

COURSE SYLLABUS

COURSE TITLE: ACNT 2168/2268 Internship-Accounting
INSTRUCTOR: Krishna Hoelscher
OFFICE LOCATION: Technology Center – 104D Ph. (806) 716-2244
AND PHONE/E-MAIL: khoelscher@southplainscollege.edu
OFFICE HOURS: M-1:30-3:00; T-11-12:00; W 8:30-9:15 and 1:30-3:00; TH-11-12:00; F-8:30-11:30 and by appointment

I. GENERAL COURSE INFORMATION:

- A. **Course Description:** Prerequisite: ACNT 1304 with a “C” or better and consent of instructor. This course provides basic, intermediate, or advanced type of work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience.
- B. **Course Learning Outcomes:** As outlined in the learning plan, the student will apply the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political economic, environmental, and legal systems associated with the particular occupation and the business/industry, and demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.
- C. **Course Competencies:** The student will apply the skills acquired in the classroom to an office environment by working designated hours at an approved job site, will apply computer skills by completing subject research on the internet and by submitting reports of this research in an approved report format to the instructor by the use of e-mail, and will submit weekly progress reports via e-mail. Class meetings will be required on the first day of class and during the last week of classes of the semester. A minimum grade of "D" is required to pass ACNT 2288.
- D. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
1. **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.
 2. **Plagiarism:** Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

- E. **Verification of Workplace Competencies:** This course is the external learning experience for the Accounting Associate program and allows the student to have practical, hands-on training in an approved work site. The student will apply learned concepts and theories in this workplace setting and will manage workflow of the office.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- A. **Textbook and Other Materials:** No textbook is required. The student must acquire an e-mail address by the beginning of the second week of classes and have that address e-mailed to the instructor.
- B. **Attendance Policy:** The student must attend a one-hour class meeting during the first week of classes as indicated in SPC schedule of classes and a one-hour meeting during the last week of classes. Each week the student must e-mail a work place progress report to the instructor. Each student is required to work in a designated and approved work place for 8 hours per week for 12 weeks beginning Week 3. (96 total hours) If the student misses work due to illness, it is the student's responsibility to call the supervisor to report that the student will not be at work. The student must make up the work time missed within one week.
- C. **Assignment Policy: Time Sheets:** The student is required to maintain a time sheet (given to you by your instructor) showing daily hours worked. Your supervisor must sign it for each three-week period. **The time sheet must be handed to your instructor by the Monday following the end of the three-week time period.** **Course Evaluation:** At the end of the 12 weeks the student must submit an evaluation that includes a description of major responsibilities, tasks performed and new tasks learned, information about office equipment and computer software used, and an overall evaluation of the internship program.
- D. **Grading Policy/Procedure and/or methods of evaluation:**
100% of the final grade will be from the work place supervisor's recommendation. However, the student will not receive a grade if the required reports are not turned in on time or if any paper work is missing at the end of the semester.
- E. **Special Requirements:** The student will be required to follow the work place policies and procedures. The SPC Learning Center provides students free tutoring, computer services and study skills information. The Learning Center is located on the third floor of the library building. Call 894-9611 ext. 2241 for help. All students are expected to follow computer lab policies posted in computer labs.

III. COURSE OUTLINE

Week 1: Introduction, class procedures, work place procedures, work schedule

Week 2: Instructor will e-mail work place assignments, contact person, dates and time for student to report to work

Week 3: Student will begin working at the designated work place and by Friday of this week will submit a progress report.

Week 4: Submit progress report.

Week 5: Submit progress report and weeks 1, 2, and 3 time sheet.

Week 6: Submit progress report.

Week 7: Submit progress report

Week 8: Submit progress report and weeks 4, 5, and 6 time sheet.

Week 9: Submit progress report.

Week 10: Submit progress report.

Week 11: Submit progress report and weeks 7, 8, and 9 time sheet.

Week 12: Submit progress report.

Week 13: Submit progress report.

Week 14: Submit progress report and weeks 10, 11, and 12 time sheet.

Employer evaluation of work place experience. Student must have evaluation sheet signed by employer and ready to submit to your instructor at the last class meeting.

Week 15: Meet with instructor at designated place and time to assemble all paperwork.
Turn in Course Evaluation.

ACCOMMODATIONS: EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

DISABILITIES STATEMENT:

ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

DIVERSITY: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.