

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	MAN 1943
COURSE TITLE:	Internship
PREREQUISITE(S):	All professional courses in specific program
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	Average 13 per week, total of 195 per term
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	
Laboratory:	
Other - On the job experience	Average of 12 hrs/week (180 for term)
Job related report(s)	Average 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. (3 Credits, 195 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:	Fall Term 20051
REVIEW OR MODIFICATION DATE:	Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS

CONTACT HOURS
PER TOPIC

I. Job Search to include resume and cover letter preparation, contacts with employer(s), interviews and contact agreement development.	
II. Discipline Related Work Experience	180 (Minimum)
III. Reporting and Evaluation	15 (Minimum)

PROGRAM TITLE: Business Administration

COURSE TITLE: Internship

CIP NUMBER: 1506040102

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

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

- 04.01 Demonstrate effective telephone usage and courtesy.
- 04.02 Demonstrate effective listening skills.
- 04.03 Give, follow, and interpret oral and written communication.
- 04.04 Demonstrate knowledge of email etiquette and ethics.
- 04.14 Demonstrate the ability to communicate effectively with diverse populations.

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

- 05.02 Demonstrate ability to work effectively as part of a team.
- 05.04 Demonstrate punctuality, initiative, courtesy, dependability, flexibility, and honesty.
- 05.05 Demonstrate the unique human relations skills needed for success in the business sector.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS - The student will be able to:

- 06.01 Demonstrate understanding of acceptable hygiene and grooming habits.
- 06.03 Identify appropriate attire and grooming for a business office.
- 06.04 Identify documents that may be required when applying for a job.
- 06.05 Complete a resume and a cover letter.
- 06.06 Complete a job application form correctly.
- 06.08 Demonstrate effective job interview techniques.
- 06.10 Prepare a thank you note for an interview.
- 06.11 Identify and demonstrate appropriate responses to feedback from supervisors.
- 06.12 Identify and demonstrate acceptable work habits.

Other performance standards will be assigned by program manager/s/ and internship supervisor/s/ as 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.

Section 1	
COURSE PREFIX AND NUMBER: <u>MAN 1943</u>	SEMESTER CREDIT HOURS: <u>3</u>
COURSE TITLE: <u>Internship</u>	

Section 2
TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" 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 checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

Section 5	LEARNING OUTCOMES	METHOD OF ASSESSMENT
•	The student will demonstrate accounting/ finance record-keeping skills	Exam, case study and/or employer evaluation
•	The student will demonstrate effective written and oral communication skill appropriate for business	Exam, case study and/or employer evaluation
•	The student will demonstrate compliance with ethical standards and law	Exam, case study and/or employer evaluation
•	The student will demonstrate planning, organizing, leading and controlling skills	Exam, case study and/or employer evaluation
•	The student will demonstrate skills with selling, products, pricing, promotion and distribution	Exam, case study and/or employer evaluation
•	The student to demonstrate effective computer application skills	Exam, case study and/or employer evaluation
•	The student will demonstrate appropriate professional demeanor.	Employer evaluation
•	The student will demonstrate knowledge of appropriate interpersonal skill and the ability to work with others	Employer evaluation

Section 6
 Name of Person Completing This Form: Steve Huntley Date: 11/28/07