NOTE: This course is not designed for transfer credit.

Catalog Course Description:
This course is a supervised off campus work experience with area businesses/organizations in the accounting field requiring a minimum of 135 work hours. Individual conferences are arranged instead of class attendance.

Entry Level Standards: All major coursework through the third semester must be completed with a minimum 2.5 GPA.

Prerequisites:
Seeking an A.A.S. degree with an Computer Accounting concentration; completion of 15 hours of ACCT courses with a minimum 2.5 GPA and an overall minimum 2.0 GPA; enrolled in the semester in which student will graduate; a completed internship application submitted to the Internship Coordinator of BCT internships prior to the beginning of the enrolled term. Application and instructions are available on the Web: www.pstcc.edu/bct/internships.php.

Textbooks and Other Supplies:
None required. Handouts will be provided.

I. WEEK/ASSIGNMENTS
The internship work schedule shall be determined between the work supervisor and the intern to assure a minimum of 135 working hours during the enrolled semester. Student work or employment at PSCC cannot be used for internship credit. These hours must be completed with ONE employer. If the job is paid, intern may work as many hours as school schedule permits. Interns earn academic credit for their internship and no pay from the internship placement is required; however, supervising offices may elect to provide stipends, paid parking, mileage reimbursement, or paid employment. The intern shall observe all standards of legal ethics and confidentiality and comply with all office policies.

II. COURSE GOALS: The course will:

A. Develop student awareness of basic accounting and other business concepts in a professional business setting. (I, II, III, IV, V, VII)
B. Enable the student to work effectively in a professional environment. (I, II, III, IV, V, VII)
C. Improve the student’s communication skills while working with accounting professionals as a team member. (IV, V)
III. EXPECTED STUDENT LEARNING OUTCOMES
The Student will be able to:

1. Demonstrate a working knowledge of basic accounting and basic business concepts. (A)
2. Exhibit the ability to work effectively as part of a team in the professional environment. (A, B)
3. Organize work properly for the purpose of attaining efficient and effective skills for entry-level positions. (A, B, D)
4. Demonstrate effective written and oral communication skills with team/co-workers and supervisors to ensure timely and accurate completion of work and to establish and maintain good working relationships. (A, B, C, D)

IV. EVALUATION:

A. Testing Procedures: N/A

B. Laboratory Expectations: N/A

C. Field Work: N/A

D. Other Evaluation Methods:
   1. The grade for this course is pass/no-pass. To pass the intern must meet all requirements as stated in this syllabus, verify completion of 135 hours, arrange a site visit for the Internship Coordinator, submit a completed student evaluation form, pass the employer evaluation, and complete an updated resume and other paperwork for the Placement office. (See #5, 6, 7, and 8 below)

   2. The intern is responsible for enrolling in the course, paying all fees, and scheduling an initial interview with the Internship Coordinator prior to the beginning of the enrolled term, and bringing to the interview all completed initial application paperwork including: application, resume, and transcript. (Read everything under "Students" on the internship webpage: http://www.pstcc.edu/bct/internships.php.)

   3. Progress conferences with the Internship Coordinator are not required but may be scheduled at any time during the semester on an "as needed" basis. However, interns are expected to check student and personal email accounts on a regular basis throughout the semester to maintain regular communication with the Internship Coordinator. Notify Internship Coordinator immediately if contact information changes during internship.

   4. The intern will notify the Internship Coordinator immediately upon accepting an internship position. The Internship Coordinator must approve the placement and the placement supervisor must complete the Job Profile verification form during or before the first week of the internship. This form is provided by the Internship Coordinator. The intern should regularly review the syllabus to insure all requirements are being met.

   5. Hours worked must be verified by the employer using either (1) time sheets signed by both the student and the supervisor, or (2) copies of official pay stubs that show a minimum of 135 hours worked. These must be submitted to the Internship Coordinator by the last day of the enrolled term. All required hours must be completed with ONE employer.

   6. The student will organize and schedule with the Internship Coordinator a site visit to the intern's workplace prior to the completion of the required hours. In some instances, where site visits cannot be performed, a written report is required in place of the visit. (Discuss with Internship Coordinator)
7. The intern’s work supervisor will submit a final evaluation form to the Internship Coordinator indicating the tasks assigned and rating the intern’s performance. This form will be provided directly to the student or supervisor (not on the webpage), and must be submitted to the Internship Coordinator by the last day of the enrolled term.

8. The intern will submit to the Internship Coordinator a final student evaluation form describing and evaluating the internship experience. The "Student Evaluation" form and "Timesheet" forms, are located on the Internship webpage: http://www.pstcc.edu/bct/internships.php. This form must be submitted by the last day of the enrolled term.

9. Interns must notify Internship Coordinator of any problems or issues they have with their placement. An unsuccessful internship experience may result in serious consequences impacting re-enrollment and graduation.

10. Tardiness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of the internship course.

11. The intern will be responsible for handling all software, hardware, and other types of equipment provided by the employer in a responsible and ethical manner.

12. The internship must be completed within six months of the completion of the last major course.

V. POLICIES:

A. Attendance policy: Interns are to achieve 135 hours at the internship placement at times established with the onsite placement supervisor.

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. (Pellissippi State Online Catalog)

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or zero for the exercise or examination or to assign an F or NP for the course. (Pellissippi State Online Catalog)

C. Accommodations for Disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in his or her office. Students must present a current accommodation plan from a staff member in Disability Services in order to receive accommodations in this course. Disability Services may be contacted by going to Alexander 130 or by phone: 539-7153 or TTY 694-6429. More information is available at http://pstcc.edu/sswd.php.