



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

1833 W. Southern Ave. Mesa, AZ 85202 · 480-461-7000

GBS270AC: Business Internship MGT270AC: Management Internship

Online Format | Fall 2020

INSTRUCTOR CONTACT

Instructor: Shane Siebold MProf
Email: shane.siebold@mesacc.edu
Office Location: Online
Office Hours: By appointment
Phone: 480-461-7492

Program Director: Carie Allen
Email: Carie.Allen@mesacc.edu
Office Location: Online
Office Hours: By appointment
Phone: 480-461-7304

Communication Policy:

You may contact me via email or via the Inbox tool within Canvas. I will ensure to respond to all questions within 24 hours on weekdays and within 48 hours on weekends. Please note that my typical reply time will be sooner. You are welcome to call me; however the response time may be slower. When messaging me please start your subject title with "GBS270AC"

COURSE DETAILS

Location: Online
Dates: 01/11/2020 - 05/08/2020
Days: Online

Instructional Contact Hours

This is a three (3) credit-hour course. Plan to spend at least three hours on course content and six hours on homework weekly. Accelerated courses will require additional time per week.

COURSE DESCRIPTION and/or OVERVIEW

General business work experience in a business or industry. Eighty hours of designated work per credit.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT OFFICIAL COURSE COMPETENCIES

1. Apply classroom instruction in business to work experiences during 80 hours per credit during the semester.
2. Establish and accomplish individualized business-related learning objectives.
3. Communicate effectively with business or industry personnel and with faculty coordinator.
4. Apply human relations skills in the business or industry setting.

TEXTBOOKS, MATERIALS & TECHNOLOGIES

Required Textbooks

None

Recommended Textbooks

None

Required Materials and Technologies

None

Cell Phones & Other Devices In Class

No Policy

Assignments

1. Within the first week of your course, you will need to read and take the syllabus quiz. 10 points total possible
2. By the third week of your internship you need to post to the discussion board in Canvas letting everyone know where you are working and the type of work you are doing. 20 points total possible

3. Your next assignment is **due by October 18, 2020**. As your mid-term assignment you will create a one page Word document or .rtf file and post it in the assignment area of Canvas. 20 points total possible. The one page paper will be on either subject.
 - a. An experience you have learned about customer service while working at The Walt Disney Company.
 - b. A networking opportunity you have had with someone in a mid to executive level within the organization.

This is your opportunity to talk about your experiences so far.

4. Part of your experience as an intern student will be to journal throughout your internship and take lots of pictures! From this journaling information you will be able to create your final project.

Your final project at the end of the term is all about your experience as a Disney intern including where you worked. You can create a document, a presentation, a video, other using other types of media. 50 points total possible

IMPORTANT: Even if you complete your internship at Disney, you will not receive a grade at Mesa Community College until you send me your final report.

Your **final report** is **due no later than December 7, 2020**.

Please include in the report the following:

- Overall description of your internship including location, hours worked, customers, etc.
- Experiences you enjoyed the least
- Your most unexpected experience
- Would you do this again?
- What changes would you make?
- Would you recommend the program to others?
- Do you believe this experience helped prepare you for the business world?
- Would you like to work for Disney? Why or why not?
- Are you staying through the next session?
- Anything else you would like to add!

Be creative! If you would like to include pictures, videos, audio, etc., that would be great! The report is **due no later than December 7, 2020**.

GRADING STANDARDS & PRACTICES

Grading Standards

A	90%-100%
B	< 90% - 80%
C	< 80% - 70%
D	< 70% - 60%
F	< 60%

Additional Grading Expectations

Assignment Grading Details:

1 Discussion	20 pts
1 Assignments	20 pts
1 Quiz	10 pts
Final Project	50 pts
Total	100 pts

Late Work:

All assignments have a specific due date. They must be posted or submitted by 11:59pm on the date specified. Assignments may not be turned in late unless there is a legitimate emergency that must be documented, or if you email me before the due date and ask for an extension. I will consider these requests on a case-by-case basis and generally will approve an extension for a student depending on the circumstance and course progress to-date. Late assignments will automatically lose 10% of the grade.

Assignment Submission & Format:

All assignments must be submitted through Canvas unless otherwise noted. You must type your assignment in a Word or compatible document and then add it as an attachment to the Assignment module. Be sure to keep copies of all your work. You should submit your work in a standard typeface and size. Please use either 12 Times New Roman or 12 Arial and 1-inch margins in all documents. Citations should be done using MLA style.

ATTENDANCE POLICY

[Administrative Regulation 2.3.2](#)

Attendance is based through on-line discussion, assignment, and final project completion.

If you complete the discussion, assignment, and project for the week, then you attended class on-line that week.

Excused Absences

Official absences are referenced in the Maricopa Administrative Regulation 2.3.2. All other absences will be considered unexcused absences.

Withdrawals

[Administrative Regulation 2.3.6](#) and [Appendix S-7](#)

There are two kinds of withdrawal, student initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in my.maricopa.edu > Student Center > My Class Schedule > (Course Prefix/Number) > Calendar button under Deadlines. After the last day for student initiated withdrawal, students may ask instructors to withdraw them. Other relevant dates are listed in the college calendar.

Students seeking to withdraw from this course should first meet with a Financial Aid advisor in the Enrollment Center to discuss the impact on current and future financial aid awards. Students who do not complete 67% of their attempted courses, or fall below a 2.0 gpa, may be ineligible for future financial aid. Additionally, students who choose to withdraw from this course may have to return financial aid funds to the college. Please, meet with a Financial Aid advisor and provide documentation of your meeting before requesting to be withdrawn.

As per MCCCDC regulations (2.3.2) "Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn." See the attendance policy for details.

Additionally, students may be dropped from a course for non-payment of fees. If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the Department Chair and is not guaranteed.

STATEMENT OF STUDENT RESPONSIBILITIES

It is your responsibility to understand the policies listed in this syllabus as these are the guidelines that your instructor will follow for grading, attendance, etc. It is also your responsibility to read and understand the college policies included in the student handbook as they may apply to you in the case of an incomplete grade, withdraw for failure to attend, etc.

[MCC Student Handbook](https://www.mesacc.edu/students) (<https://www.mesacc.edu/students>)

[MCC College Catalog](https://www.mesacc.edu/catalog) (<https://www.mesacc.edu/catalog>)

[MCCCDC Administrative Regulations](https://district.maricopa.edu/regulations/admin-regs/section-2/2-3) (<https://district.maricopa.edu/regulations/admin-regs/section-2/2-3>)

- Student Conduct
- Etiquette
- Academic Misconduct
- Instructional Grievance Process

OTHER COURSE POLICIES

Syllabus Change Notification

Students will be notified by the instructor of any changes in course requirements or policies.

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed on the following webpage: <https://district.maricopa.edu/consumer-information/disability-resources/contacts>. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

Please request your accommodations through the MCC Disabilities Resources and Services Office at 480-461-7447 or email drsfrontdesk@mesacc.edu.

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

In accordance with Title IX of the Education Amendments of 1972, MCCCD prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.

District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. MCCCD will provide on its [Title IX Coordinators web page](#), a link to all the [Title IX Coordinators](#) in the district. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

Early Alert (EARS)

Mesa Community College is committed to the success of all our students. MCC has adopted an Early Alert Referral System (EARS) to aid students in their educational pursuits. Faculty and Staff participate by referring students to campus services for added support. Students may receive a follow up call from various campus services as a result of being referred to EARS. Students are encouraged to participate, but these services are optional.

<http://www.mesacc.edu/students/ears>.

Tuition Charges and Refunds

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

Canvas: Learning Management System

MCC and other Maricopa Colleges use Canvas, an online learning management system. Whether your class is face-to-face, hybrid, or entirely online, course materials should be accessed by students in Canvas.

[How to Access Canvas](#)

<https://learn.maricopa.edu/>

Student Email

You will need a student email account so that your instructor can communicate with you regarding course work and performance in this class. This is available to all MCC students at no charge. Contact your instructor through your Maricopa email or through Canvas. Emails from accounts other than Maricopa (Yahoo, msn, Hotmail) will go into spam and will delete immediately.

[Setting Up Your Maricopa Email](#)

ACADEMIC SUPPORT

Online Tutoring by Brainfuse

All MCC students have access to 10 (ten) hours of free online tutoring by [Brainfuse](#) in multiple sessions throughout the semester by choosing an option below:

- Live Help - Receive instant support for various subjects
- Writing Lab - Have your writing reviewed by a tutor
- Offline Questions - Send a tutor an academic question.
- And More!

Learning Enhancement Center

Many students find that college coursework provides new academic challenges. Students who wish to deepen their understanding of course concepts, extend their skills, and improve their performance in their course(s) are encouraged to use the free tutoring and other support services in the Learning Enhancement Center. Tutoring is available at 10 campus locations (including two at Red Mountain). Visit or call the LEC office to learn how they can help you. It is located on the 1st floor of the Elsner Library.

Phone: 480.461.7678 Red Mountain: 480.654.7735

Web: www.mesacc.edu/tutoring

Writing Center

The Writing Center provides one-on-one appointments to help students during any phase of the writing process: brainstorming, prewriting, researching, drafting, and revising. The Writing Center is located on the 1st floor of the Elsner Library. Phone: 480.461.7513.

Web: <https://www.mesacc.edu/departments/english/writing-center>

*Note: use the tutoring information that is relevant to your course/campus.

OTHER SUPPORT

Other support can be found at [Student Support Services](https://www.mesacc.edu/student-support) (<https://www.mesacc.edu/student-support>)

Counseling Services

The Counseling Department at Mesa Community College provides a variety of counseling services to assist students in addressing their personal, academic, career development, prevention, and intervention challenges. Confidential services are offered free of charge to students. Counseling faculty support and empower students in the process of setting and attaining their academic, career, and personal goals. To schedule an appointment to meet with a counselor call:

MCC S&D (480) 461-7588

MCC Red Mountain (480) 654-7720

Visit www.mesacc.edu/departments/counseling_for_more_information

RECOMMENDATIONS FOR ACADEMIC SUCCESS

Students do not fail at the end of the semester. If a student is failing in the last week, it is because of what he or she has done throughout the semester. Keep up with the work. Keep track of your points and percentage in the class. Keep track of assignment due dates on the course calendar. Remember, you cannot complete all the assignments in the last few days of the semester.

INSTITUTIONAL LEARNING OUTCOMES: MCC'S 4 Cs

Our goal at MCC is to excel in teaching and learning. We are here to empower individuals to succeed in their local and global community. As part of this commitment, Institutional Student Learning Outcomes (iSLOs) have been created with the goal of embedding educational experiences in all MCC courses. ISLOs are skills and knowledge students attain through courses and experiences. Students who complete a degree, program or certificate will know they leave MCC with these skills or knowledge. MCC's iSLOs are known as MCC's 4Cs. They are Critical Thinking, Communication, Civic Engagement, and Cultural and Global Engagement.

Visit [Student Learning Outcomes](#) for more information.

LEARN AND EARN: DO YOU HAVE A 3.25 GPA? READ ON!

Learn and Earn! Do you have a 3.25 GPA? Read on! The Honors Achievement Award is open to students who have completed 12 college-level credits within the Maricopa Colleges and have a minimum cumulative GPA of 3.25. If this is you, apply to the Honors Program at Mesa Community College, enroll in at least 6-graded credits, including one 3-credit honors course for the semester. To be awarded funds, you must complete the honors course with at least a "C" grade and participate in one co-curricular activity during the semester. Any students who qualify for this award should contact the Honors Office at either Southern and Dobson or Red Mountain or ask me about it! More information can be found at:

<https://www.mesacc.edu/honors/honors-achievement-award-scholarship>

COLLEGE-WIDE ONLINE STUDENTS COURSE SURVEY

Near the end of this course, you may receive an invitation to complete a course survey via Canvas and your MCC email. Your constructive feedback plays an important role in shaping quality education at MCC. All responses are completely confidential, and your name is not stored with your answers in any way. In addition, instructors will not see results from the survey until after final grades are submitted. Your participation is greatly appreciated. The course survey is only given in some MCC courses, so you may not receive a survey in all courses.