



## COURSE SYLLABUS

### COM 493 – CURRICULAR PRACTICAL TRAINING INTERNSHIP

#### COURSE DESCRIPTION

The student will be employed by a local business/organization to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the respective student's degree. The focus of this course is on the further development of skills learned in a real business/project.

#### GENERAL COURSE INFORMATION

Number of Credits/Units	4
Course Length in Weeks	10
# Hours Practicum	120
Prerequisites	None
Course Developer(s)	J. Ramos, MBA
Date Approved:	March 13, 2012
Syllabus Version	SYCOM493

#### LEARNING OUTCOMES

*Upon successful completion of the course, students will be able to:*

- ☒ Discuss and apply concepts, procedures, and issues pertaining to industry project development and execution.
- ☒ Define/Execute requirements for implementing a successful project.
- ☒ Deliver completed work/project to defined work/project specifications.

#### INSTRUCTIONAL METHODS EMPLOYED IN THIS COURSE

A number of instructional/learning methods are employed in this course, including the following:

- Students will encounter various methods of instruction as determined by the employer and faculty advisor.
- Build on prior learning of students to enhance richness of class activities.

#### INFORMATION RESOURCES FOR THIS COURSE

As provided by employer

## COURSE OUTLINE

<b>WEEK</b>	<b>TOPIC</b>	<b>READING</b>	<b>PROJECT ASSIGNED</b>
1	Topics vary depending upon requirements of employing business/organization.	Materials as required.	
2		Materials as required.	Work Journal – 10pts
3		Materials as required.	Employer Eval- 5 points
4		Materials as required.	Work Journal – 10pts
5		Materials as required.	Employer Eval- 5 points
6		Materials as required.	Work Journal – 10pts
7		Materials as required.	Employer Eval- 5 points
8		Materials as required.	Work Journal – 10pts
9		Materials as required.	Employer Eval- 5 points
10		Materials as required.	Final Paper – Write a cohesive report regarding the work journal activities, provide an introduction for context, and follow up with lessons learned at the host business – 40pts

## GRADING POLICIES AND PROCEDURES

Students in this course will be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

Projects

100%

The Coleman University guidelines for the assignment of grades to total points earned is as follows:

<i>Percent</i>	<i>Letter Grade</i>	<i>Grade Points</i>		<i>Percent</i>	<i>Letter Grade</i>	<i>Grade Points</i>
94-100	A	4.0			INC	0
90-93	A-	3.7			W	0
87-89	B+	3.3			WP	0
84-86	B	3.0			WF	0
80-83	B-	2.7		74 or above	CR	0
77-79	C+	2.3		73 or below	NC	0
74-76	C	2.0		70 or above	PASS	0
70-73	C-	1.7		69 or below	FAIL	0
0-69	Fail	0				