

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**MGT 295**

**ACCOUNTING INTERNSHIP**

4 Credit Hours

Prepared  
by  
Cindy Rossi, Ph.D.

February 4, 2014

Dena McCaffrey, Ed.D., Dean, Career & Technical Education

## MGT 295 - ACCOUNTING INTERNSHIP

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: MGT 245 QuickBooks or BUS 246 Tax Accounting with a “C” or better and reading proficiency.
- B. 4 Credit Hours.
- C. Accounting Internship involves supervised work experience in Accounting. The student is required to work 280 hours per semester with an approved and cooperating business. Accounting Internship will not count toward the Associate of Arts degree at Jefferson College, but will count toward the Associate of Applied Science degree. This course may transfer to other institutions (F,S,Su).

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Students will analyze work place situations and recommend a solution to the problem	Weekly reports Instructor’s site visit
Students will evaluate the accounting process	Research paper Site visit Employer’s evaluation
Students will demonstrate technical accounting skills	Employer’s evaluation Instructor’s site visit Weekly reports
Students will demonstrate what they know and are able to do as an Accounting AAS graduate from Jefferson college.	Weekly reports Employer’s evaluation Instructor’s site visit

### III. OUTLINE OF TOPICS

- A. Academic training as it applies to actual work experience.
- B. Personal work habits and professional preparation.
- C. Introduction of students to potential employers.

IV. METHOD(S) OF INSTRUCTION

- A. Technical work experience with approved supervised employment
- B. Self-reflection through weekly problem summaries
- C. Observation by and feedback from employer and instructor site visits
- D. Collaborate with instructor or supervisor about possible solutions to solve current problem(s)

V. REQUIRED TEXTBOOK(S)

No required textbook

VI. REQUIRED MATERIAL

Copies of pay documents to be included with weekly reports

VII. SUPPLEMENTAL REFERENCES

As assigned by employer

VIII. METHOD OF EVALUATION

40% - Evaluation by employer and instructor through the use of evaluation forms and conferences

30% - Semester Report (problem with company, research and give solution)

30% - Weekly reports

Students are evaluated by an evaluation instrument provided by the instructor to the employer (See additional evaluation criteria as outlined in the requirements page and training agreement)

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library phone 636-481-3169).

## X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, <http://www.jeffco.edu>).

## XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

## XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.