

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
Summer 2016

Course: AP 206 Administrative Professional Internship
Credit: Quarter Hours

Method of Delivery: eLearning

Course Description: This course provides the student the opportunity to apply their administrative office skills and knowledge in an organizational setting. It includes actual field experience with an approved office facility.

Prerequisite: Must maintain at least a 2.50 cumulative grade point average or have the consent of the Internship Coordinator to enter the program. Student must have successfully completed at least 75% of the major and general education courses required in the program and completed the office skills course (AP 112).

Text(s) & Manual(s): No textbook needed. An Internship Packet and syllabus are required.

Author(s): NA

Publisher: NA

Materials needed for this course: No extra class materials are needed.

Topics:

1. Administrative professional skills
2. Functioning in an organizational setting
3. Punctuality/reliability
5. Prioritization
6. Task completion
8. Appropriate professional behavior

Learning Objectives: Upon completion of this course, the student will be able to:

1. apply administrative support skills such as computer software skills, filing, receptionist duties, telephone skills, and other general office techniques in an organizational setting.
2. support and enhance office functions within an organizational setting by applying the concepts learned in the academic program such as time management, reasoning, interpersonal skills, and other professional strategies.
3. show a willingness and competence when completing assigned tasks.
4. demonstrate professional behavior with appropriate communication and dress code.
5. exhibit professionalism expressing high standards of ethical conduct.
6. perform a variety of tasks and demonstrate the ability to properly prioritize.
7. interpret and agree/modify recommendations made by the supervisor.

Midstate Grading scale:

90 - 100	A	D	60 - 69
80 - 89	B	F	0 - 59
70 - 79	C		

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Student Success: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 218 (in person); (309) 692-4092, extension 2180 (phone); studentsuccess@midstate.edu (email).

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Instructor information: Donna Greer
Room/phone: Room 122, 309-692-4092 x1220
Midstate email: dgreer@midstate.edu
Office Hours: When needed

Policies and Procedures: The internship should exceed five weeks. A student should participate in the internship experience no less than two days a week. The supervisor will give the extern the opportunity to direct practice in a wide variety of office support tasks performed in the organization. The supervisor will also spend time at the end of each internship day to discuss the strengths and weaknesses of his/her activities. The internship coordinator reserves the right to make unscheduled visits, with prior approval from the supervisor, to determine the success of the internship experience. A student must meet the professional standards and expectations acceptable to the internship facility or be subject to reprimand or removal from the internship. During the final week of the internship, the internship coordinator must receive the following documents in order to process the appropriate course grade:

1. Internship Performance Evaluation
2. Internship Summary
3. Internship Time Sheet or other approved method of documentation

Participation Requirements: The student is expected to punctually attend their Internship weekly and exhibit professional behavior. The student is required to have the Internship Agreement completed and returned to the Internship Coordinator before the end of week one of the quarter.

Examination Information: There are no examinations in this course.

Methods of evaluating student performance: The objectives will be measured as the student is completing the internship experience. The Internship Performance Evaluation, Internship Summary, Professional Performance Categories, Midterm Progress Report, Final Progress Report, and internship attendance will be used to calculate a final course grade.

A minimum of 120 hours is needed to be eligible to complete the internship experience. The duties and time will be documented by the supervisor. A student must achieve high ratings and comments on the Internship Performance Evaluation and the Internship Summary which are completed at the end of the internship experience by the supervisor.

Instructor's Grading Scale: Grades for the class will be determined using a point basis.

Area	Points Available
Weekly Attendance	60
Professional Performance Categories	80
Internship Summary	10
Weekly Progress Report	120
Total	270

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Weekly Schedule

Qtr Week	Activity
Week 1	Complete Internship Agreement and submit to Internship Coordinator.
Week 2	Fulfill the requirements of internship and submit weekly progress report.
Week 3	Fulfill the requirements of internship and submit weekly progress report.
Week 4	Fulfill the requirements of internship and submit weekly progress report.
Week 5	Fulfill the requirements of internship and submit weekly progress report.
Week 6	Fulfill the requirements of internship and submit weekly progress report.
Week 7	Fulfill the requirements of internship and submit weekly progress report.
Week 8	Fulfill the requirements of internship and submit weekly progress report.
Week 9	Fulfill the requirements of internship and submit weekly progress report.
Week 10	Fulfill the requirements of internship and submit weekly progress report.
Week 11	Fulfill the requirements of internship and submit weekly progress report.
Week 12	Submit completed Internship Summary(supervisor), Internship Performance Evaluation (supervisor), Internship Time Sheet (or other approved method of documentation) (student), and Final Progress Report (student)