

Inver Hills Community College

BUS 1189: Business Internship

A. COURSE DESCRIPTION

Credits: 2,3,4

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Offers the student practical work experience in a business environment. The student should have the opportunity to apply what is learned in the classroom to the working world. A new job assignment with a current employer may be a suitable internship experience. Note: This course may be repeated for a maximum of 6 credits. Prereq: Permission of instructor.

B. COURSE EFFECTIVE DATES: 01/01/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Analyzing Work Incidents: 10%
2. Business Organization: 10%
3. Learning Experiences on the Job: 20%
4. Personal Development and Advancement on the Job: 10%
5. Summary of Internship Experiences and Goals: 20%
6. The Job Description: 10%
7. The Training Program: 10%
8. Time Organization: 10%

D. LEARNING OUTCOMES (General)

1. Work on-the-job in a for-profit business
2. Use terminology and understand the business through hands-on experience
3. Apply what the students have learned in the classroom to the working world
4. Obtain business experience in a supervised environment
5. Obtain a constructive, personal evaluation to identify the student intern's strengths and areas in need of improvement as it pertains to business writing and document preparation, client contact, collection of information, investigation of issues, and possible research techniques
6. Understand the form, style and grammar as it pertains to business writing
7. Draft and write letters, memoranda and selected documents as well as collect information

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted