



**Oregon State
University**

Business Internship Experience Non-Credit Course Guidelines and Template Syllabus

Experience Name: Internship Experience for Undergraduates

Coordinating College, Department, Unit: College of Business

Time Commitment: Varies (67 to 132 hours for 1 credit equivalent; 133 to 199 hours for 2 credit equivalent; 200 to 266 hours for 3 credit equivalent; 267 to 332 hours for 4 credit equivalent; 333 to 399 hours for 5 credit equivalent; 400 or more hours for 6 credit equivalent). Note: *This non-credit internship is offered as an alternative to the credit-based internship available for business majors. There is no credit awarded with the non-credit course registration.*

Instructor/advisor/mentor name: Prem Mathew

Instructor/advisor/mentor email: Please provide a valid OSU email account.

Prem.mathew@bus.oregonstate.edu

Instructor/advisor/mentor phone: 541.737.6030

Link to Instructor/advisor/mentor bio or website: <https://business.oregonstate.edu/users/prem-mathew>

Teaching Assistant name and contact info: Administration of course handled centrally by Dr. Mathew. Individual internship supervision conducted by faculty/staff at the College of Business.

Course Description

This internship experience provides students with basic personal and professional skills that can be used within and outside of a work setting. Through practice, this experience guides students in building and maintaining positive professional relationships, networking/mentoring relationships, and enhances students' understanding of the connection between theory and practice in their respective disciplines.

Student Learning Outcomes

By the end of a student's internship experience, they should have:

- Linked academic theories to practice in their discipline;
- Applied knowledge, skills, experience from the academic setting to the work environment;
- Acquired new knowledge or skills through challenging and meaningful activities;
- Reflected on the content and process of the internship experience;
- Advocated for their own learning in alignment with goals for the internship experience;
- Demonstrated satisfactory professional skills in the workplace;

- Built and/or maintained positive professional relationships;
- Demonstrated awareness of community and/or organizational issues related to goals for the internship experience;

Assessment of Student Learning

- Creation of a final project appropriate to the discipline that challenges students to achieve beyond their current ability levels by integrating and applying knowledge and skills from across the program of study. This project includes:
 - A detailed description of work activity;
 - An evaluative analysis of the relationship between the work activity and the student's supporting coursework.
 - Explicit suggestions for improving the internship experience.

Statement Regarding Students with Disabilities

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Accessibility

If you require accommodations please contact [Disability Access Services \(DAS\)](#). Additionally, Canvas, the learning management system through which this course is offered, provides a [vendor statement](#) certifying how the platform is accessible to students with disabilities.

Expectations for Student Conduct

Student conduct is governed by the university's policies, as explained in the [Student Conduct Code](#).

Academic Integrity

Students are expected to comply with all regulations pertaining to academic honesty. For further information, visit [Student Conduct and Community Standards](#), or contact the office of Student Conduct and Mediation at 541-737-3656.