BSBA Program Goals
The College of Business Administration has the following goals for all BSBA students. Upon graduation students will be:

- Effective Communicators
- Critical Thinkers
- Able to Analyze Ethical Problems
- Global in their perspective
- Knowledgeable about the essentials of business

BA 401 contributes to these goals through its student learning outcomes, which are stated below under the heading of “Course Objectives.”

Course Objectives
The basic objective of this course is to support students in the successful completion of a for-credit internship. At the end of this course, students should be able to:

1. Complete an ongoing internship-based project within a finite period of time.
2. Be able to explain how fundamentals of business education – such as management theory, finance, accounting and marketing – relate to the internship experience.
3. Employ effective communication skills – including listening, questioning, researching and analyzing, and audience-centered messages – during the course of the internship experience.
4. Integrate the knowledge gained during the internship experience into career decision making, career planning and (as needed) the job search process.

Course Requirements & Grading
Tasks (All tasks must be typed and submitted on their due dates to receive credit. Late tasks do not receive credit.)

1. BA 401 Internship Sites must be set by Monday, June 2, 2014. Students who do not have a site by this date will be dropped from the class. All internships must be completed by Thursday, August 14, 2014.

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attend Internship Prep Workshop</td>
<td>10%</td>
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<tr>
<td>Internship Prep Workshop</td>
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<tr>
<td>Friday, June 6, 2014</td>
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<td>10:00 – 11:30 am</td>
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<tr>
<td>SDSU Career Services</td>
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<td>Student Services East 1200</td>
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1 When a student selects to receive a NC (no credit) for BA 401, the following will occur: a NC appears on the student’s academic record for BA 401; the host employer will receive a notice of the NC for this class, and the employer may be barred from having for-credit internships through BA 401.
Individual Student/Faculty Meetings 20% Attendance Required & Forms Submitted (see page 3) Schedule with Dr. Tarbox From Wednesday, June 25 – Friday July 25, 2014 Project(s) review required.
Attendance Required

Successful Completion of Internship 55% Attendance Required Hours & Project(s) Completion Letter to Dr. Tarbox Due: Thr., August 14, 2014

Final PowerPoint Report 15% Due: Thr., August 14, 2014

Assignment details will be posted on Blackboard. To receive credit for this course, all tasks need to be completed with a passing (credit) grade.

Additional Items

Academic Honesty
Students in BA 401 are expected to follow the standards of academic honesty and integrity. These standards are contained as a link on the web site that outlines the Standards for Student Conduct (http://www.sa.sdsu.edu/srr/conduct1.html). In general, be sure that any work submitted for assignments represents your work and, where needed, cites work borrowed or closely copied from other sources. If you have questions regarding this item, be sure to contact Dr. Tarbox.

ADA Statement
Students with disabilities who require reasonable accommodations need to contact Student Disability Services: Calpulli Center, Suite 3101 (third floor) hours: Monday - Friday, 8 am - 4:30 pm; (619) 594-6473. For more information about student requirements, use this link: http://go.sdsu.edu/student_affairs/sds/

About Internships
To learn more about internships, and how these opportunities are viewed by employers and career centers, read updates posted by NACE, the National Association of Colleges and Employers: http://www.naceweb.org/

BA 401 Internship Projects
To ensure the quality of the BA 401 internship experience, each student and site supervisor needs to identify a project(s) that will provide opportunities for training. To learn more about this requirement, see documents posted on Blackboard regarding BA 401 Internship Projects.

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2 For-credit internship commitment ends on Thursday, August 14, 2014.
Also, note that during the “Individual Student/Faculty Meetings,” we will be reviewing the nature and progress of your internship project. See Dr. Tarbox with questions regarding this requirement.

**Important Notice:**
In researching, selecting and completing your internship for BA 401, always keep your personal safety as your first priority. Be sure to review any safety procedures with your intern site supervisor, including site evacuation procedures and emergency contacts. Also, do not work in areas that look questionable in terms of remote location, safety and access; do not work late or alone after hours; do not put yourself in situations where you face physical/mental harm. **Be sure to report any concerns directly, and immediately to Dr. Tarbox (jtarbox@mail.sdsu.edu) or via phone at (619) 594-4379.**

Linkedin – Be great at what you do. ™
For Summer 2014, BA 401 will have a pilot group on Linkedin (www.linkedin.com). Participation is voluntary. By participating in Linkedin, students will learn about the professional leader in social media.

**Required Forms to Participate in BA 401**
The California State University requires that students taking part in for-credit internships complete the following documents to ensure compliance with Executive Order 1064.³ These forms will be provided for review and submission during the orientation workshop on Friday, June 6, 2014 (10 am, SDSU Career Services, SSE – 1200). Also, these documents and other documents are posted on blackboard for review prior to the Internship Prep Workshop.

- **Student Tracking Sheet for BA 401, Summer 2014**
  - This document is used to track and report hours (and project work) completed during the course of the internship. A signed copy is due to Dr. Tarbox on Thursday, August 14, 2014.

- **BA 401 Emergency Preparedness Document, Summer 2014**
  - This document provides emergency contact information for students enrolled in BA 401. It also includes contact information for the student, and for the internship site. This document is due on Friday, June 6, 2014.

- **Release of Liability Form, CSU RM 2011-01**
  - This document is a formal CSU document, and will be posted on Blackboard. A signed copy is due on Friday, June 6, 2014.⁴

³ To learn more about Executive Order 1064, view this web site: [http://www.calstate.edu/EO-1064.pdf](http://www.calstate.edu/EO-1064.pdf)

⁴ To see a full copy of this form and related documents, see this link: [http://www.calstate.edu/EO/RM-2011-01.pdf](http://www.calstate.edu/EO/RM-2011-01.pdf)