COURSE OUTLINE

BSAD 335 – Advanced Business and Accounting Internship

Prepared By: Professor Charles R. Fenner, PhD

SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT
Spring 2015
A. **TITLE:** Advanced Business and Accounting Internship

B. **COURSE NUMBER:** BSAD 335

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall and Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 
   40 hours work per credit hour

H. **CATALOG DESCRIPTION:** This advanced business internship program offers hands-on experience working with small business entrepreneurs in a confidential and professional environment. Students have the opportunity to apply their educational, organizational and time management skills in solving real life business issues and assist less experienced interns.

I. **PRE-REQUISITES/CO-REQUISITES:**
   a. Pre-requisite(s): Completion of 45 credits and permission from instructor
   b. Co-requisite(s): none

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   By the end of this course, the student will be able to:

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<th>Course Objective</th>
<th>Institutional SLO</th>
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<tr>
<td>a. Provide excellent customer service in a dynamic environment</td>
<td>1. Communication</td>
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<td>b. Execute current business strategy and evaluate its effectiveness</td>
<td>4. Intra/Inter Per</td>
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<td>c. Create financial planning documents under appropriate supervision.</td>
<td>1. Communication</td>
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<td>d. Use appropriate company programs to fulfill customer orders.</td>
<td>4. Intra/Inter Per</td>
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<td>e. Assist with training of employees.</td>
<td>2. Crit. Thinking</td>
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<td>3. Prof. Competence</td>
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K. **TEXTS:** None

L. **REFERENCES:** None

M. **EQUIPMENT:** None

N. **GRADING METHOD:** A-F

O. **MEASUREMENT CRITERIA/METHODS:**
   - Weekly discussion boards.
• Portfolio
• Weekly summary of activities
• End of Course Presentation

P. DETAILED COURSE OUTLINE:

I. Weekly Report (2 pages)
   A. Weekly activities (1 page)
   B. Essay linking theory to practice (1 page)

II. Discussion Board Participation

III. Mid-Term Review

IV. Final Report
   A. Portfolio
   B. Lead professor/Supervisor Review