JEFFERSON COLLEGE

COURSE SYLLABUS

BIT270

Business Information Technology Internship

2 Credit Hours

Prepared by:
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Career & Technical Education
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BIT270 BUSINESS INFORMATION TECHNOLOGY INTERNSHIP

I. CATALOG DESCRIPTION

A. Prerequisite: BIT 238 Word Processing Applications II or BIT 205 Computers in the Law or BIT 206 Computers in the Medical Profession

B. 2 Semester Credit Hours

C. The Business Information Technology Internship consists of a work assignment with an employer which allows students to apply skills learned in the classroom. Students are also able to learn new skills and to explore career possibilities while supervised by the employer and by a faculty member. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENTS MEASURE

| Students will enhance academic training by applying their hard skills to actual work experience. | Students will submit a manual of the work product produced from their internship. |
| Students will enhance personal work habits and professional preparation by applying their soft skills to actual work experience. | Students will do a PowerPoint presentation discussing the soft skills that they use on their internship and the impact to their job. |
| Students will demonstrate proper business etiquette in the workplace. | Students will write a paper on business etiquette on their job and internship site. |
| Students will write an analysis plan. | Students will write an analysis business plan for a project assigned to them on the internship. |
| Students will work as a team. | Students will make a presentation to the teacher about what they learned from working as a team member during their internship. |

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Introduction to the Internship-Applying Hard and Soft Skills
   a. Orientation meeting
   b. Completion of training agreement form
   c. Journal of work activities and duties
   d. Weekly written reports summarizing work activities

B. Business Etiquette
   a. Review of proper business etiquette in the workplace
   b. Maintain good attendance record
   c. Interact effectively with others
   d. Respect beliefs, opinions, and rights of others
   e. Demonstrate proper professional appearance
C. Completion of Analysis Plan
   a. Describe the problem
   b. Choose the best option for improvement
   c. Identify the plan for solving the problem Make a formal presentation of the analysis plan

D. Team Work Projects
   a. Learn to work effectively as a team
   b. Demonstrate positive behavior when given direction, criticism, and comment
   c. Manage stress effectively
   d. Use appropriate language
   e. Exhibit initiative in the team work project

IV. METHODS OF INSTRUCTION
   A. On-the-job training
   B. Meetings/discussions with coordinator
   C. Feedback from projects done during the internship

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION
   None

VI. REQUIRED MATERIALS (STUDENT)
   Three-ring binder for handouts, flash drive for documents, paper, pencil, and pen

VII. SUPPLEMENTAL REFERENCES
   None

VIII. METHOD OF EVALUATION (basis for determining grade)
   40% Evaluation by employer and instructor through the use of evaluation forms and conferences
   30% Analysis Plan
   30% Weekly Reports
IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.