

Elmira Business Institute

Student Syllabus: Business Externship (EXT115)

Prerequisites: Upon recommendation of Administration

Course Credits/ Clock Hours: 3/105

Course Delivery Mode: Residential

Course Description

This course is designed to expose the student to real-world experience in a professional environment with a local employer. The student will utilize and enhance the knowledge gained in a classroom through work experience. Attention will be given to the student's professional development and skills such as communicating, interviewing, networking, and job searching throughout the externship. Emphasis is placed on proper office attire, punctuality and the ability to successfully complete assigned tasks through classroom training. Externship is scheduled in the last semester of a student's academic experience at EBI. In addition to the classroom hours, the student will spend 90 hours of non-paid time at the externship to complete his/her externship program. (Lec/Lab/Ext/Total) (15/0/90/105).

First Day of Class

Each extern student will receive an "*Externship Handbook*" the first day for the course from his/her instructor. Each student is responsible for reading over the handbook; the handbook includes details on the process of the externship, the process of placing a student at an externship site, supervisor of the site, job description process, and other important details to the process.

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Employ coursework and business communication to the externship experience
- Apply for jobs in their career field using resume and cover letter writing skills enhanced through the course
- Demonstrate how to use social media to enhance their job search
- Construct how to effectively a thorough job search within their field of study
- Write and present a reflection of their externship experience using current theory in their field of interest
- Complete student competencies- See appendix A

Required Course Texts & Course Materials

None

Supplemental educational learning materials may include and are not limited to

As supplied by the instructor

Assessment

Essay assignments and research projects will be evaluated on a standard grading rubric. Written examinations will be graded according to content; (multiple choice, fill-in-the blank, short answer, and/or essay).

The instructor will endeavor to return student work product by the next official class period whenever possible. Essay and/or research projects will be returned as soon as all class projects have been graded.

Assessment Type	% of Grade
Midterm Externship Evaluation	35%
Final Externship Evaluations	35%
Attendance/Professionalism	15%
In class work and participation	15%
Total	100%

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of Lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of Laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of Externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

Grading Scheme

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

There is no make-up for missed hours of this course as attendance is mandatory.

Mid-term and final evaluations will be completed by the site supervisor at weeks 8 and 16 of the term.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty

will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person’s work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Faculty Office Hours

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students’ use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students

24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a "C" is required to pass the course. Documentation will be housed in the student's academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirement

Course Schedule

Lesson #	Topic
1 & 2	Introduction, Guidelines, Expectations Paperwork, Discuss Journal Entry Requirements Time sheet requirements
3 & 4	“What not to do” Professionalism Expectations Importance of Certifications
5 & 6	Workforce Visit Employment Solutions
7 & 8	Interviewing Techniques Importance of Networking Social Media Clean Up Linked In Profiles
9 & 10	Update Resume/References/E-Portfolio Networking Visit
11 & 12	Job Application Project
13 & 14	Job Application Project
15 & 16	Financial Aid- Default Management How to Get a Letter(s) of Recommendation Reflection Assignment (In class)

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised November 2017, js, August 2018 js, Revised August 2019 em, Revised December 2019 drg

APPENDIX A

Small Business Management

LEARNING OBJECTIVES

Externship education is a valid learning experience to the degree that the College provides adequate training and guidance, the sponsoring agency provides and supervises meaningful work experiences, and the student undertakes the task of understanding and effectively performing the work. Externship education is educationally valid to the extent that learning outcomes can be specifically defined and measured for each student trainee. The following objectives have been established for this work period.

At the completion of the work experience, the student will be able to:

- | | |
|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Answer telephones<input type="checkbox"/> Assist with presentations<input type="checkbox"/> Outbound telephone calls<input type="checkbox"/> Assist with cleanup/software implementation<input type="checkbox"/> File<input type="checkbox"/> Create spreadsheets and input formulas<input type="checkbox"/> Database management<input type="checkbox"/> Explore funding streams (non-profits)<input type="checkbox"/> Provide customer service to customers<input type="checkbox"/> Assist with computer assistance to customers<input type="checkbox"/> Assist with navigating websites<input type="checkbox"/> Process mail<input type="checkbox"/> Assist with social media<input type="checkbox"/> Assist with blogging<input type="checkbox"/> Operate cash register<input type="checkbox"/> Resume assistance to customers<input type="checkbox"/> Photocopy<input type="checkbox"/> Process client payments<input type="checkbox"/> Compose General Business Correspondence | <ul style="list-style-type: none"><input type="checkbox"/> Assist with Marketing Objectives<input type="checkbox"/> Accounts Receivable<input type="checkbox"/> Accounts Payable<input type="checkbox"/> Human Resource Projects<input type="checkbox"/> Update Policies<input type="checkbox"/> Marketing Research<input type="checkbox"/> Inventory Control<input type="checkbox"/> Document and Catalog<input type="checkbox"/> Assist with Research Projects<input type="checkbox"/> Update Databases and Websites<input type="checkbox"/> Assist with job fairs<input type="checkbox"/> Assist with ordering for the business<input type="checkbox"/> Scan<input type="checkbox"/> Assist with marketing department<input type="checkbox"/> Assist with sales department<input type="checkbox"/> Data Entry for invoices<input type="checkbox"/> Assist with front desk/receptionist<input type="checkbox"/> Data Entry |
|--|---|

☐ Other (please specify) _____

☐ Other (please specify) _____

Career Readiness Assessment “CRA” ☐Midterm ☐Final

Student Name: _____ Course ID: _____ Instructor: _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
Class Engagement (Initiative)		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: ____/100

Professionalism Grade
15%

EBI Career College

EXT115 Business Administration – Small Business Management

Competency Checklist

Student Name: _____

Coordinator: _____

Semester: _____

	Pass	Date	Initials
1. Mandatory 15 Classroom Hours Attended			
a. Professional Dress (all 15 weeks)			
2. Interviews Completed			
a. 1-on-1 employment interview			
b. Phone interview			
c. Skype/video conference interview			
d. Panel interview			
e. Group interview			
3. Documents Completed			
a. Key word exercise & resume update			
b. 12 employment applications completed with confirmations printed and attached.			
c. Career Resources Login Sheet			
d. Placement file documents			
i. Application for placement assistance			
ii. Authorization for Release of Records			
iii. Authorization for Release of Employer Records			
iv. FERPA Media Release Form			
v. Updated Resume			
vi. Exit Interview w/ Placement			
vii. Reference Sheet			
viii. Champion Permission Slip			
ix. Letters of Recommendation			
x. Link to LinkedIn Page (screenshot)			
e. Cap & gown order form			
4. 90 Externship Hours Completed			

Student Signature: _____

Date: _____

Externship Coordinator Signature: _____ Date: _____

EBI Career College

Externship 110, 115, 120 Week by Week

Semester: _____

Week		Due
1	Organization – Complete paperwork, review expectations	
2	Job Search Resources Logins	Week 3
3	Defining keywords and applying to your resume	
	Job Search Resources Login Sheet due	
4	Begin job search: 12 applications	Week 8
5	Interview coaching/preparation	
6	Begin interviews (individual, group, panel, phone, Skype); continue job search	
7	Interviews (individual, group, panel, phone, Skype)	
8	Interviews (individual, group, panel, phone, Skype)	
9	Interviews (individual, group, panel, phone, Skype)	
	12 job applications due	
10	Interviews (individual, group, panel, phone, Skype)	
11	Interviews (individual, group, panel, phone, Skype)	
12	Interviews (individual, group, panel, phone, Skype)	
13	Employer visit (UHS)	
14	Employer visit (Express Employment)	
15	Complete placement file, graduation forms	
16	Celebration	