COURSE INFORMATION FORM

DISCIPLINE
Business Administration

COURSE TITLE
Management Internship I

CR.HR 3 LECT HR. LAB HR. CLIN/INTERN HR. 15-40 CLOCK HR.

CATALOG DESCRIPTION
On-the-job experience approved by the coordinator.

PREREQUISITES
None

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Develop and apply a personal philosophy of management.
2. Write and evaluate specific goals and objectives (Management by Objectives) for the semester.
3. Summarize the internship experience with emphasis on the completed objectives.
4. Differentiate the relationship of the classroom theories and experiences with actual and practical work practices.
5. Interact effectively with superiors, co-workers and/or subordinates.
6. Communicate effectively with all levels of workers in an organization.
7. Employ effective behaviors to successfully work with others.
8. Develop realistic expectations of job advancement.
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Written and oral critiques on management topics and philosophies. (1,3,5,6,7,8)
2. Student and coordinator conformation of successful completion of goals and objectives. (2,3,5,7)
3. Oral and written report of interview with successful managers. (1,5,3,6,7,8)

PROGRAM-LEVEL OUTCOMES ADDRESSED

Student's outcomes will vary with topics being covered and will be specified in the course syllabus and group discussions.

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Your role as a student
   A. Responsibilities
      1. Regular contact with coordinator
         a. Bi-weekly completion of assignments
         b. Interaction in the management interview
   B. Basic overview of MCC Student Rights’ Policies

II. Your role as an intern
    A. Responsibilities
       1. Completion of semester goals and objectives (MBO)
       2. Proper job etiquette
       3. Proper demonstration of job description
    B. Other

III. Maximizing the intern experience
    A. Networking
    B. Potential growth of job opportunities in management

IV. Professional reference