



**Kuwait University**  
**College of Business Administration**  
**Office of Student Training and Alumni**



**Course Syllabus**  
**480/481 Internship Course**  
**Dr. Zainab M. AlQenaei**  
**Spring 2023**

**Internship Time and Location:**

**Course 480/481** : Sun Tues Thurs 08:00 AM – 12:00 PM      Organization's Address

**Contact Information:**

**Location** : Office of Student Training and Alumni (OSTA) – Ground Floor  
**Email** : [osta@ku.edu.kw](mailto:osta@ku.edu.kw)  
**Office Phone** : (965) 2498 8399  
**Office Hours** : Sun Mon Tues Weds Thurs 09:00 AM – 12:00 PM or by email appointment  
**Social Media** : @osta\_cba

**Course Description:**

This course empathizes the importance of students' practical experience. The course helps students join a training job that includes performing tasks and functions that are compatible with the fields of business administrative sciences in general and its specializations in particular in the real work environment. Students will have the chance to apply their knowledge gained from classes into the real world and understand how firms operate. The internship experience contributes to supporting communication, problem-solving, and teamwork skills when dealing with problems of practical application in the fields of business administrative sciences.

**Course Learning Objectives (CLOs):**

The learning outcomes for this course, listed below, relate to the learning goals of the College of Business Administration Undergraduate Program. Upon successful completion of the course, students will be able to:

- CLO1.** Understand the practical application of business administration majors.
- CLO2.** Provide external institutions with information about the quality of human resources and educational outcomes that the college will provide to the labor market.
- CLO3.** Strengthen students' abilities to take responsibility and adhere to deadlines.
- CLO4.** Equip students with work skills required upon graduation.
- CLO5.** Create a spirit of ethical commitment, work etiquette, and maintain the confidentiality of information among students.



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**CLO Mapping to CBA Skill Based Competency Goals<sup>1</sup>**

| CLO | Competency Goal |               |                        |                 |                            |
|-----|-----------------|---------------|------------------------|-----------------|----------------------------|
|     | Analytical      | Communication | Information Technology | Business Ethics | General Business Knowledge |
| 1   |                 |               |                        |                 | I                          |
| 2   |                 |               |                        |                 |                            |
| 3   |                 |               |                        | A               |                            |
| 4   |                 | A             |                        |                 |                            |
| 5   |                 |               |                        | R               |                            |

**Type of Emphases:**

- **(I)ntroduce:** Students will be introduced to the skill and their grasp of it assessed in the course.
- **(A)pply:** The course will not cover the skill. Students should have a high-level grasp of the skill and are required to apply it in the course.
- **(R)einforce:** Students should have an introductory-level grasp of the skill and the course will improve their mastery to a higher level.

**Required Material:**

**Textbook** : Eric Woodard (2015) The Ultimate Guide to Internships 100 Steps to Get a Great Internship and Thrive in It, ISBN 1621534383, Allworth Press

**Additional Material** : Other material is available on Moodle

**E-Learning System** : MS Teams and Moodle Learning Management System

**Course Website** : <https://moodle.ku.edu.kw/login/index.php>

**Course Requirements and Policies:**

**Prerequisites:** Complete at least 90 credit hours. Apply to the internship program by the deadline and sign “Commitment to Business Ethics and Principles” sheet.

**Daily Diaries:** You must submit daily diaries throughout the internship program.

**Weekly Reports:** You must submit weekly reports throughout the internship program.

**Grades:** After a grade is posted, you will have two days to discuss your submission or absence with OSTA. After that, the grade is final.

**Emails:** Emails sent must include a subject, be addressed properly, and signed with full name, course and section number. Otherwise, the email will be discarded.

CBA Competency Goals can be found at the end of this document <sup>1</sup>



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**Job Preparation:** It is very important that students are prepared for each training day.

**Nepotism:** By registering for this class, you agree to abide by all its regulations including the zero tolerance of nepotism. By agreeing to this rule, you understand that your grade will be decreased a full letter grade (that is: goes from an “A” to a “B” for example) if anyone (family, friends, etc.) attempts to influence your grade (with or without your knowledge).

**Attendance and Participation:** Every student in this course must abide by the Kuwait University Policy on Attendance (published in the Student Guide, Chapter 3, Section 13). A copy of the student guide can be accessed online on:

[http://kuweb.ku.edu.kw/cs/groups/ku/documents/ku\\_content/kuw055940.pdf](http://kuweb.ku.edu.kw/cs/groups/ku/documents/ku_content/kuw055940.pdf)

Participation will be assessed in each training day. Your participation and attendance will both contribute to your overall grade. Be on time for the training.

**Cheating and Plagiarism:** Every student in this course must abide by the Kuwait University Policy on Cheating and Plagiarism (published in the Student Guide, Chapter 3, Section 2). A copy of the student guide can be accessed online on:

[http://kuweb.ku.edu.kw/cs/groups/ku/documents/ku\\_content/kuw055940.pdf](http://kuweb.ku.edu.kw/cs/groups/ku/documents/ku_content/kuw055940.pdf)

Please carefully note all sources and assistance when you turn in your work. Under no circumstances should you take credit for work that is not yours. You should neither receive nor give any unauthorized assistance on any deliverable. Tools may be used include E-plagiarism system (Turnitin: [www.turnitin.com](http://www.turnitin.com)) and Cloud system (OneDrive of Microsoft). If you have any questions about what constitutes “unauthorized assistance” please email me before the deliverable is submitted.

**Mobiles:** Students should turn their mobile silent at the beginning of each training day.

**Special Needs:** If you are a special needs student (have any disability), please inform OSTA.

**Writing Style:** Students must refer to APA writing style for their assignments and report writing. Refer to the English Language Unit for help.

**Make-up:** No make up for any submissions. If you have Covid (during a training day), then submit documentation of PCR/ Civil ID to OSTA to decide on your case. For the Final presentation, if your documentation is approved, an “I” (Incomplete) will appear in the KU portal and you will be invited to complete the presentation the first week of the following academic term. You must inform OSTA and share the results of a PCR test before any training day.



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**Grading:**

The scores in this course will be the weighted average of the following items:

| Weight      | Description   |
|-------------|---|
| 5%          | Workshops and Seminars                                    |
| 10%         | Daily Diary   |
| 15%         | Weekly Report   |
| 25%         | Training Organization (Attendance 10% and Evaluation 15%) |
| 40%         | Final Report and Presentation                             |
| <b>100%</b> | <b>Total</b>  |

**Grade Distribution:**

| Grade | Range         |
|-------|---------------|
| A     | ≥ 95          |
| A-    | ≥ 90 and < 95 |
| B+    | ≥ 87 and < 90 |
| B     | ≥ 83 and < 87 |
| B-    | ≥ 80 and < 83 |
| C+    | ≥ 77 and < 80 |
| C     | ≥ 73 and < 77 |
| C-    | ≥ 70 and < 73 |
| D+    | ≥ 65 and < 70 |
| D     | ≥ 60 and < 65 |
| F     | < 60          |

**Important Dates:**

| Date/Time                        | Event                           |
|----------------------------------|---------------------------------|
| February 6 <sup>th</sup> , 2023  | Orientation day at CBA          |
| February 12 <sup>th</sup> , 2023 | First day of internship         |
| March 16 <sup>th</sup> , 2023    | Last day to withdraw the course |
| April 27 <sup>th</sup> , 2023    | Last day of internship          |
| April 30 <sup>th</sup> , 2023    | Final report and presentation   |



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**CBA Vision:**

To be the leading provider of quality business education in the region.

**CBA Mission:**

As part of Kuwait University, the leading national institution of higher education, the College of Business Administration is committed to providing quality business education, engaging in research and community services to contribute to the socio-economic development of the country.

**CBA Competency Goals:**

1. **Analytical Competency:** A CBA graduate will be able to use analytical skills to solve business problems and make a well-supported business decision.

**Student Learning Objectives:**

- 1.1. Use appropriate analytical techniques to solve a given business problem.
- 1.2. Critically evaluate multiple solutions to a business problem.
- 1.3. Make well-supported business decisions.

2. **Communication Competency:** A CBA graduate will be able to communicate effectively in a wide variety of business settings.

**Student Learning Objectives:**

- 2.1. Deliver clear, concise, and audience-centered presentations.
- 2.2. Write clear, concise, and audience-centered business documents.

3. **Information Technology Competency:** A CBA graduate will be able to utilize Information Technology for the completion of business tasks.

**Student Learning Objectives:**

- 3.1. Use data-processing tools to analyze or solve business problems.

4. **Ethical Competency:** A CBA graduate will be able to recognize ethical issues present in business environment, analyze the tradeoffs between different ethical perspectives, and make a well-supported ethical decision.

**Student Learning Objectives:**

- 4.1. Identify the ethical dimensions of a business decision.
- 4.2. Recognize and analyze the tradeoffs created by application of competing ethical perspectives.
- 4.3. Formulate and defend a well-supported recommendation for the resolution of an ethical issue.

5. **General Business Knowledge:** A CBA graduate will be able to demonstrate a basic understanding of the main business disciplines' concepts and theories.

**Student Learning Objectives:**

- 5.1. Acquire a fundamental understanding of knowledge from the main business disciplines (e.g. finance, accounting, marketing, and management information systems, among others).