

SYLLABUS  
PART I  
EDISON COMMUNITY COLLEGE  
ACC 291R INTERNSHIP EXPERIENCE  
3 CREDIT HOURS

**COURSE DESCRIPTION**

Field experience that provides an opportunity for students to mesh theory and practice through supervised work experience in an accounting department. Experiences are discussed and integrated with academic work in weekly seminars. The student completes 14 hours of service at the cooperating organization and attends a weekly one-hour seminar on campus. Prerequisites: A minimum of 12 ACC hours completed including ACC 214S; corequisite: ACC 291L.

**COURSE REQUIREMENTS**

The student must:

1. Complete an interview with a full-time ACC faculty member in order to obtain department approval.
2. Maintain a minimum 3.0 GPA.
3. Attend Student Services' Steps to Success workshop in order to improve interview skills and develop a resume.
4. Complete all registration procedures and pay fees.
5. Register for corequisite: ACC 291L - Internship Seminar

**CORE VALUES**

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

**COURSE GOALS**

The student will:

Bloom's Level		Program Outcomes
5	1. Integrate classroom learning with on-the-job experiences in an accounting environment.	1
3	2. Practice job application and interviewing skills.	2
1	3. Describe his/her host organization's history, mission, products and procedures.	4
3	4. Demonstrate professional behavior, appearance, and attitude.	2
3	5. Demonstrate punctuality and self-discipline.	2
3	6. Practice working as a member of an accounting team.	3
3	7. Accept responsibility for tasks assigned.	2
3	8. Experience the challenges of working in an accounting environment.	2
3	9. Build a professional network of acquaintances to increase employment opportunities.	4
3	10. Update his/her resume.	2
5	11. Explain the importance of using the computer and learning accounting software.	8
1	12. Identify current trends and issues in the accounting process.	4

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## TOPIC OUTLINE

1. Orientation, interview skills, resume development
2. Communication - the purpose of journal entries
3. Interpersonal skills/teamwork
4. Common challenges and concerns
5. Understanding your organization
6. The importance of knowing and using your resources
7. Professional concerns: quality, commitment and growth, issues and trends
8. Recognizing one's limitations and boundaries on the job
9. Ethical considerations
10. Interpreting the supervisor's written evaluations and the value of an honest self-evaluation
11. How does one support such a diverse work force?