

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Business Internship

Course #: BBG* 294

Course Description: This is a work experience course for outstanding business students who want a challenging opportunity to apply their knowledge and learn from experience in a business or community organization. Students are evaluated in an intern position obtained by the student and agreed upon by the supervisor of the cooperating worksite. Business interns are required to work a **minimum of 120 hours** during the semester and meet with the instructor on a regular basis. Students must have successfully completed at least 15 credit hours of study in business courses (with a minimum grade of C in all classes) or an equivalency and be approved by the course instructor. Three (3) credit hours.

Prerequisites: ENG* 101 or ENG* 101W and successful completion of 15 credit hours of study in business courses and approval by the course instructor.

Goals: To apply training and knowledge gained in studies to an actual work situation.

To gain valuable work experience.

Outcomes: Upon completion of the internship the student should be able to:

1. acquire skills required for successful performance in a business position.
2. perform job tasks accurately and efficiently.
3. demonstrate a professional attitude and cooperate with staff willingly.
4. accept praise and constructive criticism graciously.
5. apply critical thinking and decision-making ability in order to function with a minimum of supervision.
6. demonstrate responsible work habits.
7. display appropriate attire and proper grooming for the work environment.
8. communicate effectively verbally and in writing.
9. demonstrate effective human relations skills in a diverse workplace.
10. act appropriately in relationships with colleagues, staff, and visitors.
11. apply principles of business etiquette.
12. practice responsibility, sociability, self-management, honesty, and confidentiality.
13. develop effective team workplace skills.
14. acquire leadership skills based on personal and professional integrity.
15. effectively use modern computer and communication technology.
16. prepare a comprehensive report and reflection on the entire work experience.

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Greenwoods Hall Room 207
Susan Berg	860-738-6342	Greenwoods Hall Room 223
Kathleen Chapman	860-738-6344	Greenwoods Hall Room 110
Michael Emanuel	860-738-6389	Founders Hall Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O’Grady	860-738-6393	Founders Hall Annex Room 212
Robin Orlomoski	860-738-6416	Business Office Room 201
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt, Jacob Wujcik		Student Representatives

At NCCC we care about our students, staff, and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.