

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

ACCOUNTING INTERNSHIP
ACCT 2392 (formerly ACCT 2571)

Work Hours: Minimum of 135 hours **Credit Hours: 3.0**

Laboratory Hours: 0.0 **Revised: Fall 2015**

This course is not designed for transfer credit.

Catalog Course Description:

This course is a supervised work experience requiring a minimum number of hours in the accounting field as specified by the institution.

Entry Level Standards:

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

Prerequisites:

Pursuit of an A.A.S. degree in Business with an Accounting concentration; completion of 15 hours of ACCT courses with a minimum 2.5 GPA in ACCT courses and an overall minimum 2.0 GPA; enrollment in the semester in which the student will graduate; completed internship application submitted to the BCT internship coordinator prior to enrollment in the course and beginning of the term. Application and instructions are available at www.pstcc.edu/bct/internships.php.

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 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)

*Roman numerals after course goals reference goals of the Business program.

III. Expected Student Learning Outcomes*:

The student will be able to:

1. Demonstrate working knowledge of basic accounting and business concepts as they apply to the internship work. (A)
2. Exhibit the ability to work as part of a team in a professional environment. (A, B)
3. Organize work properly for the purpose of attaining efficient and effective skills for entry-level positions. (A, B)
4. Demonstrate appropriate written and oral communication skills related to applying for and carrying out the internship position in the accounting field. (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/bct/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. . 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.
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/bct/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.
 12. The internship must be completed within six months of the completion of the last major course.

V. Policies:

A. Attendance Policy:

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. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner