



PART II SYLLABUS

BUS291R Business Internship Seminar (SUMMER 2026)

- **Section/Term:** BUS – 291R- 001US (Summer 2026)
- **Class Meeting Time:** Online
- Location:** Online
- Required items:** No required text is required for this class
- Faculty:** Marva Archibald
Masters: Business Administration, University of Phoenix
- E-mail:** marchibald@edisonohio.edu
- Faculty Phone:** 937-778-7908
- Faculty Office Hours:** Online as needed
- 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-001US) 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.

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.**

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**.

SUMMARY OF STUDENTS ASSIGNMENTS AND TOPICS

Week 1 - June 8

Class Agenda:

Pre-Discussion

Getting Started: Introduce yourself

Review Part 1 & II of the Syllabus

Week 1 Journal Entry due Saturday by 11:59 PM

Week 2 -June 15

Class Agenda:

MLA Format and Assignment

Week 2 Journal Entry due Saturday by 11:59 PM

- Week 3 - June 22** **Class Agenda:**
Week 3 Journal Entry due Saturday by 11:59 PM
- Career Readiness Assignment:**
- Complete Soft Skills
 - Elevator Speech
- Week 4 - June 29** **Class Agenda:**
Week 4 Journal Entry due Saturday by 11:59 PM
- Career Readiness Assignment:**
- Prepared LinkedIn Account
 - Prepare a 3-Minute Commercial (Youtube/Video, etc.)
- Week 5 – July 6** **Class Agenda**
Week 5 Journal Entry due Saturday by 11:59 pm
AI Assignment
Career Readiness Assignments:
- Prepare Resume and LOA & submit to Student Services for review
 - Interviewing Bootcamp
- Week 6 - July 13** **Class Agenda:**
Week 6 Journal Entry due Saturday by 11:59 PM
DEADLINE - Submit Resume and Letter of Application
- Career Readiness Assignments continued:**
- Dining Etiquette (PPT preparation)
 - Dress for Success (PPT preparation)
 - Create LinkedIn Account
- Week 7 – July 20** **Class Agenda:**
Week 7 Journal Entry due Saturday by 11:59 PM
Discussion Board
- Week 8 - July 27** **Class Agenda:**
Final Journal Entry
Employer Evaluation due
Research Paper due
All are due by Friday, July 31, by 5:00 PM

The instructor reserves the right to adjust the course syllabus and schedule as needed to accommodate guest speakers, community partners, and specific instructional needs.

Evaluation Breakdown

Grading Category	Points	Cumulative Points	Letter Grade
Internship Approval Packet	60		
Career Readiness assignments			
Weekly Journal Reports	160	90% – 100%	A
Midterm Evaluation	100	80% – 89%	B
Final Evaluation	100	70% – 79%	C
Student Evaluation	50	69% and below	F
Student Time Log	50		
Internship Site Report	100		
Employer Thank You Letter	50		
Total	+/- 700		

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.

- **Midterm Evaluation**

Around the **112-hour mark**, request your supervisor to complete the midterm evaluation. Review the form with them and submit it, signed, through Blackboard.

- **Final Evaluation**

Near completion of **224 hours**, ask your supervisor to complete a final evaluation and upload it to Blackboard after discussing it with them.

- **Student Evaluation**

Submit your own evaluation of the internship experience in the final week via Blackboard.

- **Student Time Log**

Track weekly hours using the Time Log Report template in Blackboard. Submit this document in your final week or by the end of the term — whichever comes first.

- **Internship Site Report**

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

- **Employer Thank You Letter**

Submit a professional thank-you letter to express appreciation for your internship opportunity. Upload the completed document to Blackboard.

Student Expectations

- Complete weekly journals and career readiness.
- 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 course schedule.
- Follow Edison State’s Academic Honesty Policy.

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 defines 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.**

AI POLICY

AI tools may be used to support learning activities such as brainstorming, revising reflections, or formatting. However, they must not replace your own work.

All graded assignments must reflect your personal understanding.

Submitting AI-generated work without meaningful individual input violates academic integrity and will result in a zero. Use AI as a guide, not a substitute. Academic integrity is essential

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.

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.

COMMUNICATION POLICY

E-mails sent to me by 4:00 p.m. Monday-Friday with course name and section number (BUS291R-001US) in the subject line from your Edison e-mail will be answered within 48 hours unless the school is closed (breaks/holidays). **Assignments submitted through course messages or e-mail will not be accepted for a grade without prior written authorization from the instructor. If you are given permission to submit via e-mail, it must be submitted through your Edison e-mail.**

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

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, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms " 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 at <https://www.edisonohio.edu/services-support/student-resources>.

TUTORING SERVICES

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

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

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.