

BUS M80: INTERNSHIP IN BUSINESS

Originator

jbaca

College

Moorpark College

Discipline (CB01A)

BUS - Business

Course Number (CB01B)

M80

Course Title (CB02)

Internship In Business

Banner/Short Title

Internship In Business

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations.

Additional Catalog Notes

To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience.

Taxonomy of Programs (TOP) Code (CB03)

0501.00 - *Business and Commerce, General

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

B - Advanced Occupational

Course Cooperative Work Experience Education Status (CB10)

C - Is Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Student Option- Letter/Pass

Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

Yes

Maximum units a student may earn in this course

16

Specify the Title 5 justification for repeatability

Cooperative Work Experience Education (§ 55253)

Justification for Repeatability

Repeating this course will provide students more opportunity to develop work experience highly desired in the workforce.

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Activity

Laboratory

Total in-Class

Total in-Class

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Minimum Paid Internship/Cooperative Work Experience Hours

75

Maximum Paid Internship/Cooperative Work Experience Hours

300

Unpaid

Minimum Unpaid Internship/Cooperative Work Experience Hours

60

Maximum Unpaid Internship/Cooperative Work Experience Hours

240

Total Outside-of-Class

Total Outside-of-Class

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

60

Total Maximum Student Learning Hours

300

Minimum Units (CB07)

1

Maximum Units (CB06)

4

Prerequisites

Completion of or concurrent enrollment in one course in the discipline

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

1 show contemporary and relevant work experience on their resume, and interviews.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- 1 develop on-the-job learning objectives that demonstrate new and expanded learning at the work site that directly relate to their educational goal (major).
- 2 demonstrate successful workplace human dynamics, which may include working as part of a team, following implicit and explicit instructions including company policies and procedures, and practicing work ethics.

- | | |
|---|--|
| 3 | demonstrate appropriate work skills such as communication, problem solving, decision-making, teamwork, self-management, initiative, and/or technical skills that are gained as a result of new and expanded learning at the work site. |
| 4 | organize and maintain occupational work experience records, including time sheets, a consultation record, and learning objective proposals, evaluation, and documentation. |
| 5 | appraise and evaluate the occupational work experience situation as it applies to their educational goal (major) in written or verbal format which will take the form of a paper, project, or presentation. |

Course Content

Lecture/Course Content

Not applicable

Laboratory or Activity Content

1. (5%) Formulate learning objectives
2. (30%) Construct a demonstration of new and expanded learning experiences that occurred at the work site
3. (40%) Engage in occupational work experience
4. (10%) Maintain and update work experience records
5. (15%) Manage work experience project through collaboration with faculty adviser and job-site supervisor

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Individual projects
Journals
Oral analysis/critiques
Oral presentations
Projects
Participation
Reports/Papers/Journals
Reports/papers
Research papers

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Class activities
Class discussions
Case studies
Distance Education
Demonstrations
Field experience/internship
Instructor-guided interpretation and analysis
Instructor-guided use of technology
Lecture

Describe specific examples of the methods the instructor will use:

The instructor will use audio-visual presentations, class discussions, lectures, demonstrations, and computer-aided presentations to explain methods for effectively teaching concepts in Business.

Representative Course Assignments

Writing Assignments

1. Students will write a personal resume and cover letter related to the internship experience.
2. Students will write learning objectives for the respective internship.
3. Students will prepare a paper detailing the internship experience.
4. Students will develop and write a statement of personal philosophy on a given topic related to the internship.
5. Students will write a reflective journal related to the internship.

Critical Thinking Assignments

1. Analysis of the emerging trends at the internship worksite. For example, students will look critically at the work environment and analyze new business trends in consumer behavior.
2. Analysis of how information should be communicated to stakeholders. For example, students will evaluate marketing material in the work setting and assess whether it delivers information successfully.
3. Analysis of data. For example, students will review data on the worksite and evaluate the company performance.

Reading Assignments

1. Reading textbook case studies to broaden the understanding of application of standards for work environments.
2. Reading a Business related journal article and/or periodicals to learn about business environments, consumer, and organizational behavior. An example would be, reading an article on the development of work-related skills.

Skills Demonstrations

N/A

Other assignments (if applicable)

N/A

Outside Assignments

Representative Outside Assignments

1. Research Business related websites, journal articles, or periodicals to learn about business environments, consumer and organizational behavior, and the law.
2. Listen to a podcast to learn about business practices related to the internship. An example would be to listen to a podcast profiling the internship industry to better understand work environment.

Articulation

Equivalent Courses at 4 year institutions

University	Course ID	Course Title	Units
College of the Canyons	CWE 188OCC	Cooperative Work Experience Education Occupational	1-4
Oxnard College	COT R190V, R191V	Occupational Cooperative Work Experience	1-4
Ventura College	INTR V95, V96	Internship I and Internship II	1-4

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

Course is CSU transferable

Yes

CSU Baccalaureate List effective term:

F1998

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Other Resource Type

Description

Written or online materials relevant to the organization and operation of the workplace or work assignment.

Library Resources

Assignments requiring library resources

Research on appropriate topics related to the area of work using the Library's print and online resources.

Sufficient Library Resources exist

Yes

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)
 Hybrid (1%–50% online)
 100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	The faculty advisor may post discussion topics regarding the student project or the internship learning objectives and encourage dialog. These discussion topics may aim to probe and assess student knowledge and progress, or lead the student to explore new concepts and experiment with novel approaches to either problem solving or conquering the learning objectives.
E-mail	The faculty advisor and the student may utilize emails to communicate regularly about a variety of matters including but not limited to upcoming meetings, events, due dates, project details, etc. The student may also email the faculty advisor any documents about the project which will require an action on the part of the faculty advisor.
Face to Face (by student request; cannot be required)	The student may request face-to-face meetings with the advisor to discuss any issues of concern regarding either the learning outcomes of the project, the work environment, or obstacles that are hindering the student's progress. Additionally, the student may request a face-to-face meeting perhaps to demonstrate a skill that the student has learned, or the operation of a device that the student has built, or an art piece that the student has created.
Synchronous Dialog (e.g., online chat)	The faculty advisor may schedule online meeting times with the student to discuss the student's learning objectives, have a dialogue about the student's progress, clarify expectations, or answer questions. The faculty advisor may also meet online with the student and the work site supervisor to discuss the student's contributions to the work place, and any areas of strength or concerns that would help the faculty advisor better guide the student's experience.

Video Conferencing	The faculty advisor and the student may utilize video conferencing for lessons, discussions, collaborations, or Q/A sessions. Video conferencing may also be utilized for student progress and student work assessment and evaluation where the student can illustrate and discuss the outcomes of the learning objectives.
Hybrid (51%–99% online) Modality:	
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Video Conferencing	The faculty advisor and the student may utilize video conferencing for lessons, discussions, collaborations, or Q/A sessions. Video conferencing may also be utilized for student progress and student work assessment and evaluation where the student can illustrate and discuss the outcomes of the learning objectives.
100% online Modality:	
Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	The faculty advisor may post discussion topics regarding the student project or the internship learning objectives and encourage dialog. These discussion topics may aim to probe and assess student knowledge and progress, or lead the student to explore new concepts and experiment with novel approaches to either problem solving or conquering the learning objectives.
E-mail	The faculty advisor and the student may utilize emails to communicate regularly about a variety of matters including but not limited to upcoming meetings, events, due dates, project details, etc. The student may also email the faculty advisor any documents about the project which will require an action on the part of the faculty advisor.
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Synchronous Dialog (e.g., online chat)

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Examinations

Hybrid (1%–50% online) Modality

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

BUSINESS

Review and Approval Dates

Department Chair

11/03/2020

Dean

11/20/2020

Technical Review

12/03/2020

Curriculum Committee

01/19/2021

DTRW-I

MM/DD/YYYY

Curriculum Committee

MM/DD/YYYY

Board

MM/DD/YYYY

Control Number

CCC000431854

DOE/accreditation approval date

MM/DD/YYYY