



### **Course Description**

#### **GEB1949 | General Business Internship 1 | 3.00 credits**

This internship provides students with an opportunity to gain business experience while receiving academic credit. Students will learn to make connections between their internship experiences, academic coursework, and career goals. Students are required to complete 144 hours of internship in an organizational setting.

### **Course Competencies:**

**Competency 1:** The student will demonstrate knowledge of workplace practices and procedures by:

1. Using the organization's tools and technology to complete assigned tasks and projects
2. Complying with the organization's standard operating procedures
3. Employing the organization's security and confidentiality policies and procedures

**Competency 2:** The student will demonstrate knowledge of business-related activities performed in a workplace environment by:

1. Completing tasks and projects assigned by a supervisor according to the organization's standards and practices
2. Developing interpersonal and workgroup skills in an organizational setting
3. Presenting completed projects to employees and/or supervisors orally and in writing

**Competency 3:** The student will demonstrate knowledge of workplace professionalism by:

1. Recognizing and exhibiting professional appearance, demeanor, honesty, integrity, responsibility, initiative, respect, confidentiality, and ethical work habit
2. Identifying and adapting to the organization's culture
3. Interacting with individuals in a multi-ethnic/multi-cultural organizational setting
4. Examining and adhering to the organization's code of conduct
5. Recognizing the importance of ethical behavior in the workplace

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Use computer and emerging technologies effectively