PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

COMPUTER ACCOUNTING INTERNSHIP
ACC 2571

Class Hours: 9.0 weekly/
135 hrs. on the job
Credit Hours: 3.0
Laboratory Hours: 9.0
Revised: Spring 2011

This course is not designed for transfer credit.

Catalog Course Description:

This course is a supervised work experience requiring a minimum of 135 hours in the accounting field. Individual conferences are arranged instead of class attendance.

Entry Level Standards:

The student must have math, writing, verbal, and English language skills at the college level.

Prerequisites:

Completion of 15 hours of ACC courses with a minimum 2.5 GPA in ACC courses; seeking an A.A.S. degree as a Computer Accounting student; and a completed internship application submitted to the coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the Web: www.pstcc.edu/departments/bctpi.

Textbook(s) and Other Course Materials:

No required text. Handouts will be provided.

I. Week/Assignments

The internship work schedule shall be determined between the work supervisor and the intern to afford a minimum of 135 hours on the job during the enrolled semester. If the job is paid, intern may work as many hours as school schedule permits. No pay from the employer 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 an awareness and working knowledge 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. Increase the capacity to use good communication skills in working with Accounting professionals in the field. I,III,X
*Roman numerals after course goals reference goals of the Business Administration program.

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. Show good written and oral communication skills with team/co-workers and supervisors to ensure timely and accurate completion of work and to establish good human relationships. (A,B,C)
4. Prepare an application and resume for the search for an internship position in the accounting field. Participate in an interview with the Internship Coordinator in preparation for interviewing with potential employers. Actively participate in the search for an internship. (A,C)
5. Demonstrate a strong work ethic and positive attitude and professionalism by regularly attending and being punctual for the internship job. (A,B,C)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Evaluation Procedures:

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.
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/departments/bctpi/).
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 Coordinator. Notify Coordinator immediately if phone numbers or emails change during internship.
4. The intern will notify the Internship Coordinator immediately upon accepting an internship position. At this time, or within one week of the internship starting date, the intern will submit pertinent employer information [such as supervisor's name, title, phone, email, fax].
5. Regularly review the syllabus to assure all requirements are being met.
6. 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 Coordinator by the last day of the enrolled term. All required hours MUST be completed with ONE employer.
7. The intern will submit to the Internship Coordinator a final evaluation form describing and evaluating the internship experience. This "Student Evaluation" form, along with a "Timesheet" form for #6 above, is located on the Internship webpage:
http://www.pstcc.edu/departments/bctpi/documents.html. This form must be submitted by
the last day of the enrolled term. In some instances, where site visits cannot be
accomplished, a written report is required in place of the evaluation form and the visit.
(Discuss with Coordinator)

8. The student will organize and schedule with the Internship Coordinator a site visit to the
intern's workplace sometime prior to the completion of the required hours.

9. 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 supervisor (not on webpage), and must be submitted by
the last day of the enrolled term.

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.

V. Policies:

A. Attendance Policy:

Interns are to achieve 135 hours at the internship placement at times established with the
placement supervisor.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is
subject to disciplinary action. Prohibited activities include but are not limited to the following
practices:
• Cheating, including but not limited to unauthorized assistance from material, people, or
devices when taking a test, quiz, or examination; writing papers or reports; solving problems;
or completing academic assignments.
• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting
published or unpublished work of another person, including online or computerized services,
without proper documentation of the original source.
• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared
by another person or agency that sells term papers or other academic materials to be presented
as one’s own work.
• Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or
other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

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 her or his office. Students
must present a current accommodation plan from a staff member in Services for Students with
Disabilities (SSWD) in order to receive accommodations in this course. Services for Students
with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone:
539-7153 or TTY 694-6429. More information is available at
www.pstcc.edu/departments/swd/.