



MASTER COURSE OUTLINE

A. BUSA 2104 Business Internship

B. COURSE DESCRIPTION:

This is a capstone course for students completing a Business (BUSA) major. The internship includes practical, on-the-job experiences in a business or organization environment under executive supervision. The student has the opportunity to apply the principles and knowledge learned in Business classes in a real work environment. The student will perform 192 hours of internship experience. Internship sites must be approved by the program advisor. The student and internship site supervisor will submit progress reports and evaluation to the program advisor. Prerequisites: Program advisor permission, 2.5 cumulative grade point average, and two-thirds of the required Business program major credits completed.

(4 Cr – 0 lect, 4 lab)

C. *Core Theme: Ethical and Civic Responsibility, Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Participate in an internship to gain first-hand business experience
- Apply business protocol and ethical principles and standards of business conduct
- Apply business knowledge, skills, and concepts learned in the classroom
- Maintain confidentiality requirements
- Demonstrate initiative, courtesy, time management, dependability, and a professional attitude
- Follow company policies and procedures, safety guidelines, and training requirements

F. GOAL TYPES, OBJECTIVES AND OUTCOMES:

GOAL	OBJECTIVES Students will be able to	OUTCOMES The student will successfully
<u>*Ethical and Civic Responsibility</u>	analyze and reflect on the ethical dimensions of legal, social, and scientific issues.	<ol style="list-style-type: none"> 1. examine and follow company policies and procedures. 2. demonstrate and apply courtesy and respect of supervisors, coworkers, and customers.
<u>*Critical Thinking</u>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	<ol style="list-style-type: none"> 1. perform tasks incorporated into the internship training plan.
CS	identify and fulfill training plan objectives coordinated between internship site supervisor, program advisor, and student.	<ol style="list-style-type: none"> 1. complete training plan objectives required by the internship site. 2. perform tasks as incorporated into the internship training plan. 3. demonstrate independent and motivational skills. 4. complete 192 hours of work at the internship site.
CS	develop an understanding of the business skills required for the training plan.	<ol style="list-style-type: none"> 1. perform tasks as incorporated into the internship training plan.
CS	apply effective communication skills.	<ol style="list-style-type: none"> 1. use professional communication skills. 2. accept and apply constructive feedback from internship site supervisor, program advisor, and coworkers.
CS	display professionalism.	<ol style="list-style-type: none"> 1. complete internship in professional manner in areas of loyalty, ethics, cooperation, and dress.
CS	develop workplace human relation skills.	<ol style="list-style-type: none"> 1. cooperate and contribute in team projects. 2. practice collegial working relationships.
CS	apply computer skills.	<ol style="list-style-type: none"> 1. demonstrate application software knowledge to assigned tasks.

G. SPECIAL INFORMATION:

ACCESSIBILITY INFORMATION: Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

TECHNICAL SKILLS REQUIREMENT: Ability to use current application software; create and format documents; download, save and upload assignment files; manage assignment files; send and receive e-mail from College e-mail account; conduct Internet research, and use of a course management software program.

H. COURSE CODING INFORMATION:

Course Code I/Class Maximum 30; Pass/No Credit

Revision date: 11/20/23; 03/05/24

AASC Approval date: 12/15/15; 03/19/24

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland’s MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

*Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

**Riverland Community College Discipline Areas	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6