



Course Syllabus
SEMESTER
School of Business, Hospitality Management, and Public Safety

Course Name:	Business Management Internship Experience
Course & Section Number:	BUS 293-XXX
Meeting Day(s) & Time(s):	
Credits:	2
Contact Hours:	2 Lecture: 1 Other: 10
Text:	No textbook is required for this course
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email*:	

*Please use only Owens email for course communications.

Catalog Description:

Provides the student with the opportunity to put to practical use knowledge and skills learned in the classroom. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and who visits the student at the worksite. Periodic reports are required. Students work a total of at least 150 hours over the course of the semester at a position obtained through their own initiative and with the approval of the Business Internship Director. Required online seminars (16 total hours) are scheduled.

Prerequisite/Co-requisites

Co-requisite: NONE

Prerequisite: 24 hours of required program courses and chair approval.

Course Materials:

- Text: NONE
- Reliable computer with Internet access or plan to visit the campus computer labs frequently.
- Microsoft Office Word 2003 or higher.
- Microsoft Office PowerPoint 2003 or higher.

Course Objectives:

This course will:

1. Provide students with the opportunity to experience a variety of job-related duties in their discipline and industry.
2. Offer students the opportunity to identify, analyze, and develop possible solutions for organizational issues utilizing appropriate business and technological tools.
3. Develop desirable work habits and time management techniques.
4. Provide students with experience and tools for developing effective written and oral communication skills.
5. Provide students with the opportunity for possible employment after graduation.

Student Learning Outcomes

Students will:

Outcome	Where assessed
1. Apply skills learned in the classroom and gain practical experience in the work environment.	Journal #1 and Journal #2 Resume
2. Appreciate the human element in business management.	Journal #1 and Journal #2 and Presentation (Supervisor's Interview)
3. Demonstrate leadership skills and the ability to manage time, tasks, and interpersonal relationships.	Weekly Time logs, Journal #1 and Journal #2 Student Learning Agreement
4. Demonstrate professional etiquette.	Student Performance Evaluation by Supervisor
5. Students will identify best practices of social responsibility and ethics for today's business managers.	Student Evaluation of the Internship Experience Discussion Board#2
6. Students will demonstrate effective written and oral communication skills using delivery methods appropriate to the business environment.	Written submissions of Part 1 and Part 2 of the Presentation and the final Power Point Presentation (for Written Communication) Discussion Board #1 and #2 (for Written Communication) Public Presentation of the Student Experience (Oral Communication)

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, they will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed:
Act with professional responsibility	Student Performance Evaluation by Supervisor

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-700, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy ([4-17-Policy-Anti-Discrimination-Harassment.pdf](#).) and the College's [Title IX Policy/Sexual Misconduct Procedures and Guidelines](#). The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens

website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy.

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments for student learning of institutional general education competencies or program assessment. **Please save all your class materials until the end of the semester.**

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or prospective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor before submitting your work.

Student Responsibilities & Instructor Expectations

Student Responsibilities:

Students should become familiar with the course assignments and due dates. They are listed in this syllabus and in Blackboard. On-time assignments are those assignments electronically delivered to me via BLACKBOARD **on or prior to** the required due date and time. ***It is critical that you review the ASSIGNMENT Sets each week to ensure that you have all the necessary information to complete the required tasks.***

Late Assignments - Please **contact me in advance** if you know something will prevent you from completing an assignment on time. I will work with you to accommodate your needs, if reasonable, and set a new date for the late submission. ***Two or more late assignments without notifying me and/or without a legitimate reason will result in 20% grade loss for the late assignment.***

Contacting the Instructor - Please **use your Owens email** to contact me.

NOTE: DATE is the **last day students can drop the course without receiving an official letter grade.** Please consult with your academic advisor prior to end of semester to review options.

Instructor Responsibilities:

Grading Timeline - All assignments that are submitted by the due date will be graded and recorded in the grade center within 1 week. Assignments that are submitted after the due date may take up to 2 weeks for the grades to be recorded. I will maintain grades in **BLACKBOARD** and you may view the grades at any time. Please feel free to contact me if you'd like to discuss your grade and/or

assignments. You can view your official/final grade on your Ozone account after 4:00PM of the Tuesday following the last day of the term.

E-mail Communication - I aim to respond to emails **within TIME**. Emails received over the weekend may take up to **TIME** for a response.

How Grades are Determined and Major Assignments

The grade points for the areas of work are as follows:

Evaluation Measure The grade points for the areas of work are as follows.	Value	Student Learning Outcomes Assessed
Presentation	200	SLO#6 and SLO#2
Employer Evaluation of Student	230	SLO#4
Journals (2 submissions @ 70)	140	SLO#1 SLO#2 and SLO#3
Discussion Boards (2) - 1@20 and 1@40	60	SLO#6 and SLO#5 measured in (DB#2)
Student Learning Agreement	40	SLO#3
Time Logs (15 submissions @10)	150	SLO#3
Student Evaluation of Internship	40	SLO#5
Updated Resume	40	SLO#1
Total	900	

Grading Procedure: Grades will be calculated on the following scale:

90% and Above	=	A =810-900
80% to Less than 90%	=	B =720 -809
70% to Less than 79%	=	C= 630-719
60% to Less than 69%	=	D=540-629
Less Than 60%	=	F=<510

SPECIFIC COURSE RULES: ASSIGNMENTS AND GRADING CRITERIA

“My Internship Experience” Presentation Assignment (200) - At the end of the term the student will give a public presentation about their internship experience. This presentation will include an overview of the company, its history, products (goods or services), and business environment. It will also include a summary of the student’s work, internship goals, as well as challenges and lessons learned from the internship.

This assignment is completed in stages and consists of the following:

- **Part 1 - Company Overview** - Name and history of the organization; products/services; business environment – customers, competitors; and a brief bio of the student’s supervisor. The assignment rubric can be found in the Assignment **Set #5 folder**.
- **Part 2 - Internship Experience** - Internship goals, work assignments, projects and responsibilities, on-the-job training received, challenges faced during the internship and lessons learned through this experience. Assignment rubric can be found in the Assignment **Set #8 folder**.

Note: Part 1 and Part 2 above will be submitted as written, essay style assignments (Word documents). A template will be provided. See rubric for details.

- **Power Point Presentation file** - includes the content of Part 1 and Part 2 in bullet point format. A draft version will be submitted first. The final version will address comments provided by the instructor. The assignment rubric can be found in the Assignment **Set #8 folder**.
- **A Public Presentation** will be delivered at the end of the semester. The date for the presentation will be determined in consultation with the student.

Employer Evaluation of Student (230) - Performance evaluations are usually conducted within the last two weeks of the semester to allow students time to earn the mandatory 150 hours. The employer will complete a performance evaluation form provided by the instructor in order to determine how the student is doing on the job and to provide a forum for discussion and improvement opportunities.

Journals (140) - During the semester, you will complete and submit **two** journals documenting activities performed during your internship. Each journal is worth 70 points. Content will include work towards your goals, any projects and/or special tasks, status of those projects, and any other experiences encountered during the internship (e.g. training, work-related social interactions, etc.). You will submit these journals via Blackboard on the appropriate due dates. A template is provided for use for this assignment. Also, a journal sample is provided to guide the student in terms of what is expected.

- **The specific requirements and template for the Journals are available in the **Assignments Set #3 folder in the Blackboard course site.****

Discussions (60) - You will respond to **TWO** discussion forums (*asynchronous*) related to the subject of career goals and aspirations, employment and organizational effectiveness. **The first discussion is worth 20 points – 12 point for the main post and 8 points for the peer responses. The second discussion is worth 40 points -30 points for the main post and 10 points for the peer responses.**

For full points, you will address the posted discussion board topic completely (4-7 sentences, 1-2 paragraphs at least), submit your original post within the first week of the assignment and respond to at least two of your peers' comments.

Student Evaluation of Internship (40 points) - Near the end of the semester you will complete an internship evaluation form allowing you to provide feedback on your internship experience.

- A copy of the internship evaluation is available in the Assignment **Set #11 folder.**

Time Logs (150 points) - Each week you will need to complete and submit a time log, documenting work conducted during that week. Your time logs will be submitted via Blackboard according to the Assignments Schedule (see end of syllabus). Each week's submission is worth 10 points.

- Time logs are available in the Assignment Folder in the Blackboard course site.

Student Learning Agreement Document (40 points) - You will need to complete the Student Learning Agreement during the first **three weeks of the course. I will work with each one of you individually. A copy of the document can be found in Assignment Set #2 folder.**

Revised version of your resume (40 points) - You will provide a revised version of your resume making sure you have added the new skills and experiences you have gained during the internship. Please use the latest file (the one I reviewed/edited and sent to employers) and build on that.

Important Dates to Remember (for 16-week classes): SEMESTER	
DATE	Semester Begins
DATE	Last day to ADD 16-week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Spring Break
DATE	Exam Week
DATE	Last Day of Classes
DATE	Last Day to Drop Course Without a Letter Grade
DATE	Commencement

BUS 293 Spring 2026 Assignment Calendar

PLEASE NOTE: Your weekly hour submissions are not listed in the schedule below, but they are listed in the grade book and **are due every Monday**. You will enter your work hours into the Time Log every week. The Time Log tab is located in Blackboard – the first item in the Assignment Folder.

Weeks/Dates	Assignments/Due Dates
Weeks 1 – 2	Assignment Set 1 - Observe due dates - Discussion Board #1 (Main post) - Due DATE - Discussion Board #1 (Peer Response) - Due DATE
Week 3	Assignment Set 2 – Due DATE Draft Student Learning Agreement – I will work with you individually.
Weeks 4-5	Assignment Set 3 – Due DATE Amend document per instructor feedback and submit Final Student Learning Agreement
Week 6	Assignment Set 4 – Due DATE - Read short article on Reflection - Journal Submission #1
Week 7-8	Assignment Set 5 – Observe due dates - Presentation - Part 1: Company Profile/Overview (Narrative - Word Document) Due DATE - Presentation - Part 1: Company Profile/Overview – Power Point Due DATE
Week 9	SPRING BREAK Make arrangement in advance with employer if you intend to take time off.
Week 10	Assignment Set 6 – Due DATE Discussion Board #2 <u>Main post</u> - Due DATE
Week 11	Assignment Set 7 – Due DATE - Discussion Board #2 <u>Peer response</u> - Journal Submission #2
Week 12	Assignment Set 8 - Due DATE - Presentation - Part 2: Internship Experience, Challenges and Lessons Learned (Narrative/Word Document)

Week 13	Assignment Set 9 – Due DATE Entire Power Point Presentation Draft File FYI - We will set individual dates to discuss the draft final presentation -TBD
Week 14	Assignment Set 10 – Due DATE - Updated Resume - Final Power Point Presentation File - Student Performance Evaluation by Employer - Instructor Responsibility
Week 15-17	Assignment Set 11 - Observe due dates: - Presentation – Time/Place - TBD - Student Evaluation of the Internship - Due DATE
	Commencement

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.