

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: MAN 4940

COURSE TITLE: Internship

PREREQUISITE(S): None

COREQUISITE(S): None

STUDENT ADVISING NOTES: Senior Level Status

CREDIT HOURS: 3

CONTACT HOURS/WEEK: 13 (total 180 for term)

CONTACT HOUR BREAKDOWN:

Lecture/Discussion:

Laboratory:

Other Field Experience Average 12 (180 for term)  
Job-related reports Average 1.5 / week (22 for term)

FACULTY WORKLOAD POINTS: Calculated on the # of students in the internship

STANDARDIZED CLASS SIZE ALLOCATION: 30

CATALOG COURSE DESCRIPTION: The Internship provides an educational experience that gives students the opportunity to apply classroom learning to the workplace, expand professional skills and earn academic credit. Internships assist students in receiving first hand experience in a particular field of interest related to supervision.

SUGGESTED TEXT(S): No Textbook

IMPLEMENTATION DATE: Fall Term, 2008 (20081) Proposal 2008-16

REVIEW OR MODIFICATION DATE:



COURSE TOPICS

CONTACT HOURS  
PER TOPIC

I. Overview of the Internship Experience	3
A. Selection of internship site	
B. Vision and mission of the internship site	
C. Corporate culture	
D. Day to day responsibilities of the intern	
E. Paperwork	
II. Professional Development	3
A. Dress for success	
B. Resume	
C. Interview	
D. Conflict resolution	
III. Topic Seminars	16
A. Organization chart	2
B. Goals and objectives	2
C. Networks	2
D. Career exploration	2
E. Evaluation process	2
F. Recommendations	2
G. Journal discussion	2
H. Industry sectors	2
IV. Field work- remainder of hours. Recommending an internship for 180 hours.	



**Florida State College  
At Jacksonville**

**Course Learning Outcomes & Assessment**

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>	
COURSE PREFIX AND NUMBER: MAN4940	SEMESTER CREDIT HOURS (CC): <b>3</b> CONTACT HOURS (NCC):
COURSE TITLE: <b><u>Internship</u></b>	

<b>Section 2</b>		
TYPE OF COURSE: (Click on the box to check all that apply)		
<input type="checkbox"/> <b>AA Elective</b>	<input type="checkbox"/> <b>AS Required Professional Course</b>	<input type="checkbox"/> <b>College Prep</b>
<input type="checkbox"/> <b>AS Professional Elective</b>	<input type="checkbox"/> <b>AAS Required Professional Course</b>	<input type="checkbox"/> <b>Technical Certificate</b>
<input checked="" type="checkbox"/> <b>Other <u>BAS</u></b>	<input type="checkbox"/> <b>PSAV</b>	<input type="checkbox"/> <b>Apprenticeship</b>
<input type="checkbox"/> <b>General Education: (For General Education courses, you must also complete Section 3 and Section 7)</b>		

<b>Section 3 (If applicable)</b>		
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:		
<input type="checkbox"/> <b>Communications</b>	<input type="checkbox"/> <b>Social &amp; Behavioral Sciences</b>	<input type="checkbox"/> <b>Mathematics</b>
<input type="checkbox"/> <b>Natural Sciences</b>	<input type="checkbox"/> <b>Humanities</b>	

<b>Section 4</b>					
INTELLECTUAL COMPETENCIES:					
<input checked="" type="checkbox"/> <b>Reading</b>	<input checked="" type="checkbox"/> <b>Speaking</b>	<input checked="" type="checkbox"/> <b>Critical Analysis</b>	<input checked="" type="checkbox"/> <b>Quantitative Skills</b>	<input checked="" type="checkbox"/> <b>Scientific Method of Inquiry</b>	
<input checked="" type="checkbox"/> <b>Writing</b>	<input checked="" type="checkbox"/> <b>Listening</b>	<input checked="" type="checkbox"/> <b>Information Literacy</b>	<input checked="" type="checkbox"/> <b>Ethical Judgment</b>	<input checked="" type="checkbox"/> <b>Working Collaboratively</b>	

<b>Section 5</b>		
	<b>LEARNING OUTCOMES</b>	<b>METHOD OF ASSESSMENT</b>
•	Understand professional development necessary for successful employment	Authentic Learning Tasks
•	Develop a working knowledge of an internship site	Written Evaluation
•	Describe the role of the supervisor	Authentic Learning Tasks
•	Explain the culture of the internship environment	Reports and Presentations
•	Demonstrate on the job skills related to supervision	Written Evaluation
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<b>Section 6</b>	
Name of Person Completing This Form: <u>Sheri Litt</u>	Date: <u>March 4, 2008</u>