**Field training/ Internship Course Syllabus** for

**Business Administration (E) COURSE# BEAD4324**

**Internship Director:**

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**Course Description:** Supervised training work in a cooperating agency or business.

**Course Prerequisite:** Consent of Internship Director.

**Course Objectives**: This for-credit internship experience in your major provides hands-on learning in ac, business administration . You will be required to integrate knowledge from your courses into the job experience and at the end of the internship you should have a clearer idea as to which career path interests to you. While course numbers differ depending on your major and if the internship is international or domestic, three credits of an elective are possible for all School of Business and Accounting Majors.

* To understand the history and basic concepts of organizational training and development.
* To develop a strong conceptual understanding of the principles which impact how businesses are run today, learn, and be able to apply these principles to work settings.
* To understand the impact and use of technology on the field of training today.
* To be able to use appropriate technology to research and develop an effective needs analysis.
* To understand the trend toward performance management, and how this impacts today's training professional.
* To be able to select and use the appropriate technology for effective training follow-up

**There are four requirements to complete an internship/field training.** These are:

1. the final presentation/interview,
2. A daily log,
3. An analysis of the company or organization you worked for, and recommendations
4. A performance evaluation from your supervisor.

Keep in mind that you need prior approval for the internship from the Director before you start your training. You cannot earn credits after the job is completed.

At the end of your internship turn your log into the Internship Director for grading. 1. Presentation/report: content and professionalism. This report details your internship experience in a professional manner, which is formatted correctly and is free from spelling errors. ¬ You will cover these content areas:

♣ Scope of work preformed

♣ Relationship of work done to courses you have completed. This could include both what you learned in your classes or things you think should have been covered in your classes that were not.

♣ What goals did you meet?

♣ What goals were unmet?

♣ What did you learn about the industry you worked in?

♣ What is the biggest challenge facing the company or organization you worked for?

♣ What did you learn about business in general?

♣ What did you learn about yourself?

♣ Any negative experiences

**Interview rules /Professionalism includes:**

1. Speaking ability (no note reading)

1. Dressing appropriately (business casual)
2. Being on time
3. Acting courteous and being interested in other students’ presentations
4. Being present for all the presentations scheduled within your timeframe