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| --- | --- |
| **PROFESSOR:** | **PHONE NUMBER:** |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**GEB 1949 BUSINESS INTERNSHIP I (3 CREDITS)**

***It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.***

This course is designed to provide students with basic business work experience and is a cooperative program among the college, Students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

1. **PREREQUISITES FOR THIS COURSE:**

GEB 1011 and (ACG 2011 or ACG 2021), both with a grade of “B” or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, internship application, and permission of the Dean.

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** Topic Outline.

* Formulate and clarify problems associated with individual workplace, education, and personal development
* Apply analytical reasoning to professional problem solving and decision making
* Demonstrate writing and evaluation skills in describing outside employment/volunteer participation and detailing scope of work completed
* Integrate academic learning and choices into career exploration or progression
* Understand the requirements necessary to create a resume with a well-crafted professional profile tailored to individual achievements, education, and skills
* Demonstrate knowledge of career interests and job survival and success skills
* Recognize various personality styles and how to interact effectively with them in educational, workplace, and personal environments
* **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Communicate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Articulate and evaluate work goals and progress

**B.** **Other Course Objectives/Standards**

* Develop a learning plan for the length of the internship including the deliverables for the experience
* Revise student resume based on resume formats and career options
* Determine personal career goals at the end of the internship
* Create work progress diaries throughout the internship

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| 90 - 100 | = | A |
| --- | --- | --- |
| 80 - 89 | = | B |
| 70 - 79 | = | C |
| 60 - 69 | = | D |
| Below 60 | = | F |

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)