determined by the Coordinator upon receipt of Business-Related Learning Objectives submitted by the employer.)

Students are required to have a minimum of 120 contact hours in the internship placement over the course of the semester to earn 3 academic credits on a pass/fail basis only. Credit is awarded for the **knowledge gained, not the work completed**.

Course Focus/Rationale: Internships are strongly recommended for all Business majors. These unique experiences provide excellent forums for students to apply theoretical knowledge to a business environment, work with the latest technology, improve communication skills, and build confidence in themselves and their abilities

The field internship enhances and reinforces your understanding of academic theory, and this experience is more than an opportunity to just earn credit hours but also to gain career-related work experience. It is an opportunity to set yourself apart from your competition – other students – at graduation time. A good letter of recommendation from a cooperating supervisor will carry a great deal of weight with prospective employers and would likely be available to any student after successfully completing an internship.

Participation in an Internship, shows initiative and motivation. Exhibit these characteristics while at your cooperating firm. Dress and act professionally, even when those around you do not. Remember – they are already employed in the workplace. Also, keep in mind that you are marketing an important commodity to your cooperating firm – yourself. Realize that some Field Internship Experiences can evolve into full time positions upon graduation, so do a good job. Keep this in mind as you progress through the semester. Apply your theoretical knowledge, improve your interpersonal communication skills, and build confidence in yourself and your abilities.

Course Learning Goals and Objectives

Before a student is enrolled in the Business Internship course, it is necessary that the cooperating organization/internship supervisor and the student determine what responsibilities and/or learning opportunities are essential for the internship position. These objectives are used to set goals that can be evaluated by the Organizational Supervisor and the Internship Coordinator to ensure that internship placement would provide adequate knowledge/experience equivalent of three credit hours of academic credit which are equal to one course for a semester. It is important that the stated learning objectives demonstrate incremental or new learning.

Requirements for Evaluation of the Internship Experience

1. Organizational Supervisor evaluation of completed internship learning objectives.
 2. Organizational Supervisor evaluation of the interns' professional work habits and abilities.
 3. Completion of the Internship Reflection Paper (details of the assignment are provided in the Internship Packet)
 4. Presentation of the intern's experience during a scheduled Business Department Symposium – for spring 2019 interns the Internship Symposium will be held Thursday, April 25 AND Thursday, May 2, at 11:00 am in Rahall 318. You will be provided with your presentation time by April 1.
- **This course is graded on a P/F basis.**

Experiential Learning Requirements and Course Management Policies

- **Attendance Policy** -- As this course **facilitates the actual work experience** for a student in a business environment, **there are no classroom policies. The student is employed by an organization and will operate under the employment procedures and regulations.** A minimum of 120 hours of supervised work experience is required for the internship experience.
- **Department of Business -- General Expectations of Students.** All students enrolled in the Business Administration degree program and those taking business courses at Concord University should have an attitude and demeanor that demonstrates a real commitment to the learning process. You will adhere to the expectations developed by the Division Faculty while in class and while representing the Division of Business and Concord University. A complete list of these expectations can be found displayed on Division bulletin boards and the Division website -- http://hub.concord.edu/business/node/11#Gen_Exp_Bus_stu
- **Academic Dishonesty and Honor Code** -- It is the policy of this instructor to follow the guidelines for academic dishonesty as specified in the college catalog at http://catalog.concord.edu/content.php?catoid=5&navoid=243#Academic_Dishonesty and to follow the University Honor Code – *“As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same.”*
- **Accessibility/Accommodations:** Concord College is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act (ADA) Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the director, Nancy Ellison, at nellison@concord.edu
- **Academic Assistance:** The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or asc@concord.edu. Website: <http://www.concord.edu/academicsuccess/>
- **Sexual Harassment & Assault:** Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384- 5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu . Reports to Campus Security can be made at (304- 384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.
- **Technology Services:** For assistance with Blackboard or email (or any CU technology issue) contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also email cuhelpdesk@concord.edu

- **Participation in College-Wide Assessment Activities:** Federal regulations and regional accreditation policies on accountability in higher education require direct assessment of student academic learning. Thus, as part of the requirements associated with this course, students may be asked to take one or more standardized tests and/or to complete other related activities. The scores of individual students will remain confidential.

Syllabus Disclaimer – This syllabus is subject to change based on the needs of the intern’s work experience and/or changes made by the internship supervisor.