Faculty Senate Course Form

Effective Date: **Fall 2025**   Submission Date: 09/3/2024

Department: Kelce Undergraduate Sch of Busine   College of: **Business**

Contact Person: Lynn Murray   Prefix: **ENTR**

Create New, Revise, Inactivate, or Reactivate: **New**   Course #: **670**

Course Form:
- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. This course will provide hands-on experience in entrepreneurship and start-up culture by working with the Small Business Development Center in providing advice and guidance to SBDC clients.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
◯ Yes   ⦿ No

3. Is this course to be considered for General Education?
If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.
◯ Yes   ⦿ No

4. Will this course be required of any education majors?
If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.
◯ Yes   ⦿ No

5. Will additional resources or costs be required?
◯ Yes   ⦿ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

◯ Yes   ◉ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		Internship in Entrepreneurship
Course Number:		**670**
Credits:		**1-3**
Grading System:	**Select One**	**A-F, IN**
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship and Permission of Instructor
Course Description:		An approved, supervised professional work experience in an appropriate field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. The internship must have an entrepreneurial focus. Prerequisite: ENTR 201 Foundations of Entrepreneurship and permission of instructor.

Authorization Sign-Off

Checklist

✓	Required fields completed.
✓	Syllabus attached for new courses
✓	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/8/24   Signature, Chair/Director: *Alexander D. Binder*

-Approved: College Curriculum Committee

Date: 12/16/24   Signature, Committee Chair: *Jennifer Pursley*

-Approved: Dean of College

Date: 12/16/24   Signature, Dean: *Paul W. Gaier*

-Approved: Council for Teacher Education (if applicable)

Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____   Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

ENTR 670 Internship in Entrepreneurship

Instructor:
Office: TBD
Hours:
Phone:
E-mail:

Catalog Course Description

ENTR 670 Internship in Entrepreneurship 1-3 hours. An approved, supervised professional work experience in an appropriate field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. The internship must have an entrepreneurial focus. Pre-requisite: ENTR 201 Foundations of Entrepreneurship and permission of instructor.

Course Learning Objectives

Upon completion of the internship, students will have
- Developed and/or improved skills including but not limited to communication (oral and/or written), teamwork, leadership.
- Gain knowledge and experience in understanding the workplace, operating procedures, the sponsoring organization and its product, and other organizational concepts
- Gain career awareness
- Develop personally in areas such as self-confidence, assertiveness, and basic work habits.

Course Overview and Expectations

For three hours of course credit, the student intern must work at least 120 hours for the sponsoring organization. The grade for the course will be based on an internship report to be prepared by the student intern, the sponsoring organization's evaluation of the student intern's performance, and the faculty member's assessment of the work (based largely on sponsor's input). The student intern's report and the sponsoring organization's evaluation are described further in the Student Intern's Responsibility and the Sponsoring Organization's Responsibility sections below.

STUDENT INTERN'S RESPONSIBILITY:

1. The student intern will obtain employment in a position comparable to that of an entry-level, degreed marketing / management / international business graduate.
2. There must be an agreement among the student intern, the sponsoring organization, and the department internship representative/faculty member.
3. The student intern will perform the duties determined by the employer. At the conclusion of the internship, the student intern will prepare a final project describing the experience obtained and the usefulness of the experience. This final project must be submitted to the

department internship representative/faculty member for the student to receive a grade, and credit, for the course.

(IMPORTANT: The student must enroll in ENTR 670 during the semester that the internship will be performed.)

SPONSORING ORGANIZATION'S RESPONSIBILITY:
1. The sponsoring organization will be expected to provide quality work experience comparable to at least that of an entry-level position.
2. The sponsoring organization will be expected to prepare an intern performance report at the conclusion of the internship. This report, which will be submitted to the department internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.
3. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

Grading/Credit:
The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
    - Your name, hometown, class (junior, senior, etc), and your degree
    - The company you will intern for
    - The work you will be doing
    - What you hope to gain from the internship

- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total

    Post one original post and two replies to peer Kelce Interns. The original post should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.

    The replies are meant to encourage interaction and connection with your peer Kelce Interns.

- Midterm Check in Assignment – 50 points

    Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.

- Internship Final Project – 150 points

- Employer Evaluation – 50 points

    At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

Grading Scale

A: At least 90% of points available are earned

B: At least 80% of points available are but less than 90% are earned

C At least 70% of points available but less than 80% are earned

D: At least 60% of points available but less than 70% are earned

F: Less than 60% of points available are earned

NOTE: If the internship requires a "CPT" or "OPT" authorization (work authorizations for international students), the student must follow the appropriate process and obtain authorizations as presented in the international office.

Communication
The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

Canvas
Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: geeks@pittstate.edu or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material.

Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

Writing and the Writing Center
If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is www.pittstate.edu/office/writing_center. I suggest making an appointment early.

Academic Integrity
All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:
Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities
Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Note
The instructor reserves the right to amend and to reorganize this syllabus at any time.

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link: https://www.pittstate.edu/registrar/syllabus-supplement.html

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