

**ABUS 429 INTERNSHIP**  
**Prerequisite:** ABUS 350, 371, 363,  
Junior Standing, 2.5 GPA

**Course Description:** This course provides students in all disciplines with the opportunity to reinforce classroom learning by working in their discipline in a supervised business environment. This course may be repeated with the approval of the Internship Coordinator and the student's Academic Advisor. (3 credit hours)

**Instructor :** William L. Shelburn  
Associate Professor  
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Office hours:      MW 2:15 to 3:30 pm  
                             TTH 1:30 to 3:00 pm  
                             T 4:20 to 4:50 pm  
                             and by appointment

**Prerequisites:** Junior standing, 2.5 GPA, ABUS 350, ABUS 363, ABUS 371, and an approved contract with the Internship Coordinator.

**Objectives:** The objective of the internship is to provide students time to explore their career choice and observe businesspersons as they perform their normal duties. This may lead to a reinforcement of the student's career choice or it may cause him or her to look more closely at their choice or perhaps make a change. The internship also provides the opportunity to list actual employment in a desired field on the student's resume. Most students will have the opportunity to actually perform work in their selected area.

**Requirements and Grading:** The final grade will be based on a final evaluation by your employer and an eight to ten page paper which describes the internship experience. The paper will be graded for content as well as for writing style. A daily log of work hours will be kept. This log should be used as a reminder or outline for the paper.

**Paper Due Date:** April 23, 2009

<b>GRADING SCALE</b>	90- 100	A
	88-89	B+
	80- 87	B
	78- 79	C+
	70- 77	C
	68- 69	D+

60 – 67 D  
Below 60 F

**Expectations:** The student is expected to fulfill the requirements of the contract. This means being on time, properly dressed, and acting professionally in every area. The student will be required to submit an outline of the duties he or she will perform in the internship. This outline should be designed with the approval of the businessperson that will supervise the internship and the instructor. It will serve to clarify the student's role in the internship and reduce the chances of the student being asked to perform tasks that were not agreed upon at the start of the internship contract. If a student has a problem with the assignments or duties they should see the instructor immediately. The student should not wait until the end of the semester to tell the professor that the internship is not working out. There will not be enough time to correct the problem if the student does not bring it to the attention of the professor immediately.

**Disabled Student Services :** If you have a learning or physical disability which might affect your performance in this class, please contact the Office of Disability Services in 126A of the B&E Building, 641- 3609 as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation.

#### **School of Business Mission Statement:**

*The School of Business Administration at USC Aiken focuses on creating a caring learning environment in its accredited undergraduate program. The program prepares students to successfully meet the dynamic global, technological, and ethical challenges of business and society.*