

McLennan
Community
College



WACO, TEXAS

INTERNSHIP I – MANAGEMENT

BMGT 2488

COURSE SYLLABUS

REVISED: 2009/2010

INTERNSHIP I – MANAGEMENT BMGT 2488

Course Description:

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Prerequisites and/or Corequisites:

BMGT 2488 must taken with or following BMGT 1303

Required Text & Material:

No text is required for this course; however, there will be internet and case assignments

Course Objectives and/or Competencies:

This course seeks to provide opportunities for learning experiences related to management in a real work situation to compliment classroom learning. The student, his/her workstation supervisor, and the school coordinator work together to establish and implement plans to provide these learning experiences. The student's workstation serves as a learning laboratory for the application of skills and knowledge from the classroom to the particular technical situation of the organization. The weekly seminar is intended to aid the student in solving work related problems and to encourage his/her personal development. The written reports are intended to improve the student's organizational skills and writing ability.

General:

- A. Know and use the steps in problem solving.
- B. Objectively look at facts to determine possible causes and cures of a specific problem.
- C. Listen to others' viewpoints and understand there are many ways to look at and solve a specific problem.
- D. Organize, write, and format a report.

Specific:

Resources: Identifies, organizes, plans, and allocates resources

Time--Student selects goal-relevant management activities

Human Resources--Student assesses personal management skills and the skills of others and distributes work accordingly, evaluates performance and provides feedback.

Interpersonal: Works with others

Participates as member of a team in solving group management case studies

Teaches others new skills through discussion of work experiences

Exercises leadership by communicating ideas to justify position in case studies

Information: Acquires and uses information

Acquires and Evaluates Information related to job performance

Organizes and maintains information in report form for project required

Interprets and communicates information through presentation of course project

Systems: Understands complex inter-relationships

Monitors and corrects performance through (1) human behavior modification techniques and (2) analyzing existing system operations

Suggests modifications to existing systems and develops new or alternative systems to improve performance through discussion of work related issues in the classroom

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules from the workplace specific the internship project

Writing--communicates thoughts, ideas, information, and messages in writing; and creates documentation such as letters, directions, manuals, graphs, and flow charts to complete the project report required

Listens to other and responds to verbal messages and other cues as part of group discussions and role play

Speaking--organizes ideas and communicates orally both during class discussions and during project presentation

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

Creative thinking--generates new ideas through active participation in class assignments

Decision Making—generates alternative solutions to workplace problems and evaluates and chooses best alternative

Problem solving--recognizes problems and devises alternative solutions

Reasoning--discovers management theory and principles and applies them when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

Responsibility—student is given more responsibility inherent to completing an additional project on the job and perseveres toward goal attainment

Sociability—student demonstrates tolerance and empathy toward others during group discussions

Self-Management—Student assesses self and sets goals toward project completion in the workplace

Integrity/honesty—Students learns to choose ethical courses of action through discussion of business ethics issues

VI. Evaluation

Progress and accomplishments made by the student in his/her work activities or projects will be evaluated. Grades will be established for each student after evaluation on a credit/non-credit basis. Grades are determined by writing assignments, participation in the classroom, and completed work project.

Course Outline:

There will be written assignments on the following:

- A. Information on student's work experience, current duties and responsibilities, long term professional objectives.
- B. Specific case studies currently happening on the job.
- C. Possible solutions to specific case studies currently happening on the job.
- D. Reaction paper to InQ questionnaire on Styles of Thinking.
- E. Final report on work project.

There will be participation on the following:

- A. All case studies.
- B. Role-playing on two case studies.
- C. Final presentation on work project.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused

absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

| Course Competencies | Workplace Competencies | | | | | | | | | | | | | | | Foundation Skills | | | | | | | | | | | | | | | | | | | | | | | |
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| | Resources | | | | Interpersonal | | | | | | Information | | | | Systems | | | Technology | | | Basic Skills | | | | | Thinking Skills | | | | | | Personal Skills | | | | | | | |
| | A | B | C | D | A | B | C | D | E | F | A | B | C | D | A | B | C | A | B | C | D | E | A | B | C | D | E | F | A | B | C | D | E | | | | | | |
| Know and use steps in problem solving. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Objectively look at facts to determine causes and cures of problem. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Listen to others' viewpoints. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organize, write, and format a report. | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student selects goal-relevant management activities. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | |

