



## COURSE INFORMATION

Course / Section:	<b>BU 487</b>
Course Title:	Business Internship
School Name:	School of Business and Communication
Term:	Spring 2024
Credits:	3
Meeting Time:	By appointment with professor

## INSTRUCTOR INFORMATION

Instructor Name:	Dr. Wendy Lam (aka Wonderful Wendy 😊)
Email:	wendy.lam@chaminade.edu
Office Phone:	(808) 739-4606
Office Location:	Kieffer Hall, Room 20
Office Hours:	T 2:30pm - 3:30pm W 11:30am - 12:30pm Th 11:45am – 12:45pm

Kindly make an appointment for a meeting during office hours.  
Other meeting times can also be arranged if needed.

## COURSE DESCRIPTION & LEARNING OUTCOMES

### University Course Catalog Description:

This course involves the student engaging in a minimum of 150 hours of professional work experience that is related to the student's career goals and approved by the instructor. The student meets regularly with the instructor during the term and completes a report documenting the work experience and its relationship to the student's business education. This course may be repeated, but a new work experience must be undertaken. Prerequisites: junior or senior standing in business, minimum 2.00 GPA, EN 102, COM 101

### Course Overview

This course is comprised of several components:

- **Internship:** Students enrolled in this course are anticipated to complete a minimum of 135 hours of internship (per CUH credit hour policy)
- **Successful Employer Evaluation with Verification of hours**

- Six-page reflective paper & a 10-minute PPT presentation related to their experience. Student will meet with faculty to discuss the topic for the paper.

### Methods of Delivery

This course is an individual study course. Methods of delivery include meetings with the faculty and communication by email to refine the writing of the essay.

Textbook

There is no textbook for the class. Students are welcomed to use the following references for the essay:

- Campus Compact, A civic-minded resume <https://iamncampuscompact.org/resource-posts/a-civic-minded-resume/>
- NACE, "Career Readiness for the New College Graduate – A Definition and Competencies" (NACE, Jan. 2019) <https://nsea.memberclicks.net/assets/SEOTY/CareerReadinessFactSheet.pdf>
- NACE, "Career Readiness Competencies" <https://www.naceweb.org/career-readiness/competencies/career-readiness-competencies-employer-survey-results/>
- NACE, "Employers: Verbal Communication Most Important Candidate Skill" (NACE, Feb. 24,2016) <https://www.naceweb.org/career-readiness/competencies/employers-verbal-communication-most-important-candidate-skill/>
- "Professional Skills. List" <https://www.businessphrases.net/>

### Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

### Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957)  
Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship

- Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no‘eau (‘Ōlelo No‘eau 1430) Education is the standing torch of wisdom
- Educate for Adaptation and Change (Aina) ‘A‘ohe pau ka ‘ike i ka hālau ho‘okahi (‘Ōlelo No‘eau 203)  
All knowledge is not taught in the same school

### Program Learning Objectives

- Explain the complex driving forces influencing sport and event management at multiple levels.
- Identify key factors for success in the management of sport and special events.
- Assess the impact of sport and events on the physical environment.
- Evaluate the degree to which sport and event management contribute to the advancement of quality of life.
- Apply learned knowledge and skills in sport and event management to an experiential project and through an internship

### Course Learning Objectives

- Demonstrate an understanding of workplace dynamics, professional expectations, and the influence of culture on both. (Reflective essay)
- Apply business skills appropriate to the field of the internship placement. (Employer evaluation)
- Discuss business concepts in the workplace. (Reflective essay)
- Develop career goals through analysis of the internship experience. (Presentation)

### Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3
Marianist Values	2	2	2
Program Learning Objectives	5	5	5

### Course Prerequisites

Please **check** Chaminade’s Course Catalog for any pre-requisites for this class at: <https://catalog.chaminade.edu/>

## COURSE TEXTBOOK, REQUIREMENT & RESOURCES

### Required Learning Materials

There is no required textbook for this course. Students are welcomed to use textbook and reading material from previous business courses.

### Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ‘Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer

and Professional Tutors. Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment.

Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### Course Expectations

Your final grade will be based on your performance on successful evaluation from employer, verification of hours and complete for final essay.

### Computer Proficiency Expectations

Students in this course are expected to be proficient in the following technology areas:

- Chaminade email
- Microsoft Word (or other word processing software)

### Course Attendance Policy

Students are expected to meet with faculty at assigned time.

### Behavioral Expectations

Students are expected to conduct yourself in a manner compatible with the college's function as an institute of higher learning.

## COURSE ORGANIZATION, EVALUATION, GRADING & SCHEDULE

### Reflective Essay

This 6 – 8 page essay (double-spaced) will cover the following aspects of the internship experience: the company, your intercultural experience and professional development. The result will be a comprehensive account of the experience and its impact. Please divide the paper into the following sections:

**1. Introduction of internship (1 pg)**

Describe the role and responsibilities of the internship. Include duration and supervisor information.

**2. The Company (1 - 2 pg)**

Describe the organization from an insider point of view including the following:

- Products/ services
- Strengths & weaknesses
- Company culture and its impact on workplace dynamics professional expectations

It should NOT be written in first person language.

**3. Topics: Relate to Academics (3 - 4 pg)**

Describe how your internship is similar or differ from at least four business concepts that you have learned in class. Does your internship provide you with new knowledge about the industry and the profession? Please include specific examples when comparing your experience to coursework.

**4. Updated resume (1 pg)**

## PowerPoint Presentation

Prepare a 10-minute PowerPoint presentation on your professional experience, including the following:

- How the internship help develop or refine your career goals.
- Your accomplishments and challenges
- Lessons-learned and New skills

## Grading

<b>Internship Description</b>	5
Description of the Internship position, responsibilities	
<b>The Company</b>	
Content: research, reflection, richness of ideas	5
<b>Topic: Relate to Academics</b>	
Content: research, reflection, richness of ideas	30
Professional Experience	10
Recommendations for company	10
Resume	10
Grammar, spelling, flow	10
<b>PPT Presentation (10 minutes)</b>	
Content	10
<u>Presentation skills</u>	<u>10</u>
Total possible points	100

A	90 and above
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

## Challenging a Grade on an Individual Assignment

Should a student find at any point during the semester that they wish to challenge a grade they have received on an assignment, they are welcome to do so. Following are the grade challenging guidelines:

- Students must wait 48 hours after receipt of their assignment before challenging the grade
- Grade challenges must be submitted in writing via email, in respectful and professional prose
- Students must articulate, based on the merits of their work (not on circumstances) and the guidelines of the assignment/rubric, why they feel their grade should be amended
- Students have up to 2 weeks to challenge an assignment grade if desired.

Students also retain the right to academic grievance for final course grades through standard Chaminade processes should they feel this step is necessary.

## CUH & COURSE POLICIES

### Late Work Policy

Assignment submission boxes will promptly close on due date & time. Late work is NOT accepted unless it was pre-arranged with proper documentation (e.g. doctor's note, university's official excused letter...). Assignments which are not submitted by their due date will receive an automatic zero. Please plan ahead so that you can submit assignments on time.

If you find that you are having technical difficulties, please contact the Chaminade IT Helpdesk for issues related to Chaminade technology. If you have documentation from the Helpdesk indicating that they have identified a problem with the technology, I will allow you to submit the assignment once a resolution has been reached at no penalty to you. If students are unsure of their home technology, they should plan ahead to use the computer lab on-campus in order to submit work in a timely manner.

### **Grades of "Incomplete"**

Incomplete grades are reserved for cases of illnesses and other emergencies that cause a student to be unable to complete the course by the due date. In such cases, the instructor has the option of issuing an "incomplete" grade at the end of the semester. Requests for an "incomplete" must be accompanied by substantive documentation.

### **Writing Policy**

APA Style writing will be used in this class. For more information about this writing style, please visit:

<https://apastyle.apa.org/>

### **Instructor and Student Communication**

Questions for this course can be sent via faculty's email.

In-person or virtual meetings can be arranged. I will respond within 24 hours. If you do not hear back from me, please check your spam box and use another communication medium to contact me.

### **Cell phones, tablets, and laptops**

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

### **Disability Access**

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

### **Title IX Compliance**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

## **Attendance Policy**

The following attendance policy is from the 2022-23 Academic Catalog.

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

## **Student Conduct Policy**

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, [please refer to the Chaminade Catalogue](#).

## **Credit Hour Policy**

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of time.

Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

This is a three-credit hour course requiring a minimum of 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend a minimum of 135 hours in internship and 6 hours writing a six-page essay.