

Business Internship (BPA) Syllabus

Mrs. Hable

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Course Description and Expected Learner Outcomes

Business Internship is for all college and career-bound seniors who are interested in pursuing business careers. This three-credit, year-long course includes a paid business career experience, leadership development opportunities, development of business and computer skills, and participation in community and school service projects. Additional units of study include development of soft skills for success, career planning and assessment, safety on the job, etc.

Expectations and Goals

Students will understand....

- ✚ Your internship experience can affect their decision making process about their future career goals.
- ✚ Well-developed technology skills in word processing, spreadsheet, presentation, and desktop publishing are essential for careers.
- ✚ Job-seeking skills, soft skills, safe work practices, employer roles and responsibilities, and rights of employees are essential for getting and keeping a job.
- ✚ Employers have a high expectation for honesty, integrity, initiative, and a desire to contribute to making the business successful.
- ✚ The development of (SCANS) basic skills, people skills, thinking skills, and personal qualities will result in success in the workplace.
- ✚ Participation in Business Professionals of America provides opportunities to learn about and explore different leadership and career skills and roles.
- ✚ Participation in the community enriches their lives as well and the lives of the recipients.

Grading

Your seminar grade will be based on:

- All forms completed and turned in on time
- Classroom participation
- Completion of projects
- Daily assignments
- Weekly reports
- Attendance
- Participation in Business Professionals of America Club Activities

Your internship grade will be based on the Employee Evaluation form completed each term. Your employer and your coordinator will jointly determine your final internship grade.



Behavior Policies

Please be on time to class. Truancies will result in zeros for any assignments missed – no exceptions. After your second truancy you will receive an “F” for the class. Cheating is not tolerated. There will be no sharing of files! In the event that you are caught cheating, you will receive no credit for the assignment and I will contact your parent/guardian. If you allow another student to use an assignment that you completed, you will also receive a zero.

NO FOOD OR BEVERAGES ALLOWED BY THE COMPUTERS!! This is a computer lab and is not an environment for food and beverages. No games, email, chat, or Internet usage!! Internet usage will only be allowed with prior permission. If you are found on games, etc, you WILL receive up to five days ISS. You are to have the permission packet signed by yourself and a parent/guardian by Monday, September 10.

You are now a leader in this school! Younger students look to your example. You are a representative of my internship class and BPA when you are out and about this building and during activities. Your principals and I will hold you to a higher standard.

At Champlin Park High School we celebrate our differences and recognize the benefits of a diverse student body. For this reason we must take a stand against offensive language and hate speech. Racially offensive and/or homophobic language as well as any other derogatory slur towards a specific group has no place in our school or this classroom. We will document and report language that is hateful and hurtful and leads to feelings of being ostracized (not accepted) from the Champlin Park family.

Academic Policies

This course often does not require outside work – IF you utilize class time wisely. It is, therefore, extremely important to keep up with the work on a daily basis and complete makeup work quickly. Many projects may go on at one time so you must follow directions and deadlines carefully. Take these projects seriously! School policy provides 2 days of makeup time for each day you have an excused absence. Field trips are excused absences; however, you must ask for your work prior to the field trip and have it completed when you return. If you know you are going to be absent, please get the assignment and have it completed when you return. Getting behind will adversely affect your grade as you will be expected to keep up with the class when you return.

Cell Phones

Cell phones will be allowed at certain times in the class. During test times and certain projects, all cell phones will be placed in the cell phone hanger. No exceptions. If you have a problem with this, you can get permission ahead of time from your house office. During lecture times, if a cell phone is out, you will be asked to put it in the hanger. During work time, you may use your phone. There is a lot of work time in class, so don't have separation anxiety.

Materials Needed/Classroom Materials/Fees

For the class, you will need to download a handbook of all the information and forms necessary for the course. You should also bring a folder and writing utensil. We will be doing a variety of assignments/projects during the year.

Additional Resources

Extra help can be scheduled with me before or after school so just ask if you are having trouble understanding. I am in C132 before and after school so please stop by. Extra Credit is not a substitute for completing the regular assignments. It will be available to only those students who have completed all the regular assignments. No exceptions!!!

