

COURSE OUTLINE		
<b>TERM:</b> Spring 2022	<b>COURSE NO:</b> BADM 340	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Business Internship I	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

One and a half hours of class time, plus 120 hours of work experience for a 15-week semester, which includes two weeks for final exams. May be delivered in mixed mode or online format.

### **COURSE PREREQUISITES**

45 credits of 100-level or higher coursework. Students must have an overall GPA of 2.30 or departmental approval to register for this course.

### **CALENDAR DESCRIPTION**

This course will provide career and job search coaching, feedback, tips, tools and techniques for career development through one-on-one/group meetings, class workshops, industry forums, and networking opportunities. The Business Internship experience is designed to provide a period (120 hours) of part-time, productive employment which may be paid or unpaid within industry, non-profit organizations or government. For the duration of the project, students are expected to reflect on how they have developed as an individual and to consider their own personal career and professional goals. Students are responsible for securing their own internship placement prior to or within the first two weeks of the course.

### **COURSE NOTES**

BADM 340 is an approved Experiential course for Cap Core requirements.  
 International students on a student visa require a co-op work permit to take this course.  
 Internship positions must be approved by the instructor.

### **REQUIRED TEXTS AND/OR RESOURCES**

Students may be expected to purchase one or more specific self-assessment tools (i.e. Self-Directed Search, StrengthsFinder, etc.). Total cost not to exceed \$50 CAD.

## COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Assess skills, aptitudes and qualifications for employment and career progression.
2. Demonstrate the ability to prepare a professional resume, cover letter, LinkedIn profile and to conduct a demonstration interview.
3. Apply professional competencies, networking and business etiquette skills in a professional business setting.
4. Explore a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
5. Reflect on the internship experience, including:
  - Articulate what was learned and how it will be applied to their professional career goals;
  - Identify professions that may be of interest as a result of this experience;
  - Identify additional skills that will need to be developed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.

**Students who complete an Experiential course will be able to do the following:**

1. Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills and values in the learner's personal, academic, or professional trajectory.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

## COURSE CONTENT

In addition to the students working 8-10 hours per week for a minimum of 120 hours over the term, the weekly content will include the following topics:

- Self-assessment for career development
- Career goals and planning
- Job search portfolio tools: Resume, cover letter, LinkedIn profiles, etc.
- Researching companies
- Interviewing skills
- Networking and business etiquette
- Job search tools and techniques
- Professional workplace expectations
- Introduction to the CapU Career Development Centre

## EVALUATION PROFILE

Assessment	Weight
Job search portfolio (resume, cover letter, etc.)*	25%
Bi-weekly Status Updates (6)	30%

Demonstration interview	10%
Assignments and Quizzes	20%
Reflection Report	10%
Employer Evaluation	5%

Bi-weekly updates must be detailed and include information about projects worked on the previous two weeks, problem-solving strategies, working with co-workers and/or supervisor, etc. Keeping a daily or weekly journal will help when it comes time to write the final reflection report.

### GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

### Grading System explanation

The following requirements must be met for the completion of a successful internship:

1. Successful completion of the full length (120 hours) of the internship
2. Successful Employer Evaluation

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

### Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

### Attendance

Students are expected to attend all scheduled classes, work periods and associated activities.

### English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices in compliance with the employer's policies only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.