

Common Course Outline
EBUS 273
E-Business Internship And Seminar
3 Semester Hours

The Community College of Baltimore County

Description

This course is required for all students in the E-Business Program. It is designed to give students practical experience in an e-business environment. Students will learn new skills and apply skills learned in the program as they perform assigned functions and responsibilities in an e-business.

Students will work at least 120 hours on-site with an employer. In addition, they will spend 5 hours participating in monthly seminars with a faculty coordinator and other students taking this course.

Co-requisite: EBUS 250

Overall Course Objectives

Upon successfully completing the course students will be able to:

1. Successfully interview for an internship placement;
2. Develop personal learning objectives for the work experience;
3. Assist an e-business professional with typical tasks required to maintain an e-business;
4. Develop strategies for dealing with the interpersonal conflicts that sometimes arise other business personnel;
5. Maintain a log of tasks that documents at least 120 hours of on-site experience;
6. Increase speed and efficiency in performing assignments, as noted in the log;
7. Complete a self-evaluation of performance identifying strengths and weaknesses;
8. Create strategies for improving weak area of performance;
9. Prioritize assignments to accomplish them in a timely fashion;
10. Identify and resolve ethical problems that arise in the work environment involving confidentiality, legal issues etc.;
11. Complete a final evaluation of the internship experience to include the positive and negative aspects of the experience; and
12. Complete a portfolio to use for job placement.

Major Topics

- I. Communication styles and interviewing techniques
- II. Time management and office politics
- III. Integration of Business and Technology Personnel at site placements- group experiences
- IV. Individual conference, assessment of e-business portfolio

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

- Internship employer evaluation = 60%
- Assignments and portfolio = 40%

Other Course Information

- The seminar for this course will be held online.