



TENTATIVE—SUBJECT TO CHANGE

**ACCT 2105 Accounting Internship II
COURSE SYLLABUS
Fall Semester 2020 (202112)**

COURSE INFORMATION

Credit Hours/Minutes: 8/18000

Campus/Class Location: Internship Site

Class Meets: Work hours are determined by supervisor

Course Reference Number (CRN): 20368

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:Lori.Sweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: Due to the uncertainties of COVID-19, contact your instructor by phone or email to make an appointment

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: Due to the uncertainties of COVID-19, contact your instructor by phone or email to make an appointment

Phone: 478-289-2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

N/A

REQUIRED SUPPLIES & SOFTWARE

Computer Requirements – Access to a computer with one of the following operating systems is required: Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux. Access to a printer is also necessary to print from time to time.

Reliable Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended. Mozilla Firefox or Google Chrome are the recommended browsers.

Required Software – Microsoft Word

If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job.

MAJOR COURSE COMPETENCIES

Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

PREREQUISITE(S)

All non-elective courses required for program completion.

COURSE OUTLINE

1. Appropriate Work Habits
2. Acceptable Job Performance
3. Accounting Knowledge and Skills
4. Interpersonal Relations
5. Productivity

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students must perform the required minimum of 300 hours of work at the internship site. These hours may be accrued in a manner that is agreed upon by the internship worksite and student.

The key to success in the internship is COMMUNICATION with both your instructor and your supervisor.

Prior to the beginning of the internship, students should discuss with instructor regarding internship details such as location, supervisor name, and duties to be performed in order to determine if the chosen site qualifies for an internship site. Upon advisor approval, student should provide the following information necessary for completing the Technical College System of Georgia (TCSG) Memorandum of Agreement: Employer Name, Supervisor Name, Employer Address, Contact Phone and email for Supervisor. A signed TCSG Memorandum of Understanding must be on file at Southeastern Technical College before the internship can commence.

Complete all work assignments that include:

- Timesheets: Must be turned in biweekly and signed by the supervisor of the internship site. The deadline for submission is always on Monday at midnight.
- Journal: Students are required to keep a daily journal detailing what was done on the days worked at the internship site. The journal must be typed and turned in biweekly along with the corresponding timesheet. The deadline for submission is always on Monday at midnight. Don't disclose any confidential information, but at the same time, there should be plenty of detail of your activities to document your accounting training. The journal should include:
 - job duties, assignments, and any other tasks that were completed or observed
 - detail how the job duties/assignments/tasks are necessary for the daily operation of the business
 - detail daily interaction with supervisor and other members of the business
 - include the likes and dislikes of the internship
- Journal Article Reviews: Students are required to turn in bi-weekly reviews of a *Journal of Accountancy* article, for a total of 5 article reviews. Research and locate any recent (within the last two years) *Journal of Accountancy* article and prepare a typed, double-spaced, one-page summary of the article in Microsoft Word. You must include the web link to access the article in order to receive credit. Plagiarism will be considered a violation of the Southeastern Technical College Academic Dishonesty policy discussed later in this syllabus. See the attached rubric for the grading scale on the article reviews. Please proofread and spellcheck your work. The deadline for submission is always on Monday at midnight.
- At midterm students are responsible for completing a midterm self-evaluation and submitting it to the appropriate Blackboard drop box. The evaluation is located in the student internship packet.
- At the end of the term, students are responsible for completing a final self-evaluation and submitting it to the appropriate Blackboard drop box. The evaluation is located in the student internship packet.
- The last week of the term, a job description should be submitted. See the last page of this syllabus/lesson plan regarding instructions for completing the job description. See the attached rubric for the grading scale on the job description.
- All assignments (timesheets, journals, article reviews, self-evaluations, and job description) should be submitted as an attachment to the appropriate Blackboard drop boxes provided. See the attached rubric for the grading scale on the job description. Please proofread and spellcheck your work. The deadline for submission is always Monday at midnight.
- If you meet the 300 hour requirement before the end of the semester, you may cease to submit the timesheets and journals, but the bi-weekly article review will still be required.
- No late assignments will be accepted for this course. Students registered for an internship are at the end of their college careers and are working in a professional environment; therefore the expectation is that students will submit the required assignments on time, just as if meeting a work deadlines. Do not ASK instructor to accept late timesheets, journals, job description, article reviews, and/or self-evaluations. Any hours worked but not supported by timely submission of timesheets and journal will NOT count towards the 300 hours required for this course.
- The employer is responsible for completing both a midterm and final evaluation of the student. The employer's midterm and final evaluations should be completed and signed by the supervisor at the internship site by the specified due date in the course lesson plan and mailed directly to Southeastern

Technical College, Attn: Lori Sweat, 346 Kite Rd, Swainsboro GA 30401. The evaluation forms are located in the employer internship packet.

- Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 300 hours during the semester working at the internship location. Additional time should be devoted to doing the required timesheets, journal, Journal of Accountancy reviews, self-evaluations, and job description. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W"

(Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned. The 65% point for this semester is Tuesday, October 27.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

All assignments (timesheets, journals, job description, article reviews, and self-evaluations) should be submitted as an attachment to the Blackboard drop boxes provided. **No late assignments will be accepted.** You are at the end of your college career and are working in a professional environment; the expectation is that you will submit these documents timely, just as you would meet work deadlines. Please do not ask your instructor to accept late timesheets, journals, job description, article reviews, and/or self-evaluations. Any hours worked but not supported by timely submission of timesheets and journal will NOT count towards the 300 hours required for this course.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Timesheets, Journals, Article Reviews	40%
Supervisor Evaluations	30%
Student Evaluations	20%
Job Description	10%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Number and Name

Fall Semester 202112 Lesson Plan

Date/Week	Assignments & Due Dates	Competency Area
Week 1	<p>Initial contact w/ Instructor (review syllabus, outline, rules, regulations, completion of forms). Student will pick up internship packet and syllabus/lesson plan.</p> <p>Instructor will make contact w/ employer and deliver STC internship contracts if not completed before semester begins.</p> <p>Students will begin working required 300 hours as soon as contracts are signed and on file at STC.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Weeks 1 & 2	<p>Internship information form, Weeks 1 & 2 bi-weekly timesheet, journal and article review due by midnight 8/31.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Week 3 & 4	<p>Weeks 3 & 4 bi-weekly timesheet, journal, and article review due by midnight 9/14.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Weeks 5 & 6	<p>Weeks 5 & 6 bi-weekly timesheet, journal, and article review due by midnight 9/28</p>	<p>*1,2,3,4,5 **a,b,c</p>
Weeks 7 & 8	<p>Weeks 7 & 8 bi-weekly timesheet, journal, article review, and student's midterm self-evaluation and due by midnight 10/12. Self- evaluation forms are located in the student internship packet.</p> <p>Employer's evaluation should be mailed directly to instructor by 10/12. Evaluation forms are located in the employer internship packet.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Weeks 9 & 10	<p>Weeks 9 & 10 & bi-weekly timesheet, journal, and article review due by midnight 10/26.</p>	<p>*1,2,3,4,5 **a,b,c</p>
	<p>Note: Students who withdraw on or before Tuesday, October 27 receive a grade of "W"</p>	
Weeks 11 & 12	<p>Weeks 11 & 12 bi-weekly timesheet, journal, and article review due by midnight 11/9.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Weeks 13 & 14	<p>Weeks 13 & 14 bi-weekly timesheet, journal, and article review due by midnight 11/23.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Week 15	<p>Week 15 timesheet, journal, job description, article review and final self-evaluation due by midnight 12/3. Self-evaluation forms are located in the student internship packet.</p> <p>Employer's evaluation should be mailed directly to instructor by 12/3. Evaluation forms are located in the employer internship packet.</p>	<p>*1,2,3,4,5 **a,b,c</p>

COMPETENCY AREAS:

1. Appropriate Work Habits
2. Acceptable Job Performance
3. Accounting Knowledge and Skills
4. Interpersonal Relations
5. Productivity

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

ACCT 2105

ACCOUNTING INTERNSHIP II PROJECT

(Due final week of the semester)

A job description should describe the duties and responsibilities of the position in which you worked. The description should be one page—clear, easy to understand, and well organized.

Job descriptions vary in content and detail. Research examples on the internet. Also see samples in ACCT 2105 Blackboard course.

Create a job description for your internship work site position. Include any of the following that apply to the position in which you interned:

- job identification/title
- job summary
- education required/preferred
- type and amount of work experience required/preferred
- duties performed
- supervision given/received (i.e. what position do you report to, do you supervise any other positions)
- relation to other jobs/employees (i.e. what types of people skills are necessary to succeed)
- working conditions
- definitions of any industry related terms that an outsider might not understand
- special qualifications required: specific computer skills, specific software, special equipment (i.e. calculator or other office equipment), mental, physical, and so on
- prerequisite knowledge required for the position
- comments which add to and clarify the above

Be sure to use action words in your description.

ACCT 2105 ACCOUNTING INTERNSHIP II
JOURNAL OF ACCOUNTANCY REVIEWS GRADING RUBRIC

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 30 %	Student has no spelling, punctuation, and grammar errors. (30 Points)	Student has no more than 1 error in spelling, punctuation, and grammar. (27 Points)	Student has no more than 2 errors in spelling, punctuation, and grammar (21 Points)	Student has no more than 3 errors in spelling, punctuation, and grammar. (15 Points)	Student has 4 or more error in spelling, punctuation, and grammar. (0 Points)
Summary/Explanation/ Comprehension No copying/pasting directly from <i>Journal of Accountancy</i> article. 30%	Summary of article is clear and concise. Demonstrates exceptional understanding of article being reviewed. (30 Points)	Demonstrates proficient understanding of article being reviewed. (27 Points)	Demonstrates satisfactory understanding of article being reviewed. (21 Points)	Demonstrates limited understanding of article being reviewed. (15 Points)	Demonstrates no understanding of article being reviewed. (0 Points)
Word Count 20%	Article summary is 350-400 words in length (20 Points)	Article summary is 300-349 words in length (18 Points)	Article summary is 250-299 words in length (14 Points)	Article summary is 200-249 words in length (10 Points)	Article summary is less than 200 words in length. (0 Points)
Resources 10%	Working web link to article included in document. (i.e. article can be accessed by clicking on the link provided in the Word document) (10 Points)		Web link to article included in document, but doesn't link directly to web. (7 Points)		No web link to article included in document (0 Points)
Format	Article summary is double-spaced.				Article summary is not double-spaced.

10%	(10 Points)				(0 Points)
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**ACCT 2105 ACCOUNTING INTERNSHIP II
JOB DESCRIPTION GRADING RUBRIC**

Criteria Weight	Exceptional 100	Satisfactory 70	Poor 50
Grammar/ Spelling 40 %	Student has no spelling, punctuation, and grammar errors. (40 Points)	Student has no more than 2 errors in spelling, punctuation, and grammar (28 Points)	Student has no more than 3 errors in spelling, punctuation, and grammar. (20 Points)
Content 30%	Job description provides exceptional detail; gives a potential applicant specific information regarding the requirements, qualifications, job duties for the job. (30 Points)	Job description provides satisfactory detail; gives a potential applicant some information regarding the requirements, qualifications, job duties for the job. (21 Points)	Job description provides poor detail; does not give a potential applicant adequate information regarding the requirements, qualifications, job duties for the job. (15 Points)
Word Count 20%	Job description is 200+ words in length. (20 Points)	Job description is 100-199 words in length. (14 Points)	Job description is less than 100 words in length. (10 Points)
Format 10%	Job description is professionally formatted for newspaper publication. (10 Points)	Job description is acceptable for newspaper publication. (7 Points)	Job description is unacceptable for newspaper publication. (5 Points)