

Pellissippi State Community College
Master Syllabus
ACCOUNTING INTERNSHIP
ACCT 2392

Work Hours: Minimum of 135 hours

Credit Hours: 3.0

Lab Hours: 0

Revised: Spring 2017

NOTE: This course is not designed for transfer credit.

Catalog Course Description

A supervised off-campus work experience with area businesses and organizations in the accounting field. Individual conferences are arranged instead of class attendance.

Prerequisites:

None

Textbooks and Other Course Materials

None required. Handouts will be provided.

Week/Unit/Topic Basis

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.

Course Goals

NOTE: Roman numerals after course objectives reference goals of the Business Program.

This 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)

Expected Student Learning Outcomes*

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

The student will

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)

Evaluation

Testing Procedures: N/A

Laboratory Expectations: N/A

Field Work: N/A

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 "[Getting Started](#)" on the [internship webpage](#))
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 [BCT Internship webpage](#). 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.

Policies

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.

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.

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](#) (<http://www.pstcc.edu/sswd/>) may be contacted via [Disability Services email](#) or by visiting Alexander 130.