

BCIS 4800 Cooperative Education (Summer 2024)

Instructor Information

Faculty: Dr. Joti Kaur
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Office Location: BLB 313C
Office Hours: By appointment

Course Description:

Supervised work in a job related to student's career objective.

Objective:

Your internship should be used to gain valuable work experience and increase your knowledge in the field of your major. Your experience will give you the confidence and professional “stories” to discuss in your full-time job interviews. You will not only learn new skills, but also have the opportunity to reflect on your overall experience and how you will apply those new behaviors moving forward in your career.

Course Assignments:

There are two assignments that you need to complete throughout your enrollment in the course.

Weekly Update

Each week you email me a bullet point list of your work activities. You should include about 4-6 key activities. This should also include any new events at your internship organization such as attendance at a company/department meeting, making a presentation or working with customers, vendors, or other stakeholders.

Final Reflection Paper

At the end of the course, you need to write a reflection paper. This consists of the 3-5 most important things you learned from the internship. It will answer the question “what were the most important things you learned?” You should focus not only on technical skills, but interpersonal and communications skills, organizational politics, how to work effectively on a team, how to supervise other’s work, and other skills. You also need to discuss how you will apply those skills in your career going forward.

The paper should be 3-5 pages, font size of 10-12 point, single spaced. The paper should start with a brief paragraph that describes the organization and the role that you filled. Then cover your key points of learning.

You should use proper grammar and spelling. The paper should be structured professionally with headings and paragraphs. I can provide resources for business writing at your request.

The paper is due one week before the end of the term in which you are enrolled.