Internship program

*2019-2020 - UG - Minor Program Adjustment

(A) Proposal summary

Home faculty*

> Faculty of Business and Information Technology

Summary of proposed changes*

We are making a few changes to the capstone/internship program to improve the student experience and better resource allocation to the program.

The current CGPA requirement for the internship program created confusion among students and staff members, moreover, it built a perception that capstone program is for weak students (since there is no minimum CGPA requirement for capstone). The proposed changes provide consistency and equal opportunity for students to align both capstone and internship programs with 2. 3 CGPA requirement.

An error was found in the existing course description-The internship program placement should equate to a minimum of 560 hours of progressive business and management experience. Not the 280 hours as currently stated.

Is a new course associated with this proposal?*
- ○ Yes
- ⦿ No

Are you modifying a pathways program?*
- ○ Yes
- ⦿ No

Effective semester*

> Spring/Summer 2019

Are you attaching any supporting documents?*
- ○ Yes ⦿ No

(B) Program information

Program or shared core name*

Internship program

Program type

Degree type	

Program or shared core description	This program offers students who have successfully completed two years of study, ~~including having~~ achieved a ~~cumulative 3~~ **minimum 2**. ~~0~~ **3** GPA ~~(B~~ **(C+** average on a 4. 3 scale) **and who are in good academic standing**, an opportunity to engage in a contracted learning partnership with businesses locally and globally. Faculty members may provide links to various internship placement opportunities or a student may secure an employer who meets the criteria as prescribed by the Faculty of Business and Information Technology.

The internship program not only gives students an opportunity to apply classroom concepts to the challenges of organizational life~~,~~ but also helps them to gain valuable and relevant work experience to promote networking and life-long career success. Participating employers are given the opportunity to bring the motivated learners, thinkers, and doers of tomorrow into their workplaces, as well as provide valuable mentoring to students.

The internship program placement equates to a minimum of ~~280~~ **560** hours of progressive business and management experience. The intern's wages (stipulated in a contract) are paid by the sponsoring business over a contracted period. Successful work placement completion and both a verbal and written final report will result in the intern receiving a mark and three credits toward the honours Bachelor of Commerce degree requirements. Students who have successfully completed the Internship program are not required to take the Capstone Study Project.

Admission to the internship program is competitive. While students are participating in an internship program, they may enrol in one course (3 credits) per semester. This course must not interfere with the internship schedule outlined by the employer. |

Calendar copy*	

Program learning outcomes	

(C) Pathways programs

Proposed transfer credit block	

(D) Detailed proposal information

Enhanced academic opportunities＊	These changes are aimed to resolve current issues we are experiencing with capstone/internship programs. It will clarify the requirements for these programs and provide consistency in our offerings which will enhance our clients, students and staff experience with these programs.

Financial/ resource implications＊	N/A

Enrolment implications＊	N/A

Transition plan＊	This requirement could be implemented immediately. Since this change wouldn't happen until Summer 2019, the current students in capstone and internship programs would not be affected.

Additional supporting information, if applicable	

(E) Impact and consultation

Does this change include any indigenous content?＊	◯ Yes ⦿ No

We have consulted with all impacted areas＊	⦿ Yes ◯ N/A

Consultation＊	These changes are the result of consultation with the dean, the capstone instructor, coordinator, faculty members, academic advisors and students who were enrolled in these programs before.

BUSI - 4996U - Internship

*2019-2020 - UG - Course Change v2

(A) Proposal summary

Home faculty*	Faculty of Business and Information Technology

Course changes*

- ☐ Contact hours
- ☐ Co-requisite(s)
- ☑ Course description
- ☐ Course instructional method
- ☐ Course number or course subject code
- ☐ Course title
- ☐ Credit restriction(s) and/or equivalencies
- ☐ Credit weighting
- ☐ Cross-listing(s)
- ☐ Grade mode
- ☐ Learning outcomes
- ☑ Prerequisite(s)
- ☐ Remove course from academic calendar
- ☐ Teaching and assessment methods
- ☐ Other

Other changes

Is this course change associated with a program proposal?* ● Yes ○ No

Reason for change and ways in which it maintains/enhance course/program objectives*

Program improvement to provide the internship opportunity for more students. Upon review of the existing 3.0 CGPA minimum, many students that were interested in internship were not eligible based on this CGPA minimum. The decision to lower the minimum to 2.3 CGPA is this proposal.

An error was found in the existing course description – the minimum number of employment is 560 hours (16 weeks @ 35 hours) for domestic internships.

Financial implications*	N/A

Effective semester*	Spring/Summer 2019

Are you attaching any supporting documents?*	○ Yes ● No

Additional supporting information, if applicable	

(B) Course information

Course subject code*	BUSI	**Course number***	4996U

Course title (long form)*	Internship

Course title (short form)	

Subject area	Business

Course description

~~.~~ This program offers students who have successfully completed two years of study, ~~including having~~ achieved a ~~cumulative~~ minimum **2.** 3.~~0~~ GPA ~~(B average on a 4. 3 scale)~~ **(C+ average on a 4. 3 scale)** and **who are** **in good academic standing**, an opportunity to engage in a contracted learning partnership with businesses locally and globally. Faculty members may provide links to various internship placement opportunities or a student may secure an employer who meets the criteria as prescribed by the Faculty of Business and Information Technology.

The internship program not only gives students an opportunity to apply classroom concepts to the challenges of organizational life but also helps them to gain valuable and relevant work experience to promote networking and life-long career success. Participating employers are given the opportunity to bring the motivated learners, thinkers, and doers of tomorrow into their workplaces, as well as provide valuable mentoring to students.

The internship program placement equates to a minimum of ~~280~~ **560** hours of progressive business and management experience. The intern's wages (stipulated in a contract) are paid by the sponsoring business over a contracted period. Successful work placement completion and both a verbal and written final report will result in the intern receiving a mark and three credits toward the honours Bachelor of Commerce degree requirements. Students who have

successfully completed the Internship program are not required to take the Capstone Study Project.

Admission to the internship program is competitive. While students are participating in an internship program, they may enrol in one course (3 credits) per semester. This course must not interfere with the internship schedule outlined by the employer.

Credit hours	

Lecture hours		**Lab hours**	

Tutorial hours		**Other hours**	

Cross-listing(s)	

Prerequisite(s)	Student must have successfully completed two years of study, including having achieved a ~~3~~ 2. ~~0~~ 3 cGPA and be in clear academic standing.

Prerequisite(s) (for Banner)	

Corequisite(s)	

Prerequisite(s) with concurrency	

Credit restriction(s)	

Is the credit restriction an equivalent course?	

Recommended	

Course restrictions	

Course type	☑ Core ☐ Elective

Is the course undergraduate or professional?	☑ Undergraduate ☐ Professional

Grade mode	⦿ N (normal alpha grades) ◯ P (pass/fail grade)

CLS (in-class delivery)	◯ Yes ⦿ No	**HYB (in-class and online delivery)**	◯ Yes ⦿ No

IND (individual studies)	◯ Yes ⦿ No	**OFF (off-site)**	⦿ Yes ◯ No

WB1 (virtual meet time - synchronous) ○ Yes ⦿ No

WEB (fully online - asynchronous) ○ Yes ⦿ No

N/A (not applicable) ○ Yes ⦿ No

Teaching and assessment methods

Course learning outcomes

(C) Impact and consultation

Does this course contain any indigenous content?* ○ Yes ⦿ No

We have consulted with all impacted areas* ○ Yes ⦿ N/A

Consultation* N/A

(D) Routing

Faculty or program-level group* Faculty of Business and Information Technology

BUSI - 4997U - Internship Continuance

*2019-2020 - UG - Course Change v2

(A) Proposal summary

Home faculty*

Faculty of Business and Information Technology

Course changes*

☐ Contact hours

☐ Co-requisite(s)

☑ Course description

☐ Course instructional method

☐ Course number or course subject code

☐ Course title

☐ Credit restriction(s) and/or equivalencies

☐ Credit weighting

☐ Cross-listing(s)

☐ Grade mode

☐ Learning outcomes

☑ Prerequisite(s)

☐ Remove course from academic calendar

☐ Teaching and assessment methods

☐ Other

Other changes

Is this course change associated with a program proposal?* ◉ Yes ○ No

Reason for change and ways in which it maintains/enhance course/program objectives* **Program improvement to provide the internship opportunity for all students**

Financial implications* N/A

Effective semester* Spring/Summer 2019

Are you attaching any supporting documents? * ⚪ Yes ⦿ No

Additional supporting information, if applicable

(B) Course information

Course subject code * | BUSI

Course number * 4997U

Course title (long form) * Internship Continuance

Course title (short form)

Subject area | Business

Course description

This program offers students who have successfully completed two years of study, ~~including having achieved a cumulative 3. 0 GPA (B average on a 4. 3 scale)~~ **achieved a minimum 2. 3 GPA (C+ average on a 4. 3 scale)** and **who are** in good academic standing, an opportunity to engage in a contracted learning partnership with businesses locally and globally. Faculty members may provide links to various internship placement opportunities or a student may secure an employer who meets the criteria as prescribed by the Faculty of Business and Information Technology.

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Credit hours	

Lecture hours		**Lab hours**	

Tutorial hours		**Other hours**	

Cross-listing(s)	

Prerequisite(s)	Student must have successfully completed two years of study, including having achieved a ~~cumulative 3~~ 2. ~~0 GPA~~ 3 cGPA and be in clear academic standing.

Prerequisite(s) (for Banner)	

Corequisite(s)	

Prerequisite(s) with concurrency	

Credit restriction(s)	

Is the credit restriction an equivalent course?	

Recommended	

Course restrictions	

Course type	☑ Core ☐ Elective

Is the course undergraduate or professional?	☑ Undergraduate ☐ Professional

Grade mode	⦿ N (normal alpha grades) ◯ P (pass/fail grade)

CLS (in-class delivery)	◯ Yes ⦿ No	**HYB (in-class and online delivery)**	◯ Yes ⦿ No

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WB1 (virtual meet time - synchronous)	◯ Yes ⦿ No	**WEB (fully online - asynchronous)**	◯ Yes ⦿ No

N/A (not applicable)	◯ Yes ⦿ No

Teaching and assessment methods

Course learning outcomes

(C) Impact and consultation

Does this course contain any indigenous content?* ○ Yes ⦿ No

We have consulted with all impacted areas* ○ Yes ⦿ N/A

Consultation* N/A

(D) Routing

Faculty or program-level group* Faculty of Business and Information Technology