**

# COURSE SYLLABUS

Course Title: Business Internship

Course Number: GEB 2940 (3849)

Online Instruction

 Semester Code: 0630, Spring 2024

**Student Responsibilities/Syllabus Addendum:** <https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities>

## INSTRUCTOR:

**Name:** Marta Przyborowski

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**Phone:** 727-341-7973

**Office Hours:** Please see schedule posted in MyCourses.

**Office Location:** Virtual hours, St. Petersburg Gibbs Campus

**Instructor Web page:** <https://webapps.spcollege.edu/instructors/id/przyborowski.marta>

**ACADEMIC DEPARTMENT:**

Academic Coordinator: Mike Ewell

Office location: EpiTech, Room 2-305E

Office Number: (727) 791-2610

## WELCOME:

Welcome to GEB 2940, Business Internship!

My name is Marta Przyborowski and I am delighted to be your professor for this course. I started my career with St. Petersburg College back in 2009 and I currently hold the Faculty position within the College of Business (St. Petersburg College, Gibbs Campus). In addition, I also have experience in the Real Estate sector and with small business startups. I have a passion for education and for preparing students for success. I am excited you chose to embark on this educational journey and I look forward to having you in the class!

I want to ensure your success in this class by providing a few resources that you can utilize in your educational journey. These tools are for your growth and development; they are NOT required – but you may find them to be of great benefit toward your success. You can use these tools for this course and other courses.

**Plagiarism and Academic Integrity**: SPC students have a duty to uphold the college’s honor code. This requires students to be honest and truthful in their academic work. Please visit the LibGuide page below as it includes additional information and resources. <https://spcollege.libguides.com/c.php?g=254383&p=1695451>

**APA Style Blog** is an excellent site to get those annoying APA questions answered quickly. It is a fantastic site to learn more about how to cite your research and written work using the APA format. For more information go to: <https://apastyle.apa.org/blog>

**Grammarly** as a tool for you to use for checking grammar right from your browser or Microsoft Office. This tool can improve your writing in emails, documents, social media posts, messages, and more. Visit [www.grammarly.com](http://www.grammarly.com/)

Let me know if you have any questions. I am here for your success.

## COURSE INFORMATION:

**Course Description:** Prerequisite: Approval of the College-wide Internship Office. This course provides the student with a supervised, practical learning experience in a work setting that is relevant to his/her program of study. Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for building professional skills and affiliations. (**3 credit hours - 180 contact hours at internship site**).

**Major Learning Outcomes:**

1. The student will demonstrate critical thinking skills in the workplace.

2. The student will apply ethics and professionalism in the workplace.

3. The student will apply and extend academic program/course theory and competencies in the workplace.

4. The student will be prepared to pursue work in a vocation that relates to academic and professional interests.

5. The student will work with the faculty and site supervisor to identify additional learning goals, objectives and outcomes.

**REQUIRED TEXTBOOK:**

Although no textbook is required for the Internship course, the instructor may include supplemental reading materials.

**MEETING INFORMATION:**

This is a fully online course. It is the responsibility of the student and their internship supervisor to develop an internship experience work schedule that is flexible, reasonable, and ensures the student will complete the 180 contact hours requirement by the end of the semester (week 16).

## IMPORTANT DATES:

**Course Dates:** 1/16 to 5/10

**Drop Date:**1/19

**Withdrawal Date (with grade of W):** 4/7

**Financial Aid Dates:** [**https://www.spcollege.edu/financial-aid**](https://www.spcollege.edu/financial-aid)

**DISCIPLINE/PROGRAM SPECIFIC INFORMATION:**

The Internship course is designed as a temporary paid or unpaid learning experience where students earn **3 academic credits working 180 on-the-job hours**, which apply to their degree and/or certificate program. Since the College of Business Internship is designed to recognize the value of learning because of practical experience, credit will be granted provided the following conditions are met:

* The experience gained in this Internship during the semester is directly related to the student’s major field of study.
* The student registers for the appropriate Internship course and completes all assignments which include:
	+ Submission of Work Based Learning Training Agreement
	+ Developing and implementing 3-4 learning objectives for the Internship course.
	+ Posting weekly reflections that review the weekly learning objectives and experience.
	+ Completing the Final Business Internship Report at the completion of the course.
	+ Submitting Time Sheets that denote the completion of **180 contact hours** (time sheets need to be signed by student and direct supervisor).

## ATTENDANCE:

**The College-wide attendance policy is included in the Syllabus Addendum:**

[**https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities**](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities)

It is important that you **actively participate the first two weeks of class** to ensure that you are not dropped from the class. This is an online course, and you will be required to submit complete assignments during weeks one and two in order to be considered active in the class.

Merely logging into your course during the first two weeks does **NOT** constitute participation. You are a “no show” if you do not complete your work. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn.

Active participation during the first two weeks of class consists of submitting the following assignments:

* **Week #1 – Introduction Post & Internship Objectives assignment**
* **Week #2 – Week 2 Reflection Discussion**

Attendance in this course is also based on the student’s attendance, punctuality and dependability to the assigned workplace Internship.

**GRADING:**

Students are graded on the following grading system:

Introduction Post 5%

Learning Objectives 20%

Weekly Reflections/Discussion Assignments 40%

Final Internship Report 30%

Final Internship Time Sheet 5%

SPC grades on an A, B, C scale; they do not offer pluses (+) or minuses (-). The grading scale is:

A: 100-90%

B: 89-80%

C: 79-70%

D: 69-60%

F: Below 60%

**ASSIGNMENTS:**

**Work Based Learning Training Agreement:**

The Work Based Learning Training Agreement is located in the BEGIN HERE module of the course. The training agreement must be filled out completely and signed by the student and internship supervisor.

**Learning Objectives:**

Students are required to work with their employer to develop 3-4 specific learning objectives for the Internship and submit them to the employer or organization for approval. Upon approval, the student will submit them to the assignment drop-box using the learning objectives guidelines. (See Week 1 – Developing Learning Objectives)

**Weekly Reflections (Discussion Postings):**

Students are required to complete weekly reflections, which include specific weekly focus questions. Students need to summarize their weekly activities in their on-the-job Internship and compare them to the identified learning objectives and specific learning experience. The number of modules (weekly activities) will depend on the length of the Internship (3 academic credits/180 on-the-job hours).

**Timesheets:**

Students are required to track their internship hours on a weekly basis. A timesheet indicating the hours worked needs to be submitted during specified weeks (week 8 and week 16). A Timesheet template is available for students to use and can be found in the Week 1 module of the course. **All timesheets need to be signed by the student and his/her supervisor.**

**Final College of Business Internship Report:**

Students are required to submit a Final Internship Report. Students need to address specific questions in the report outlined in the Internship Wrap-Up module of the course. Students need to follow the APA format for report submission (word document, title page, double-spaced, reference page, citations, etc.). The report needs to contain a summary of the learning experience students had during their Internship assignment using the journal entries made throughout the Internship.

**STUDENT/INSTRUCTOR EXPECTATIONS:**

**Expectations of Students:**

* Ensure that you act as a good class and team citizen!
* Always ensure that you understand the class or weekly assignment requirements.
* Plan and go out of your way to deliver on expectations.
* Ask questions before you invest effort on incorrect tasks or incorrect priorities.

**Expectations of the Instructor:**

* Students should anticipate a response to email within 24 (weekday) to 48 hours (weekend).
* Grading is normally complete within 3 to 5 SPC workdays.

## STUDENTS’ EXPECTATIONS:

**Please review SPC Expectations for Student Conduct:** [**https://www.spcollege.edu/studentconduct/**](https://www.spcollege.edu/studentconduct/)

**Online Student Participation and Conduct Guidelines:** [**www.spcollege.edu/addendum/#onlineguide**](http://www.spcollege.edu/addendum/#onlineguide)

**Academic Honesty:** [**www.spcollege.edu/academichonesty**](http://www.spcollege.edu/academichonesty)

## learner support:

**Accessibility:** [**https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services**](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services)

St. Petersburg College is committed to providing quality education and services to all students who study here. Our focus is your success. To help you achieve that, Disability Resources works with students, faculty and staff to provide accommodations that ensure equal access for all students.

The office provides or facilitates:

* Academic adjustments such as early registration and exam accommodations
* Academic modifications such as course substitutions
* Aids and services including adaptive technologies, note takers and interpreters
* College Placement Test accommodations

Under Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, SPC seeks to ensure that admission, academic programs, support services, student activities and campus facilities are accessible to and usable by students who document a qualifying disability with the College. Students with disabilities who desire accommodations need to provide appropriate documentation of a disability and request services from Disability Resources.

**Academic Support and Student Services:** [**www.spcollege.edu/support**](http://www.spcollege.edu/support)

SPC offers a wide variety of services to help you register for classes, pay your fees, receive your grades, request transcripts or answer any questions you have.

**Academic Resources:** [**https://www.spcollege.edu/current-students/student-affairs/academic-resources**](https://www.spcollege.edu/current-students/student-affairs/academic-resources)

**Professionalism:**

The behavior of all students in class should reflect a professional, respectful, and compassionate environment. Inappropriate or inconsiderate behavior will result in dismissal from the classroom and/or penalties to the student’s course grade. You are to be thoughtful of your comments, actions, and decisions and how it impacts your classmates and your instructor. For a clearer understanding of what is expected from students in this course please access the link below for an overview of professionalism in business. Also carefully review the section in your syllabus regarding netiquette. All online communications shared in this class will be subject to review as part of the score assigned for professionalism/communications

<http://smallbusiness.chron.com/meaning-professionalism-work-ethic-746.html>

**Netiquette:**

**SPC Netiquette Policy:** <https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities#expectations>

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a student, business person or potential entrepreneur you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

**Rules:**

* Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
* Never post a message that is in all capital letters -- it comes across to the reader as SHOUTING!
* Use boldface and italics sparingly, as they can denote sarcasm.
* Keep messages short and to the point.
* Always practice proper spelling, good grammar, punctuation, and composition in all course communications. It is reflection of your student and work ethic.
* Do not write in “text code” when emailing your professor.
* Keep in mind that threaded discussions are meant to be constructive exchanges.
* Remember that your emails are all saved throughout the duration of the course and archived with SPC at the conclusion of the term.
* Be respectful and treat everyone as you would want to be treated yourself.
* If you receive an upsetting email or post “cool off” before you respond.
* Spell check!

## INSTRUCTOR’s EXPECTATIONS:

## My goal is to respond to student emails within 24 hours through the business week and within 48 hours on the weekends. I will make every attempt to grade student assignments within three to five business days by giving feedback so that you can successfully continue in the course.

## TurnItIn:

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas to strengthen through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

## STUDENT SURVEY OF INSTRUCTION:

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

## technology:

**Minimum Technology Requirements**:

**SPC**

[**https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses**](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses)

**Minimum Technical Skills:**

It is strongly encouraged that you complete the MyCourses Student Tutorials found within the course.

**Accessibility of Technologies**

* **MyCourses Accessibility Statement:**
	+ [**https://www.d2l.com/accessibility/**](https://www.d2l.com/accessibility/)

**Privacy:**

* **MyCourses Privacy Statement:**
	+ [**https://www.d2l.com/legal/privacy/**](https://www.d2l.com/legal/privacy/)

**Technical Support:**

**St. Petersburg College**

* [**https://support.spcollege.edu/SitePages/Home.aspx**](https://support.spcollege.edu/SitePages/Home.aspx)
* Call **727-341-HELP** (727-341-4357)
* SPC technical support can assist you with technical issues related to MySPC, MyCourses, student email and other technology related problems. Generally, it is best to call for student issues.
* Technical support can be reached by email at onlinehelp@spcollege.edu
* **SPC MyCourses Support & Student Services Hub:** <https://mycoursessupport.spcollege.edu/mycourses-support>