STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
BSAD 450 – Business Internship

CIP Code: 52.0201
For assistance determining CIP Code, please refer to this webpage
or reach out to Sarah Todd at todds@canton.edu

Created by: Charles Fenner
Updated by: Charles Fenner

School of Business and Liberal Arts

Department: Business

Semester/Year: Fall 2023
A. **TITLE:** Business Internship

B. **COURSE NUMBER:** BSAD 450

C. **CREDIT HOURS:** *(Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)*

   # Credit Hours: 3  
   # Lecture Hours: 3 per week  
   # Lab Hours: per week  
   Other: per week

   **Course Length:** Weeks

D. **WRITING INTENSIVE COURSE:** Yes ☐  No ☒

E. **GER CATEGORY:** None: ☒  Yes: GER  
   *If course satisfies more than one: GER*

F. **SEMESTER(S) OFFERED:** Fall ☐  Spring ☐  Fall & Spring ☒

G. **COURSE DESCRIPTION:**

   The business internship is an academic program which integrates classroom work and practical experience with cooperating businesses. It is a structured field experience in which an intern acquires and applies knowledge and skills, while working in a responsible role within a business environment. Internship assignments and activities may include, but not limited to, information gathering, research, data analysis, planning, organization, implementation, evaluation, and other tasks and responsibilities deemed necessary.

H. **PRE-REQUISITES:** None ☐  Yes ☐  If yes, list below:

   Senior Status in BBA in Management and Grade Point Average of 3.0 or higher before the internship begins or permission of the instructor in consultation with the student’s advisor

   **CO-REQUISITES:** None ☒  Yes ☐  If yes, list below:

I. **STUDENT LEARNING OUTCOMES:** *(see key below)*

   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
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<tr>
<th></th>
<th>Core Business Knowledge</th>
<th>2-Crit Think ISLO</th>
<th>4-Soc Respons ISLO</th>
<th>5-Ind, Prof, Disc, Know Skills ISLO</th>
<th>1-Comm Skills ISLO</th>
<th>5-Ind, Prof, Disc, Know Skills ISLO</th>
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<tbody>
<tr>
<td><strong>Apply business discipline knowledge to make reasoned decisions in a business context</strong></td>
<td>Core Business Knowledge</td>
<td>2-Crit Think ISLO</td>
<td>4-Soc Respons ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
<td>1-Comm Skills ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
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<td><strong>Apply relevant information to make and defend business decisions.</strong></td>
<td>Critical Thinking and Analytical Competence</td>
<td>2-Crit Think ISLO</td>
<td>4-Soc Respons ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
<td>1-Comm Skills ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
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<td><strong>Demonstrate professional behavior through the use of collaboration and teamwork</strong></td>
<td>Teamwork</td>
<td>4-Soc Respons ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
<td>1-Comm Skills ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
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<td><strong>Analyze resolutions to ethical problems explicit or implicit in decision-making</strong></td>
<td>Critical Thinking and Analytical Competence Legal Knowledge Global Perspective Ethical Perspective</td>
<td>2-Crit Think ISLO</td>
<td>4-Soc Respons ISLO</td>
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<td><strong>Evaluate the need to adapt business practices to the opportunities and challenges of an evolving global environment</strong></td>
<td>Legal Knowledge Global Perspective</td>
<td>2-Crit Think ISLO</td>
<td>4-Soc Respons ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
<td>1-Comm Skills ISLO</td>
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<td><strong>Communicate in a business context in a clear, professional manner</strong></td>
<td>Communication</td>
<td>1-Comm Skills ISLO</td>
<td>4-Soc Respons ISLO</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
<td>1-CommSkills ISLO</td>
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<td><strong>Analyze the role of motivation and influence in achieving a coordinated goal</strong></td>
<td>Core Business Knowledge</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO</td>
<td>4-Soc Respons ISLO</td>
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**KEY**

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<tr>
<th><strong>ISLO #</strong></th>
<th><strong>Institutional Student Learning Outcomes [ISLO 1 – 5]</strong></th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Communication Skills</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Critical Thinking</td>
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</table>

**Oral [O], Written [W]**
Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]

3 Foundational Skills
Information Management [IM], Quantitative Lit./Reasoning [QTR]

4 Social Responsibility
Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]

5 Industry, Professional, Discipline Specific Knowledge and Skills

*Include program objectives if applicable. Please consult with Program Coordinator

J. APPLIED LEARNING COMPONENT:

Yes ☒ No ☐

If YES, select one or more of the following categories:

☐ Classroom/Lab
☒ Internship
☐ Clinical Placement
☐ Practicum
☐ Service Learning
☐ Community Service

☐ Civic Engagement
☐ Creative Works/Senior Project
☐ Research
☐ Entrepreneurship
( program, class, project)

K. TEXTS:

None

L. REFERENCES:

None

M. EQUIPMENT: None ☒ Needed:

None

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

Weekly summaries; Journal; Presentation; Portfolio

P. DETAILED COURSE OUTLINE:

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

II. Semi-weekly review of Performance

III. Mid-Term Review of Performance

IV. Final Report
A. Portfolio
B. Lead professor/Supervisor Review of Performance
IV. Completion and Submission of weekly activities report

Q. LABORATORY OUTLINE:  None ☐ Yes ☐