COLLEGE OF THE MARSHALL ISLANDS

COURSE OUTLINE

CIP No. 52.0201

BUS 296 Alpha Number

Business Internship Course Title

Course Description
Provides the student with a supervised, real-world and practical field experience in a governmental department or a private business.

Course prepared by: BIT Department April 2007

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<th>Hours per Week</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Lecture</td>
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<td>Laboratory</td>
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<tr>
<td>Field Experience</td>
<td>10</td>
<td>12</td>
<td>120</td>
<td>2</td>
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<tr>
<td>Seminar</td>
<td>1</td>
<td>16</td>
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Total Credit Hours 3

Purpose of Course: Degree Requirement

Degree Elective X
Certification
Developmental
Other

Prerequisite(s) Business Majors
C or better in 24 credits of Business courses

Signature, Curriculum & Assessment Committee Chairperson 1-4-2012

Signature, Dean of Academic Affairs 1-4-2012

Signature, Vice President for Academic and Student Affairs 14/1

Last Date reviewed or revised: March 2009
I. Business Internship
   Course Title

II. Course Objectives

   A. Students who complete this course will:
      1. Work at an approved job site in the local business community (BIT 1)
      2. Develop strategies to make an effective transition from school to career (BIT 2)
      3. Develop an understanding of workplace expectations. Relate the importance of workplace expectations to career development (BIT 2)
      4. Identify the forces at work in the labor market and their affects on employees, Share his/her work experience with other students in a seminar forum (BIT 3)

   B. Student Learning Outcomes

      Upon completion of this course, the student will be able to:
      1. Apply business methods effectively as an employee in the workplace
      2. Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, samples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.
      3. Identify appropriate time management techniques and their application in the workplace.
      4. Experience and identify the major forces at work in the labor market and the personal forces that affect individuals on the job

III. Course Content

      The course provides the student with practical field experience.

      1. On the job practical field experience
      2. Professional development
         a. Employee appearance
         b. Training for advancement
         c. Employee ethics
         d. Networking and contacts
         e. Community and workplace involvement
      3. Personal experience
         a. The world of work
         b. Where do you fit?
         c. Going to work
         d. Working for success

IV. Methods of Instruction

      1. Lab (internship on job)
      2. Lecture

V. Equipment and Materials

      1. CDRW

VI. Suggested Methods of Evaluation

      1. Portfolio
      2. Employers' evaluations
Letter grades will be assigned per CMI Grading System.