

Prepared by the Division of Learning Resources and Student Success

Date of Division Approval: January 14, 2013

Date Approved by Curriculum and Programs: March 6, 2013

Effective: Fall 2013

1. **Course Number:** EXP101  
**Course Title:** Experiential Learning Internship and Seminar
2. **Description:** This course combines an internship experience, where students work in an industry/occupation of interest, with a seminar focusing on practices associated with successful job performance and career advancement. Students reflect upon their experience and examine their potential for career satisfaction and success through interest, skill, value and personality assessments. Students study workplace systems and gain an understanding of professional behaviors and communication practices. Students are responsible for securing placement; the Office of Career Services and Experiential Learning is available to assist with the process. Site placement typically requires 8-15 weeks of preparation; students should plan accordingly.
3. **Student Learning Outcomes:** Upon successful completion of this course, students are able to do the following.
  - Verbally share workplace examples, ideas and information pertaining to course content areas with class
  - Demonstrate written and verbal communication methods and styles appropriate for professional work settings
  - Choose behaviors appropriate for professional employees and various workplace cultures
  - Describe organizational structure and chains of command; determine a workplace-specific hierarchy
  - Discuss and demonstrate conflict management techniques
  - Comprehend the importance of mentoring in professional situations and identify networking strategies or resources
  - Identify personality types, related work styles, potential conflicts and communication preferences
  - Identify managerial styles and typical associated outcomes
  - Explain the importance of diversity in the workplace
  - Explain the connectedness of businesses/organizations in the global economy
  - Apply goal-setting techniques to set short and long-term goals
  - Describe and apply time-management techniques
  - Discuss and evaluate the internship experience in writing
  - Reflect upon, evaluate and express completion of student learning outcomes
4. **Credits:** 3 or 4 credits determined by the internship; 3 credits/100 hour internship plus seminar or 4 credits/150 hour internship plus seminar
5. **Satisfies General Education Requirement:** No
6. **Prerequisites:** ENL101 and interview with instructor
7. **Semesters Offered:** Fall, Spring, Summer
8. **Suggested General Guidelines for Evaluation:** Student learning outcomes are assessed through participation; writing assignments, such as: comprehensive papers, combination research papers and journals; quizzes; portfolio development and a final evaluation.
9. **General Topical Outline:**

Career theorists and assessments	Organizational structure
Communicating with personality preferences	Management styles
Managing conflict in the workplace	Global competition and industry connections
Diversity in the workplace	Mentoring
Appropriate work behavior and employer expectations	Networking
Organizational communication and professional practices	Goal-setting for job performance and career advancement
	Time management