

COMMON COURSE OUTLINE: Course discipline/number/title: ACCT 2850: Accounting Internship

A. CATALOG DESCRIPTION

1. Credits: 1-4

2. Hours/Week: Dependant upon number of credits

3. Prerequisites (Course discipline/number): Completion of two semesters of accounting coursework or consent of the instructor.

4. Co-requisites (Course discipline/number): None

5. MnTC Goals (if any): NA

This course is to provide a purposeful occupational experience in the Accounting Careers field. The student is expected to find the internship and develop an individualized competency based internship plan relating to skills and knowledge acquired in the program. Fifty hours of internship is one semester credit of internship. Course grade is pass/fail. One semester credit of internship is 54 hours of internship. Course grade is pass/fail. Recommended Entry Skills/Knowledge: College level reading and writing.

B. DATE LAST REVISED (Month, year): February, 2005

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Perform a job search process by preparing a resume and conducting job interview
2. Complete a new employee process
3. Display employee traits including work attire, dependability, time management, etc
4. Follow professional ethics
5. Display positive human relations in the workplace
6. Use effective communication
7. Apply accounting principles
8. Use accounting systems
9. Use technology to perform duties

D. LEARNING OUTCOMES (GENERAL): Students will be able to:

1. Develop an awareness of jobs available in the accounting career field.
2. Obtain an internship by preparing a resume and conducting job interview.
3. Relate positively with supervisor, coworkers and supervising faculty.
4. Develop a professional approach to the world of business.
5. Apply knowledge learned in college coursework to work experience.
6. Acquire competencies directly related to accounting jobs.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

1. Student self-evaluation at regular intervals during the internship
2. Student's evaluation of the internship
3. Employer evaluation of the student

G. SPECIAL INFORMATION (if any): None