COLLEGEWIDE COURSE OUTLINE OF RECORD

BUSN 280, Co-op/Internship

COURSE TITLE: Co-op/Internship
COURSE NUMBER: BUSN 280
PREREQUISITES: Program Chair approval.
SCHOOL: Business, Logistics, and Supply Chain
PROGRAM: Business Administration
CREDIT HOURS: 1 - 3
CONTACT HOURS: 5 - 15
DATE OF LAST REVISION: Fall, 2013
EFFECTIVE DATE OF THIS REVISION: Fall, 2014

CATALOG DESCRIPTION: Gives students the opportunity to work at a job site that is specifically related to their career objectives. Provides on-the-job experience while earning credit toward an associate degree.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Illustrate the key aspects of writing a resume.
2. Develop an effective cover letter.
3. Demonstrate skills in a mock interview for job placement.
4. Apply skills learned in the workplace.
5. Identify business protocol, ethics, and standards of business conduct.
6. Develop vocabulary and language of occupation related to internship.
7. Explore and validate technical career decision.

COURSE CONTENT: Topical areas of study include -

- Cover letter
- Business protocol
- Ethics
- Standards of business
- Punctuality
- Resume writing
- Appearance
- Interviewing

HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:

The Ivy Tech Library is available to students on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to http://www.ivytech.edu/library/ and choose the link for your campus.

TEXTS/CURRICULUM MATERIALS: (latest edition)

- Log into My Ivy;
Click on Employee Dashboard;
Click the Infonet link;
Click on Departments;
Click Academic Affairs; and
Click the Textbook Listings link which appears on the left column.

MINIMUM FACULTY CREDENTIALS:

Refer to Academic Standards and Operation Manual (ASOM) Faculty Credential Standard to determine the appropriate credentialing statement for the course.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

SYLLABUS CONTENT:
Refer to Academic Standards and Operation Manual (ASOM) Program Curriculum Development and Maintenance Standard to determine appropriate information to include on the course syllabus.