



SYLLABUS PART II Business Internship:

BUSINESS 291R Career Readiness – Seminar

Section/Term:	BUS – 291R-801FS – 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 Thursdays
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line (BUS 291R-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 their career

discipline. Experiences are integrated with academic work in weekly assignments. The student completes 14 hours of service for 16 weeks at the cooperating organization.

Textbook & Resources

- No formal textbook required
- All resources are available through **Blackboard** and the **Open Educational Resource** website

Course Objectives

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

- Apply job search and interviewing strategies
- Accurately describe the host organization's history, mission, products, and procedures
- Exhibit professional behavior, appearance, and communication
- Update and refine their résumé and other career readiness tools

Assignment Types

- **Basics (Soft Skills)**

Platform: Online learning modules

Topics include email etiquette, professional communication, and internet safety

- **Career Readiness Assignments**

Platform: Online career training resources

Topics include:

- Résumé building and cover letters
- LinkedIn and Facebook networking
- Job interview preparation and mock interviews
- Job search strategies and personal branding

Student Expectations

- Read assigned 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.

Ethical Use of AI

- AI tools may support learning—such as brainstorming, revising reflections, or formatting—but must not replace your own effort.
- All graded work (quiz, written assignments, etc.) must reflect your understanding.
- Submitting AI-generated work without meaningful personal input violates academic integrity and earns zero.
- Use AI as a guide, not a substitute. Integrity matters.

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.
- See *Syllabus Part II Addendum* for additional student support services.

Note: You must earn at least **70% (560 points)** to pass this course. No grade of “D” is awarded.

1. Career Readiness Assignments

650

Students will partner with Edison’s Career Services or Development office to learn the skills required to develop personal resumes and letter of application. Each student will complete a series of career readiness assignments to prepare you for the first of many interviews, market yourself, and what proper business attire is necessary to earn and keep the job.

2. Basic Soft Skills

150

Students will complete a series of soft skills related to the work experience. They are:

Policy Statements

LATE WORK – *In the Internship course, late work will not be accepted, period.*

Students must submit the required by the assigned due date to receive credit for assignments completed.

ACADEMIC HONESTY POLICY

Cheating or plagiarism will not be tolerated in this course. Either will result in receiving zero in the assignment. Furthermore, all incidents of academic dishonesty will be reported to the Academic Honesty Committee. For a detailed description and discussion of plagiarism and how to avoid it, please refer to the following websites:

Aug 26http://owl.english.purdue.edu/handouts/research/r_plagiar.html

<http://ec.hku.hk/plagiarism/introduction.htm>

http://owl.english.purdue.edu/handouts/research/r_plagiar.html

<http://ec.hku.hk/plagiarism/introduction.htm>

EMAIL MESSAGES

For all official course-related email communication to individuals, I will use the Edisonohio.edu email system. Please do not send an email message to your instructor using any email account other than your Edison email; your instructor does not open emails with personal account addresses, and no subject line. Therefore, Be sure to include your class number and section number in the subject line. (i.e. BUS250S-801US).

Also, you must respond to all emails from your instructor in a timely manner for us to maintain an open line of communication. If I am unable to reach you by email, an attempt will be made to reach you by text from **24-48 hours, except 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 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.

PARTICIPATION POLICY

Active participation is critical to doing well in this class. In this online course, attendance means checking the course site early in the week and participating in discussion boards early so that your classmates can respond to your posting. During presentations you will need to participate in Zoom along with the rest of the class.

CLASS WITHDRAWAL POLICY

For more information click on the link below for important "Big Dates."

https://catalog.edisonohio.edu/content.php?catoid=32&navoid=7304&_gl=1*_jqkz*_ga*NDgzODA0MjEwLjE3NDc5NjIyMzk.*_ga_HFMJ8VTJGG*cze3NDg2NTI3NDckbzExJGcxJHQxNzQ4NjUyNzczJGozNCRsMCRoMA..

To officially withdraw from the course, you **MUST** complete the appropriate form and drop or submit to Enrollment Services at the Piqua Campus, Darke County Center, Troy Center, or Eaton Center. Failure to do so will result in a grade of "**F**" and may impact current or future Financial Aid. You also have a choice to submit the form through MYESCC.

FACULTY-INITIATED WITHDRAWAL

Class participation is a major key to academic success. Failure to attend class, to complete assignments, or to engage in active learning with the instructor or other students negatively affects the student's learning and will be considered non-participation. If non-participation continues until the student is mathematically incapable of passing the course, the faculty will advise the student to withdraw. If the student fails to communicate with the faculty and does not voluntarily withdraw, Edison State Community College may administratively withdraw the student from the course, and a grade of UW may be given for the course.

WRITING EXPECTATIONS

In this class I expect you to write using sentences, paragraphs, and correct grammar. This will be expected of

you on the job, particularly if you desire to advance in your career. The Learning Center in the library has tutors who can help you. The library also has e-tutoring available, or you could have a friend or family member read your writing before you submit.

You are welcome to reference the writings of others for this class but please be sure to use **MLA in-text citations and include a works cited page** if you do this. Avoid plagiarizing the words of others!

AI EXPECTATIONS (Artificial Intelligence)

Each student is allowed to use AI to help you write your papers. However, you must not exceed 20% utilization. Failure to follow the guidelines will result in a (0) on all writing assignments; that include written papers, presentations, and discussion board assignments.

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. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in the student lounge at the Greenville campus. If you need additional assistance with the needs, please contact Student Affairs in room 160.

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 provide 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.

Evaluation Breakdown

Grading Category	Points	Cumulative Points	% of Grade	Letter Grade
Basics (Soft Skills)	150	720 - 800	90 - 100 %	A
Employability (Career Readiness)	650	640 - 720	80 - 89.9 %	B
		560 - 640	70 - 79.9 %	C
		560 and below	69.9% and below	F
Total	800			