

## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

### COURSE SYLLABUS

**Course Title:** Business Internship

**Course #:** BBG\* 294

**Course Description:** This is a work experience course for outstanding business students who want a challenging opportunity to apply their knowledge and learn from experience in a business or community organization. Students are evaluated in an intern position obtained by the student and agreed upon by the supervisor of the cooperating worksite. Business interns are required to work a **minimum of 120 hours** during the semester and meet with the instructor on a regular basis. Students must have successfully completed at least 15 credit hours of study in business courses (with a minimum grade of C in all classes) or an equivalency and be approved by the course instructor. Three (3) credit hours.

**Prerequisites:** ENG\* 101 or ENG\* 101W and successful completion of 15 credit hours of study in business courses and approval by the course instructor.

**Goals:** To apply training and knowledge gained in studies to an actual work situation.

To gain valuable work experience.

**Outcomes:** Upon completion of the internship the student should be able to:

1. acquire skills required for successful performance in a business position.
2. perform job tasks accurately and efficiently.
3. demonstrate a professional attitude and cooperate with staff willingly.
4. accept praise and constructive criticism graciously.
5. apply critical thinking and decision-making ability in order to function with a minimum of supervision.
6. demonstrate responsible work habits.
7. display appropriate attire and proper grooming for the work environment.
8. communicate effectively verbally and in writing.
9. demonstrate effective human relations skills in a diverse workplace.
10. act appropriately in relationships with colleagues, staff, and visitors.
11. apply principles of business etiquette.
12. practice responsibility, sociability, self-management, honesty, and confidentiality.
13. develop effective team workplace skills.
14. acquire leadership skills based on personal and professional integrity.
15. effectively use modern computer and communication technology.
16. prepare a comprehensive report and reflection on the entire work experience.