Master Syllabus

BIS 2270 - Business Information Systems Internship

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 2.0

Other Prerequisite(s): Approval of Department

Date Revised: January 2016

Course Description:

Students will work in an administrative capacity for a cooperating organization for 210 hours during a semester. Responsibilities are established by the worksite supervisor, and students will use the listed responsibilities to develop learning outcomes and identify action steps that are approved by the worksite supervisor and internship faculty member. Students will be evaluated by their worksite supervisor at the middle and end of the semester. Students will post weekly journal entries online regarding their experience. Recommended prerequisites: BIS 1220, BIS 1230, BIS 1250, BIS 1260 and BIS 2140. Twenty co-op hours per week.

General Education Outcomes:

- Oral Communication Competency
- Values/Citizenship/Community Competency
- Written Communication Competency

Course Outcomes:

Job/Project Ooutcomes
Develop a Work/Learning Contract that identifies internship outcomes and delineates action steps.

> **Assessment Method:** Behavioral observations
> **Performance Criteria:** Earn at least 2 out of 4 on employer assessment

> **Assessment Method:** Performance appraisals
> **Performance Criteria:** Earn at least 2 out of 4 on employer assessment

Supervised Work Experience
Complete administrative duties appropriate for the internship position.

> **Assessment Method:** Performance appraisals
> **Performance Criteria:** Earn at least 2 out of 4 on employer evaluation

Weekly Reflection Journal
Evaluate relevant experience(s) on-the-job and reflect in weekly learning journal.

> **Assessment Method:** Written surveys and/or questionnaires
> **Performance Criteria:** Earn 75% or higher on weekly journals

Outline:

Work/Learning Contract
Complete administrative duties on-the-job
Weekly learning journal