

CLASS NUMBER AND NAME: ACN401 – ACCOUNTING INTERNSHIP

TOTAL CLOCK HOURS / UNITS: 72 Hours / 2 Units

PREREQUISITES: ACN274A – INTERMEDIATE ACCOUNTING I

TEXTS AND MATERIALS: *ACCOUNTING INTERNSHIP PACKET*

CLASS DESCRIPTION: The student will apply his/her Accounting Program knowledge by placement in the private accounting sector, government agencies, and other accounting settings for on-the-job training under the supervision of an accountant for a period of 72 hours. The various sites and requirements are discussed by the Internship Coordinator with each student. Concurrent enrollment is required in the Specialized Associate Degree-Accounting program with a minimum GPA of 3 or more, a minimum of 90 percent attendance, and a typing speed of 30 NWPM. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Internship Coordinator.

CLASS OBJECTIVES:

1. To provide the student with hands-on experience in an accounting setting allowing the student to apply what they have learned in an accounting environment.
2. The internship experience will also assist the student in understanding the professional requirements and accounting office protocol necessary to prepare the student for employment in the field.
3. An Internship Business Evaluation form submitted by the site supervisor will give overall feedback to the student of his or her performance at the end of the internship.

CLASS FORMAT OVERVIEW:

Initially the student will meet with the Internship Coordinator to discuss the placement. Once the student is placed, he or she will periodically meet with the Internship Coordinator to discuss the ongoing progress and projects the student may be working on. The instructor is available for questions, problems, and explanations on an as-needed basis. Once placed, the student and employer will work on a schedule which is amenable to them. Upon completion of the 72 hours, the student will submit the forms required in the Accounting Internship packet.

REQUIREMENTS:

There are no tests in the Internship Program. The student must complete and submit to the Internship Coordinator the Tasks Performed, The Time Sheet, and the Intern Evaluation reports to get credit for the class.

ALTERNATIVE TO EXTERNSHIP:

If a graduating student of the Accounting Program is not eligible for internship placement, the student will meet with the Internship Coordinator to discuss an alternative assignment.

GRADING POLICIES:

The internship student will receive a pass/fail grade upon completion of the 72 hours and reports required or completion of the alternative assignment with a “C” grade.

ANTICIPATED LEARNING

1. Understand the office protocol and pressures of working in an accounting setting with other office staff.
2. Recognize the importance of accuracy, attendance, attention to detail, and organization skills in an office setting.
3. Analyze what positive aspects occurred during the internship as well as areas for improvement.
4. Demonstrate accounting knowledge while on the job site.