

## COURSE SYLLABUS

Texas Southern University  
Jesse H. Jones School of Business

Spring 2010  
Department of Business Administration

BADM 466  
**Business Internship Class**  
[Http://texsu.blackboard.com](http://texsu.blackboard.com)

- COURSE DESCRIPTION:** To provide supervision, feedback, and related exercises to enhance the internship experience. The course will focus on the business environment and assist you with the course objectives.
- PREREQUISITE:** Internship where meaningful work will enhance the learning of key concepts related to the career field.
- COURSE OBJECTIVES:** The course is designed to enhance your understanding of:
- (1) Résumé and Cover Letters
  - (2) Interviewing Skills
  - (3) Conflict Resolution
  - (4) Networking
  - (5) Job Search Strategies

### **INSTRUCTOR**

Yolonda Gaines  
713-313-7734  
gaines\_yg@tsu.edu  
Office Hours: JHJ 330  
9:00 am – 11:00 am MW  
1:00 pm – 3:00 pm TTH

## ATTENDANCE

Students are expected to attend scheduled classes, participate in class activities, discussions, projects, and complete all assignments on time. The student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing exercises/assignments due to absence from class is a legitimate cause for failure.

## COURSE REQUIREMENTS

1. The student must have an advanced junior or senior status.
2. The student must officially register for the Internship course.
3. The class will meet as denoted in the attached schedule.
4. Learning objectives must be established between the employer and student.
5. A minimum of 120 hours of approved work related to area of specification must be completed.
6. All required forms must be completed and submitted to the instructor in a timely manner.
7. A final internship paper must be submitted at the end of the course with the specified objectives completed.

## ASSIGNMENTS

Assignments will be assigned accordingly. Assignments must be neat and completed on the dates indicated. Please submit assignments in the following manner:

1. Cover page with the course name and section number, instructor's name, title, date and student/group names.
2. Should be neat and carefully reviewed for misspelled words and typographical errors.

## SCHOLASTIC DISHONESTY/ACADEMIC ETHICS

Students must maintain a high standard of honesty in their academic work. They should avoid all forms of academic dishonesty, especially the following:

1. **Plagiarism.** The appropriation of passages, either word for word (or in substance) from the writing of another and the incorporation of these as one's own written work offered for credit.
2. **Collusion.** Working with another person in the preparation of notes, themes, reports, or other written work offered for credit, unless, such collaboration is specifically approved in advance by the instructor.
3. **Impersonation.** Allowing another person to attend classes, take examinations or to do graded assignments for an enrolled student under his or her name is strictly forbidden.

**A violator of any of the above offenses will incur severe disciplinary action ranging from suspension to expulsion from the University.**

## **AMERICANS WITH DISABILITIES ACT AND SECTION 504 COMPLIANCE**

It is the policy of Texas Southern University to provide reasonable and appropriate accommodations for qualified individuals who are students with documented disabilities. This university will adhere to all applicable Federal and State laws, regulations, and guidelines with respect to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ADA/Section 504 Coordinator, in a timely manner if he/she desires to arrange for any desired accommodations.

### **EVALUATION & GRADING**

Grades A, B, C, D, F will be assigned by the Internship Coordinator based on the résumé/cover letter, participation in class exercises, submission of internship forms, and the final internship paper.

Résumé/Cover Letter	10%
Class Exercises	30%
*Forms	10%
Final Paper	50%

**Extra Credit Points:**  
Career Fair  
Register with the CP&P Center

\*Forms - Internship Information Form, Internship Time Log, Internship Job Information, Student Evaluation Form, Intern Performance Evaluation, and Learning Objectives.

### **GRADING SCALE**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

### **EXPECTED LEARNING OUTCOMES:**

**Upon successful completion of this course, the student should be able to:**

#### **1.0 THE RÉSUMÉ PACKET**

- 1.1 Construct a résumé and cover letter.
- 1.2 Identify the key areas in building your résumé and how to “set yourself” apart.
- 1.3 Understand the importance of a cover letter.

#### **2.0 INTERVIEWING**

- 2.1 Identify skill sets and self-evaluation.
- 2.2 Understand how to articulate qualifications/skills.

**3.0 NETWORKING**

- 3.1 Understand principles of networking
- 3.2 Identify components of your network

**4.0 YOUR JOB SEARCH**

- 4.1 Explore current job market trends
- 4.2 Understand skill set and interests
- 4.2 Construct a job search/plan

**BADM 466 - MW – 8:00 a.m. – 9:15 a.m.**

**TENTATIVE CLASS CALENDAR**

January 18 MLK Holiday

January 20 Course Syllabus – Review Forms

February 8 Exercise I – Résumé / Cover Letter

*Submission of Forms (Learning Objectives,  
Internship Information and Job Information Form)*

**February 16 PRELIMINARY RÉSUMÉ/COVER LETTER (e-mail submission)**

February 22 Exercise II – Mock Interviews

March 8 Exercise III – Conflict Resolution

**March 29 PRELIMINARY INTERNSHIP REPORT**

March 29 Exercise IV – Networking

April 12 Exercise V – Your Job Search

**April 30 FINAL INTERNSHIP REPORT  
RÉSUMÉ/COVER LETTER  
FORMS  
(Student Evaluation, Intern Performance Evaluation, and Internship Time Log)**

## INTERNSHIP INFORMATION SHEET

### Student Information

Name \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Internship Course \_\_\_\_\_ Semester \_\_\_\_\_

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### Internship Coordinator (TSU) Information

Name \_\_\_\_\_ E-Mail address \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

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### Site/Project Information

Company Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ E-Mail address \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Work Schedule \_\_\_\_\_

Internship Type:      Paid                  Non-Paid

Job Title \_\_\_\_\_

## INTERNSHIP TIME LOG

<u>MONTH</u>	<u>HOURS</u>
January	_____
February	_____
March	_____
April	_____
May	_____
June	_____
July	_____
August	_____
September	_____
October	_____
November	_____
December	_____
<b>TOTAL HOURS</b>	_____

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Coordinator

\_\_\_\_\_  
Date

**INTERNSHIP JOB INFORMATION**

The following position information will be provided by the employer:

Name of Intern \_\_\_\_\_

School \_\_\_\_\_ Semester \_\_\_\_\_

Name of Company \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Job Title \_\_\_\_\_

Intern Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be an evaluation process? \_\_\_\_\_ Yes \_\_\_\_\_ No

Learning objectives: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Coordinator

\_\_\_\_\_  
Date







# Texas Southern University - Jesse H. Jones School of Business

## Career Planning & Placement

3100 Cleburne Avenue – Houston Texas 77004  
Phone (713) 313-7734 Fax (713) 313-7781



### INTERN PERFORMANCE EVALUATION

Name of Intern \_\_\_\_\_ Work Period \_\_ Spring \_\_ Fall \_\_ Summer \_\_\_\_ Year

Name of Company \_\_\_\_\_ Job Title \_\_\_\_\_

The above individual is currently enrolled in an internship class at Texas Southern University. The job that the student currently holds with your firm is appropriate to partially satisfy the requirements of the course. As supervisor, your participation in this effort requires that you complete the following evaluation of the student's performance and return the evaluation form to the address shown above in the heading.

Please rate the intern's performance on the following scale:

1 = Unsatisfactory      2 = Marginal      3 = Good      4 = Superior      5 = Exceptional

Evaluation Factors	1	2	3	4	5
Productivity (Intern's ability to complete assignments on schedule)					
Cooperation with others (supervisor and co-workers)					
Quality of written work					
Effectiveness in expressing ideas through oral communication					
Dress and professional appearance					
Attendance and punctuality					
Overall evaluation					

What were the intern's major accomplishments?

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What traits of the intern may hinder his/her career advancement?

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This evaluation was discussed with the student \_\_\_ Yes \_\_\_ No

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## LEARNING OBJECTIVES

Learning objectives are general statements of what you will learn during your internship. By creating learning objectives, the student and employer can focus on the things that will be meaningful for the student. Think of some things you would like to learn on your internship and share it with your employer. Objectives can be classified into several categories:

- Developing new and innovative ways of doing things
- Applying academic knowledge to “real” work situations (i.e., accounting majors actually balancing financial statements).
- Observing a business process or project
- Learning something that relates to your field of study

Learning objectives should be general statements with specific details on how it will be accomplished. They should also be small in task in order to complete within the internship timeframe.

Learning objectives will include two parts:

1. “What will be learned?”
2. “How will it be learned?”

*Examples:* 1. “What will be learned?”

**I will learn how to use the company’s customer care software.**

2. “How will it be learned?”

**I will attend 4 weeks of company training.**

*OBJECTIVE #1*

*OBJECTIVE #2*

*OBJECTIVE #3*

# LEARNING OBJECTIVES

These learning objectives should be formulated with your supervisor.

## OBJECTIVE #1

What will be learned?

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How will it be learned?

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## OBJECTIVE #2

What will be learned?

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How will it be learned?

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## OBJECTIVE #3

What will be learned?

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How will it be learned?

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Coordinator

\_\_\_\_\_  
Date