COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2840: BTEC Internship I

A. CATALOG DESCRIPTION
1. Credits: 2
2. Hours/Week: 65 hours of work experience per semester credit
3. Prerequisites (Course discipline/number): Major in BTEC Program. Successfully completed ENGL 1630, BTEC 1320, BTEC 2350, BTEC 2330, BTEC 2870, BTEC 2450, BTEC 2200, BTEC 1230, and BTEC 2220.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

Internship is the opportunity to earn credit for work experience related to the student’s career objective. A total of 2 credits may be earned per semester.

B. DATE LAST REVISED (Month, year): April, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Description of company
2. Communication process
3. Technology used in the company
4. Hiring practices
5. Information management process
6. Human relations in the workplace

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Develop an awareness of the scope of jobs available within the administrative assistant field.
2. Explore and acquire competencies directly related to their administrative assistant career.
3. Develop a professional approach to the world of business.
4. Apply knowledge learned in college coursework to the work experience.
5. Create a climate conducive to the free exchange of ideas and information among fellow students, supervising faculty, and business personnel.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Preparation for internship
2. Internship interviews
3. Internship assignments
4. Final internship summary paper
5. Student self-evaluation
6. Employer evaluation of student
7. Daily Journal

G. RTC CORE OUTCOME(S) ADDRESSED:
☐ Communication
☐ Critical Thinking
☒ Global Awareness/Diversity
☐ Civic Responsibility
☒ Personal/Professional Accountability
☐ Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes