

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	ACG 1943
COURSE TITLE:	Internship
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	Average of 13 per week, total of 195 for term
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	
Laboratory:	
Other - On the job experience	Average of 12 (180 for term)
Internship related activities	Average of 1 hr/week (15 for term)
FACULTY WORKLOAD POINTS:	Calculated on the # of students in the internship
STANDARDIZED CLASS SIZE ALLOCATION:	Open
CATALOG COURSE DESCRIPTION:	
<p>The first discipline related internship provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on the job as part of their educational program of study. (2 credits, 135 contact hours on the job during the term with additional work/reporting required off the job site.)</p> <p>Prefix will be assigned according to student field of study/work.</p>	
SUGGESTED TEXT(S):	None
IMPLEMENTATION DATE:	Spring Term 2002
REVIEW OR MODIFICATION DATE:	December 2003 Fall Term, 2002 (20031) Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS

CONTACT HOURS  
PER TOPIC

I. Career development activities, including acquiring knowledge of personal interest, job skills, and career opportunities and writing a resume and cover letter; reporting and evaluation.	15 (Minimum)
II. Discipline Related Work Experience	180 (Minimum)

PROGRAM TITLE: Various

COURSE TITLE: Internship

CIP NUMBER:

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

4.0 PERFORM COMMUNICATION ACTIVITIES -- The student will be able to:

04.01 Follow oral and written instructions.

5.0 DEVELOP HUMAN RELATIONS SKILLS -- The student will be able to:

05.01 Demonstrate appropriate work habits.

05.02 Identify traits that promote good human relations and increase job performance.

05.03 Analyze and develop written solutions to behavior problems affecting job performance.

6.0 DEMONSTRATE APPROPRIATE GROOMING HABITS -- The student will be able to:

06.01 Identify appropriate attire and grooming for a business office.

7.0 PERFORM JOB APPLICATION ACTIVITIES -- The student will be able to:

07.01 Identify sources of employment opportunities.

07.02 Complete employment forms.

07.03 Classify behaviors considered to be appropriate or inappropriate in a job interview situation.

07.04 Compose and type a follow-up letter.

07.05 Compose and type a letter of application and a resume.

07.06 Demonstrate job interview skills.

07.07 Identify methods for securing an employment reference.

10.0 PERFORM DECISION MAKING ACTIVITIES -- The student will be able to:

10.01 Demonstrate the ability to determine the proper priority of work.

10.02 Choose appropriate action in situations requiring application of business ethics.

10.03 Choose appropriate action in situations requiring following a chain of command.

10.04 Choose appropriate action in situations requiring effective time management.

11.0 PERFORM INFORMATION PROCESSING ACTIVITIES -- The student will be able to:

11.01 Locate requested information on a computer printout.

11.02 Identify accounting applications of computers in modern business.

11.03 Enter accounting data into computer systems.

11.04 Analyze computer output

Higher performance standards will be assigned by program manager/s/ and internship supervisor/s/ determined by discipline and specific job/task assignments.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<b>Section 1</b>	
<b>COURSE PREFIX AND NUMBER:</b> _____	<b>SEMESTER CREDIT HOURS (CC):</b> _____ <b>CONTACT HOURS (NCC):</b> _____
<b>COURSE TITLE:</b> _____	

**Section 2**

**TYPE OF COURSE: (Click on the box to check all that apply)**

<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

**Section 3 (If applicable)**

**INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:**

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

**Section 4**

**INTELLECTUAL COMPETENCIES:**

<input type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input type="checkbox"/> Writing	<input type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Judgment	<input type="checkbox"/> Working Collaboratively

	LEARNING OUTCOMES	METHOD OF ASSESSMENT
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**Section 6**

Name of Person Completing This Form: \_\_\_\_\_ Date: \_\_\_\_\_