JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Professional Development/INT

Course Abbreviation and Number: BUS 2420　　**Credit Hours:** 5 Lecture/Fieldwork　　**Course Type:**

Course Description: Students will learn to integrate theory and practice in a business setting by working 10 hours per week in a business organization. Student, instructor, and internship site supervisor will jointly plan the experience and help the student develop as a professional. A weekly, two-hour seminar focuses on topics related to the professionalism that is required in today's business world.

Prerequisites: sophomore standing and must be program major.

General Education Requirements Met
> **JCC**
> Applied Learning

Student Learning Outcomes:
Students who demonstrate understanding can:
1. Develop an understanding and application of professional workplace behavior.
2. Describe the career/life planning process and relate its relevancy to this career.
3. Develop personal goals and objectives.
4. Develop an understanding of the transition from school to work.
5. Develop an employability portfolio.
6. Demonstrate the ability to effectively market and network him/herself.
7. Effectively apply knowledge and skills to a real-world experience, creative project, or independent intellectual investigation. [JCC Gen Ed – Applied Learning]
8. Thoughtfully reflect on connections between concepts studies in the classroom and insights gained from an applied learning experience/project. [JCC Gen Ed – Applied Learning]

Topics Covered:
- Introduction to Internships
  - Required Course Paperwork
- Development of a Learning Contract
- Time Sheets
- Employer Evaluations
- Final Written Summary
- B. Purpose of Internships
- Portfolio Development
- Resume Production
- Cover Letters
- Interview Questions
  - Interviewer Questions
  - Interviewee Questions
- Networking
- Interview Attire
- Business Casual Attire
- Follow-up Thank-you Letters

Information for Students
- Expectations of Students
  - Civility Statement
  - Student Responsibility Statement
  - Academic Integrity Statement
- Accessibility Services
  Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- Get Help: JCC & Community Resources
- Emergency Closing Procedures
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0

- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

Effective Date: Fall 2021