Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 245

Course Name: Administrative Professional Internship

Credit Hours and Contact Hours: 3 credit hours and 3 contact hours

Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of ‘C’ or higher.

The internship is a capstone course for Administrative Professional students to gain experience in their major area of study in a professional office environment. Students will apply their classroom knowledge and skills to various tasks while strengthening and expanding this knowledge through practical, first-hand experience. Students must complete a minimum of 135 hours of intern work at the site. During the semester, the student must attend the three internship seminars. Prerequisite: A minimum of 30 credit hours completed with an overall 2.0 grade point average.

Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

Required for AAS Administrative Professional degree

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify…)

Students will:

• Perform administrative support tasks in an office environment.
• Apply knowledge and skills gained from their course work to various office tasks.
• Communicate with the instructor, classmates, supervisor and others in the office environment as required.
• Participate in the required three internship seminars during the semester.
• Create goals in collaboration with the internship supervisor appropriate to the position.
• Reflect on their internship by analyzing how the experience applies to their course work, and explaining the outcome of the four goals.

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

☐ writing        ☐ computer literacy
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
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<tbody>
<tr>
<td>eg: writing</td>
<td>eg: student will complete a research paper</td>
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<tr>
<td>Oral communications</td>
<td>Students will communicate with their supervisor, classmates, and instructor.</td>
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<tr>
<td>Critical thinking</td>
<td>Students will apply their knowledge and skill to various office tasks in order to provide administrative support.</td>
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IV. Instructional Materials and Methods

Types of Course Materials:

No Textbook
Students will need a resume and cover letter
Student and site supervisor will develop four student goals to be achieved in the experience

Methods of Instruction (e.g. Lecture, Lab, Seminar …):

Interaction with supervisor and instructor
Discussions at the three required internship seminars

V. General Outline of Topics Covered:

I. Professionalism
II. Interaction with others
III. Ethics
IV. Attitude
V. Team work
VI. Workplace culture
VII. Feedback
VIII. Deadlines