



**ACCT 2105
ACCOUNTING INTERNSHIP II
COURSE SYLLABUS
Occupational Based Instruction
Spring Semester 2016**

Semester: Spring 2016

Course Title: Accounting Internship II

Course Number: ACCT 2105

Credit Hours/ Minutes: 8 / 18000 (300hrs)

Class Location: TBA

Class Meets: TBA

CRN: 40008

Instructor: Lori L. Sweat

Office Hours: 1-3:30 M/W Vidalia 1-5:15 T/R Sboro

Office Location: Gillis Building, Room 837 Vidalia M/W

Building 2, Room 2106 Swainsboro T/R

Email Address: lsweat@southeasterntech.edu

Phone: 912-538-3100, Ext. 2223 V or 478-289-2223 S

Fax Number: 912-538-3106 V, 478-289-2214 S

REQUIRED TEXTS: N/A

REQUIRED SUPPLIES & SOFTWARE: N/A

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.

PREREQUISITES: 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: STC 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.

Complete all work assignments that include:

- Timesheets: Must be turned in biweekly and signed by the supervisor of the internship site.
- Journal: Students are required to keep a journal detailing what was done on the days worked at the internship site (i.e. a DAILY log). The journal must be typed and turned in biweekly along with the corresponding timesheet. 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 8 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 STC 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 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.
- All assignments (timesheets, journals, job description, article reviews, and self-evaluations) should be submitted as an attachment to the Blackboard drop boxes provided.
- If you meet the 300 hour requirement before the end of the semester, you may cease submitting the timesheets and journals, but the bi-weekly article review will still be required.
- **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. **Do not ASK instructor to**

accept late timesheets, journals, job description, article reviews, and/or self-evaluations.

- 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: Attn: Lori Sweat, 3001 East First Street, Vidalia GA 30474 or 346 Kite Rd, Swainsboro GA 30401.
- Students are responsible for policies and procedures included in the STC Catalog.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.) **The 65% point for spring semester is Monday, March 21.**

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES: 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. Do not ASK instructor to accept late timesheets, journals, job description, article reviews, and/or self-evaluations.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Accounting professionals deal with money; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

STATEMENT OF NON-DISCRIMINATION

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY:

Timesheets, Journals, Article Reviews
 Supervisor Evaluations
 Student Evaluations
 Job Description

40%
 30%
 20%
10%
 100%

GRADING SCALE

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

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.

ACCT 2105 Accounting Internship II Spring Semester 2016 Lesson Plan Schedule and assignments are tentative and subject to change		
Date	Assignments	*Course Competency Area ** General Education Core Competency Area
Week 1 January 11-18	<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.</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>
Week 2 January 19-25	Internship information form due January 25.	<p>*1,2,3,4,5 **a,b,c</p>
Week 3 January 26-February 1	Wks 2 & 3 bi-weekly timesheet, journal, and article review due by midnight February 1.	<p>*1,2,3,4,5 **a,b,c</p>
Week 4 February 2-8	Maintain timesheet and journal.	<p>*1,2,3,4,5 **a,b,c</p>
Week 5 February 9-15	Wks 4 & 5 bi-weekly timesheet, journal, and article review due by midnight February 15.	<p>*1,2,3,4,5 **a,b,c</p>
Week 6 February 16-22	Maintain timesheet and journal.	<p>*1,2,3,4,5 **a,b,c</p>
Week 7 February 23-29	Wks 6 & 7 & bi-weekly timesheet, journal, and article review due by midnight February 29.	<p>*1,2,3,4,5 **a,b,c</p>
Week 8 March 1-7	<p>Maintain timesheet and journal.</p> <p>Student's midterm self-evaluation and due by midnight March 7.</p> <p>Employer's evaluation should be mailed directly to instructor.</p>	<p>*1,2,3,4,5 **a,b,c</p>

Date	Assignments	*Course Competency Area ** General Education Core Competency Area
Week 9 March 8-14	Wks 8 & 9 & bi-weekly timesheet, journal, and article review due by midnight March 14	*1,2,3,4,5 **a,b,c
Week 10 March 15-21	Maintain timesheet and journal.	*1,2,3,4,5 **a,b,c
Note: Students who withdraw on or before Monday, March 21 receive a grade of "W"		
Week 11 March 22-28	Wks 10 & 11 bi-weekly timesheet, journal, and article review due by midnight March 28 .	*1,2,3,4,5 **a,b,c
Week 12 March 29-April 4	Maintain timesheet and journal.	*1,2,3,4,5 **a,b,c
Week 13 April 5-11	Wks 12 & 13 bi-weekly timesheet, journal, and article review due by midnight April 11 .	*1,2,3,4,5 **a,b,c
Week 14 April 12-18	Maintain timesheet and journal.	*1,2,3,4,5 **a,b,c
Week 15 April 19-25	Wks 14 & 15 bi-weekly timesheet, journal, and article review due by midnight April 25 .	*1,2,3,4,5 **a,b,c
Week 16 April 26-May 2	Week 16 timesheet, journal, job description, and article review due, and final self-evaluation due by midnight May 2 . Employer's evaluation should be mailed directly to instructor.	*1,2,3,4,5 **a,b,c

*Course Competencies:

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

**General Education Core 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.

Journal of Accountancy Article Reviews
Grading Rubric

	Achievement Level 1 (10 points)	Achievement Level 2 (20 points)	Achievement Level 3 (30 points)	Achievement Level 4 (40 points)	Achievement Level 5 (50 points)
Sentence Length and Knowledge	Student's answer is less than 100 words in length and demonstrates poor understanding of the article reviewed.	Student's answer is 100-150 words in length and demonstrates limited understanding of the article reviewed.	Student's answer is 150-200 words in length and demonstrates satisfactory understanding of the article reviewed.	Student's answer is 200-250 words in length and demonstrates proficient understanding of the article reviewed.	Student's answer is 250-300 words in length and demonstrates exceptional understanding of the article reviewed.
Spelling/Grammar and Sentence Structure	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.
If an article review is not submitted by the deadline, the student will receive 0 points.					

For example, an article review is submitted that has 250 words, demonstrates exceptional understanding of the article being reviewed, but has 4 or more errors in spelling, punctuation, and grammar.

The overall score would be 70, computed as follows: 50 points for sentence length and knowledge plus 20 points for spelling/grammar/sentence structure.

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 clear, easy to understand, and well organized. Job descriptions vary in content and detail. 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
- duties performed
- supervision given/received
- relation to other jobs/employees
- machines, tools, and materials/forms used and where located
- working conditions
- definitions of industry related terms
- special qualifications: mental, physical, experience, equipment
- prerequisite knowledge
- comments which add to and clarify the above

Be sure to use action words in your description.