

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

American Military University | American Public University

BUSN495

Course Summary

Course: BUSN495 **Title:** Undergraduate Internship

Length of Course: 16 **Faculty:**

Prerequisites: N/A **Credit Hours:**

Description

Course Description:

Participating in an internship provides students with valuable educational and professional opportunities designed to make connections between theory and practice. During internships, students explore and gain hands on experience in their field of study, exploring practical applications in a professional work environment. The primary responsibility for finding an internship belongs to the student; however, there are a number of resources in place to help the student in his or her search and application process.

Course Scope:

This course provides students with valuable educational and professional opportunities designed to make connections between theory and practice. During internships, students explore and gain hands on experience in their field of study, exploring practical applications in a professional work environment.

Course Objectives

After successful completing this course, you will be able to:

CO-1: Describe the internship experience in relation to professional goals.

CO-2: Apply a management topic that relates to the internship.

CO-3: Develop professional connections and explain a strategy to maintain those relationships.

CO-4: Identify areas for future knowledge and skill development

CO-5: Practice professional communication skills, i.e. intrapersonal, interpersonal, written, and oral.

CO-6: Operate in accordance with ethical and professional standards of the internship agency and university.

CO-7: Operate in accordance with ethical and professional standards of the internship agency and university

Outline

Unit 1:

Topic

Preparing for Your Internship and Internship Kick-Off (Weeks 1-5)

Course Objectives:

CO-1: Describe the internship experience in relation to professional goals.

CO-2: Apply a management topic that relates to the internship.

CO-3: Develop professional connections and explain a strategy to maintain those relationships.

CO-4: Identify areas for future knowledge and skill development

CO-5: Practice professional communication skills, i.e. intrapersonal, interpersonal, written, and oral.

CO-6: Operate in accordance with ethical and professional standards of the internship agency and university.

Learning Materials:

Evaluating the Impact of Career Management Skills Module and Internship Programme within a University Business School

How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Résumés and Cover Letters, Networking, Interviews, Salaries, Promotions, and More!

Kick Start Your Career: Successful Strategies and Winning Techniques, 1st ed.

Knock 'em Dead Resumes, 11th ed.

Making the Most of an Internship: An Empirical Study of Internship Satisfaction.

The Power of Moments: Why Certain Experiences have Extraordinary Impact

Unit 1 Activities & Assessments

Unit 1 Discussions:

Week 1 Discussion | Introduction Discussion

Week 2 Discussion | Reflective Journal Discussion

Week 4 Discussion | Reflective Journal Discussion

Unit 1 | Work Hours

Unit 1 | Resume and Letter of Application

Unit 2:

Topic

Internship Progress (Weeks 6-10)

Course Objectives:

CO-1: Describe the internship experience in relation to professional goals.

CO-2: Apply a management topic that relates to the internship.

CO-3: Develop professional connections and explain a strategy to maintain those relationships.

CO-4: Identify areas for future knowledge and skill development

CO-5: Practice professional communication skills, i.e. intrapersonal, interpersonal, written, and oral.

CO-6: Operate in accordance with ethical and professional standards of the internship agency and university.

Learning Materials:

Career Counseling Interventions: Practice with Diverse Clients

Career Counseling Strategies and Challenges for Transitioning Veterans

Launch Your Career in College: Strategies for Students, Educators, and Parents

Millennials' Work Values: Differences Across the School to Work Transition

Pointers on Negotiating Salary and Benefits

Strengthening College Support Services to Improve Student Transitioning to Careers

Unit 2 Activities & Assessments

Unit 2 Discussions:

Week 6 Discussion | Reflective Journal Discussion

Week 8 Discussion | Reflective Journal Discussion

Week 10 Discussion | Reflective Journal Discussion

Unit 2 | Work Hours

Unit 2 | APUS Career Service Exploration

Unit 2 | Determining Your Compensation

Unit 3:

Topic

Internship Wrap-Up and Debriefing (Weeks 11-16)

Course Objectives:

CO-1: Describe the internship experience in relation to professional goals.

CO-2: Apply a management topic that relates to the internship.

CO-3: Develop professional connections and explain a strategy to maintain those relationships.

CO-4: Identify areas for future knowledge and skill development

CO-5: Practice professional communication skills, i.e. intrapersonal, interpersonal, written, and oral.

CO-6: Operate in accordance with ethical and professional standards of the internship agency and university.

Learning Materials:

The Outward Mindset: Seeing Beyond Ourselves

Unit 3 Activities & Assessments

Unit 3 Discussions:

Week 12 Discussion | Reflective Journal Discussion

Week 14 Discussion | Reflective Journal Discussion

Unit 3 | Work Hours

Unit 3 | Supervisor Evaluation

Unit 3 | Final Paper and Presentation

Evaluation

Grading:

Name	Grade %
Reflective Journal Discussions	10%
On-site Internship Hours	50%
Career Preparation Assignments	10%
Transition Activities	10%
Final Paper and Presentation	15%

Supervision Evaluation	5%
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Materials

Book Title: Various resources from the APUS Library & the Open Web are used. Please visit [eReserve](#) to locate the course.*

Course Guidelines

Citation and Reference Style

Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.

Please note that no formal citation style is required on discussion assignments in the School of Business—only attribution of sources (please see details regarding discussion communication below).

Tutoring

[Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.

Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.

As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.

It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Discussion

Discussions are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the discussion. The purpose of the discussions is to actively participate in an on-going discussion about the assigned content.

"Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.

As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.

Students must post a response to the weekly discussions prompt and post the required number of replies to other students – refer to the grading rubric and/or discussion instructions for specific expectations on number of replies and requirements.

The main response to the discussion need to be provided mid-week – refer to the grading rubric and/ or discussion instructions for specific expectations. Late main response posts to a discussion will not be accepted without prior instructor approval.

Replies must be posted in the week due and replies after the end of the each week will not be graded.

University Policies

- [Student Handbook](#)
- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.