

Instructor Information	
Instructor	Adriane Champagne
Email	champagneam@lamarpa.edu
Phone	(409) 984-6416
Office	Student Success Center - Room: 130
Office Hours	To be determined.
Additional Contact Information	
Course Information	
Description	A work-based learning experience that enables the student to apply specialized theory, skills, and concepts. A learning plan is developed by the college and the employer.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> None.
Additional Materials/Resources	Notebook, pen, and other supplies requested by the internship site within reason.
Corequisites/Prerequisites	All first year courses of the Business Office Management degree plan. • POFI-1349 Spreadsheets • POFT-1321 Business Math
Learning Outcomes	As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
Program Student Learning Outcomes	1. Demonstrates professionalism in the administrative workplace environment. 2. Uses appropriate business administration skills. 3. Uses appropriate office software applications. 4. Creates effective business documents by applying ethical communication practices. 5. Evaluates business documents.
Lecture Topics Outline	Work 10-13 hours a week at internship location, and complete 160 hours by May 12. Students will keep a weekly journal on their intern experience and will prepare weekly reports due each Tuesday for the previous week to be turned in to faculty member on Blackboard.
Major Assignments Schedule	Week 1 through Week 15: Work 10-13 hours a week at internship location, and complete 160 hours by May 12. Students will keep a weekly journal on their intern experience and will prepare weekly reports due each Tuesday for the previous week to be turned in to faculty member on Blackboard. Week 1 Report: Attend mandatory orientation with instructor. Turn in documents handed out in meeting. Week 2 and 3 Report: Turn in Work Schedule, Cover Letter and Resume Due - Attend Internship orientation meeting Week 4 Report: Interview assignment Week 5 Report: Time Management assignment Week 6 Report: Complete assignments given at internship location. Week 7 Report: Company History Week 8 Report: Complete assignments given at internship location. Week 9 Report: Complete assignments given at internship location. Mid Semester Report Due Week 10 Report: Letter of Recommendation Week 11 Report: Complete assignments given at internship location. Week 12 Report: Professional Goals/ Project Interview Week 13 Report: Complete assignments given at internship location. Week 14 Report: Complete assignments given at internship location. Week 15 Report: Exit Interview- Final Report Due Schedule subject to change.
Final Exam Date	May 13, 2025 - 9:11 AM Through May 13, 2025 - 11:11 AM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F

Determination of Final Grade	Employer evaluation 70%, Assignments 30%
Course Policies	
Instructor Policies	Students are responsible for adhering to all LSCPA policies, rules, and regulations including completing internship paperwork and meeting all deadlines given by the Faculty Coordinator. ~ Students are responsible for adhering to all Facility policies, rules, and regulations including the time to arrive at internship and the number of hours to be worked each week. ~ I will not discuss your grades over the phone or by e-mail. If you want to discuss your grades, you must come to my office in person or schedule a virtual meeting on TEAMS. ~ Homework assignments will be given each week. Not all homework may be graded. ~ LATE WORK is not encouraged. Only accepted with instructor approval at instructor discretion. Due dates are given and enough time is given to complete all work. ~ Academic Policies: Academic dishonesty will result in a zero on any academic work or exam in question; a second incidence of academic dishonesty on any academic work or exam in question will be handled based on campus policies and procedures with the department chair. This could result in the student being given an "F" for the course. ~ **No emailed work is accepted.** ~ E-Mail/Voice Mail Etiquette: Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name. Voice mail messages should be clearly spoken identifying students name, course, and any return phone number. ~ Students must adhere to the dress code and other policies of their internship location (i.e., scrubs, no denim, etc.). Students must notify internship supervisor and instructor regarding absences. It is the student's responsibility to make up any missing hours. All internship hours must be completed by noon on the final exam day.
Attendance Policy	Students must work a minimum of 10-13 hours per week for a period of 15 weeks (or the length of the semester). The students must have completed 160 hours by the last day of classes of the semester. Students may not work 20 or more hours per week and end the semester early. Students must work all semester in order to receive a more beneficial learning experience. ~ Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student attendance. In addition, attendance on a regular basis is necessary for proper skill development. ~ To be successful in this course, the student MUST log into BlackBoard at least 2-3 times weekly. Regular, reliable access to BlackBoard via Internet is required for this online course. Attendance is monitored via Blackboard reports of logins and interaction with course through certification of hours sheets submitted.
Additional Information	Institutional Policies
MyLSCPA	Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through MyLSCPA .
Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or

state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

Title IX and Sexual Misconduct

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

Clery Act Crime Reporting

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

Grievance / Complaint / Concern

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

Department Information

Business and Industrial Technology

Chair: [Sheila Guillot](#)

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