



PART II SYLLABUS

BUS291L Business Internship EXPERIENCE

Section/Term:	BUS – 291L-001FS – 2026FS
Class Meeting Time:	Online
Location:	Online
Required items:	No required text is required for this class
Faculty:	Marva Archibald MBA University of Phoenix, 2008
E-mail:	marchibald@edisonohio.edu
Faculty Phone:	937-778-7908
Faculty Office Hours:	Main Campus: Mondays 10:00 – 11:00 am, Tuesdays 1:00 – 2:00 pm, and Wednesdays 2:00 – 3:00 pm in room #203 Online: 6:00 – 7:00 pm Tuesdays, Wednesdays, and Thursday evenings.
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line (BUS 291L-001FS) through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom or stop by my office.

Class Policies

It is generally accepted that academic writing consists of the author's thoughts which are supported by properly cited sources through paraphrasing, summary, and quotations. At the instructor's discretion, papers with excessive quotations, where quotations make up 10% or more of the paper, may not meet the assignment requirements, and be dealt with accordingly.

Course Description: Field experience that provides an opportunity for students to mesh theory and practice through supervised work experience in your career discipline department. Experiences are integrated with academic work in weekly assignments. The student completes 14 hours of service weekly at the cooperating organization.

Textbook & Resources

- No formal textbook is required
- All materials and assignments are available on Blackboard

Course Objectives

By the end of the course, students will be able to:

- Integrate classroom knowledge with on-the-job experience
- Demonstrate professionalism, punctuality, and self-discipline
- Collaborate effectively within a team environment
- Take ownership of assigned tasks and responsibilities
- Navigate real-world challenges in their career discipline
- Build a professional network to expand employment opportunities
- Understand the role of technology and current trends in business settings

Internship Approval Packet

Before beginning your internship, you must submit the following documents on the Blackboard:

- Internship Application and Approval Form
- Internship Proposal
- Internship Agreement
- Student Résumé

Forms must be fully completed, including signatures from both student and site supervisor. **Failure to submit a complete packet may result in removal from the course.**

ACADEMIC INTEGRITY

Edison Community College expects students to submit original work for each assignment. The Student Handbook

<https://www.edisonohio.edu/digipub/StudentHandbook/index.html> , pages 28-29

clearly define academic dishonesty and how Edison handles cases of academic dishonesty. Using peer support and tutoring services is not considered academic dishonesty, if the work is original and in your own voice, meaning you didn't submit work you did previously or "borrow" words/ideas without crediting the source. The same policy goes for AI-generated text. For example, you may use predictive text to fix spelling errors. You may not tell an AI software to write a critique of an essay for you and copy/paste the text. Any use of AI (outside of spell-checker) must be approved by the instructor and noted with the following at the

bottom of the assignment:

“The author generated this text in part with <insert name/URL of AI platform>. Upon generating draft language, the author reviewed, edited, and revised the language to their own liking and takes ultimate responsibility for the content of this submission.”

Any final draft exhibiting the use of AI without permission and crediting the source will be counted as plagiarism. **Any assignment that is plagiarized (whether intentional or unintentional) or lacks appropriate citations will automatically receive a failing grade. Intentional submission of someone else’s work as your own will result in automatic failure for the course. Whereas assignments that simply fail to cite in MLA format will have points deducted accordingly.**

GRADING POLICY

If you have issues which prevent you from completing assignments by the due date, please proactively communicate with the instructor. I can make accommodation, but I can’t do that if I don’t know that accommodation is needed.

Termination Policy

Students who are terminated by their employer or who voluntarily leave the internship site without prior instructor approval will receive a final course grade of **F**.

AI MIXED POLICY

While it is not anticipated that you will have a need to use AI in this course, as the focus of both courses is on your internship experience, the AI policy, should you use it, is as follows: For this course, **YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:**

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

STUDENT WELLNESS CENTER

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it’s helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

TESTING YOUR FAITH ACT

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook linked above.

DISABILITY STATEMENT

Edison State Community College will make reasonable accommodation for students with documented disabilities. If you believe you may need accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability.

SUPPORT SERVICES AVAILABILITY

Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being

Information and Education

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

GETTING HELP

If you are struggling and need to speak with someone in person, please reach out to Dr. J. Passmore, Dean of Student Affairs, at jpassmore@edisonohio.edu, 937-778-7895, RM 160 (stop at the front desk).

Charger Station and Basic Needs

Edison State Community College is proud to assist students needing help to obtain necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria). or in the student lounge at Greenville campus. If you need additional assistance with necessities, please contact Student Affairs in room 160.

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Evaluation Breakdown

Grading Category	Points	% Of Grade	Letter Grade
Weekly Journal Reports	160	90% - 100 %	A
Research paper	100	80% - 89 %	B
Internship Site Report	200	70% - 79 %	C
		69% and below	F
Total	+/- 450		

Note: A minimum of **70%** is required to pass. There is no grade of “D” for internship courses.

Assignment Types

- **Weekly Journal Reports**

Submit weekly reflections via Blackboard describing your internship activities and experiences.

- **Research Paper**

- You are required to conduct an interview with your supervisor or manager about the organization or industry. If you complete your internship with one or more businesses, you must include them in a combined paper.

- **Internship Site Report**

Write a detailed overview of your host organization. Refer to assignment instructions in Blackboard for formatting and required components.

- **SUBMISSION OF COMPETED WORK AT THE END OF THE SEMESTER**

- Submit Internship Time Log
- Submit Final Weekly Journal
- Submit Thank You Letter
- Submit Final Employer Evaluation
- Complete Student Internship Evaluation

STUDENT EXPECTATIONS

- Read materials and complete all assignments.
- Stay active in the course and access support materials in Blackboard.
- Communicate promptly with your instructor about challenges or if you anticipate missing deadlines.
- Students are expected to adhere to the deadlines as posted in the class schedule.
- Follow Edison State's Academic Honesty Policy.

REVISION POLICY

Since revision is a major part of writing, I will allow you to revise your essays once they have been graded. You get one attempt at a revision for each writing assignment. I must receive the revision by the assigned deadline. I expect revisions to go beyond simply addressing my comments by carefully examining and trying to meet the grading criteria. You are welcome to submit a revision before the assigned deadline; however, the assignment may not be graded before this assigned date.

EMAIL POLICY

For all official course-related email communication to individuals, I will use the Edisonohio.edu email system, or the Send Message option inside of Blackboard. Likewise, you must use your Edison State email which is provided to you at the start of the school year. If you do not know your college email address, please contact the helpdesk at 778-8600, or stop by the desk, and someone will inform you of your email. I do not open emails with personal account addresses, and/or no subject line. You must include your class number and section number in the subject line. (i.e. **BUS291L-801FS**).

Next, you must respond to all emails from the instructor for us to maintain an open line of communication. While some instructors will communicate with you by text, I will be using Edison State's email to reach you (personal or group email to everyone

If I am unable to reach you by email, an attempt will be made to reach you by telephone or text from **24-48 hours, except for Sundays**. If you fail to answer email, phone call and/or voice messages, your name will be submitted to Student Services for further contact. Likewise, you can expect to get a response email from me within **24-48 hours, except for Sundays**. However, I am aware that many of you complete your homework on the weekend, so there are weekends when I will make an exception and respond promptly. Otherwise, you can expect to get a response sometime on Monday morning of the following week, unless I am unavailable for mitigating reasons.

NETIQUETTE

We will be communicating a lot with each other. You will need to be respectful of the instructor and each other. Your classmates' ideas and beliefs may differ from your own, be polite! When in doubt, you can agree to disagree. You will be expected to communicate with your classmates and your instructor using appropriate language and style, which includes written/typed communication. Remember: the way you communicate can reflect the level of respect you have for the people with

whom you communicate. You will want to practice good e-mail etiquette when typing questions/responses to the instructor and classmates, such as avoiding using all caps when typing or using an accusatory tone.

LATE WORK

All work should be submitted on time. With the exception of major essays, no late work will be accepted after 48 hours of the assigned deadline. Major essays, with the exception of the final, may be submitted up to one week past the due date with a letter grade penalty. **The final essay will NOT be accepted after the term has officially ended.** I reserve the right to make exceptions due to extreme circumstances at my discretion. *Any extension given for extreme circumstances will require documentation submitted to the instructor.

TESTING YOUR FAITH ACT POLICY

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Accessibility and Disability Support Services

- Accessibility and Disability Support Services offers accommodation for students with documented disabilities. [Accessibility Information](#)

Tutoring Services

- Free tutoring is available in the Tutoring Center (back left corner of the library) and online via Zoom.
[Tutoring Center Details](#)

Notes:

- The instructor reserves the right to modify this syllabus at any time.
- Refer to your class schedule for assignments and due dates.

TECHNICAL SUPPORT

For Blackboard Assignment issues, the instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office. During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)

- email to support@edisonohio.edu or
- contact 937-778-8600 and ask for IT Help Desk