Southeast Missouri State University

Department of Accounting

Course No.: AC573

Title of Course: Accounting Internship

Revised: Fall 2013

I. Catalog Description and Credit Hours of Course:

A supervised work experience in professional accounting. Forty contact hours are required for each hour of credit. This course is three credit hours. (3)

II. Prerequisite(s): Junior Standing with a 2.75 cumulative and major GPA; AC321 with a minimum grade of ‘C’

III. Purposes and Objectives of the Course:

A. Course:

As a result of this course, students should have:

1. Time management and completion of tasks skills (BSBA5, US 4).
2. Skill in using accounting related software (BSBA2, US 1,2).
3. Interpersonal and communication skills through contact with professional staff and clients (BSBA1,3, US 2,3,7).
4. Problem solving and critical thinking skills (BSBA5 and US 1,2,7).
5. A greater understanding of accounting rules and procedures (BSBA4 and US 1).

B. Donald L. Harrison College of Business Assurance of Learning Goals:

For the Bachelor of Science in Business Administration degree program:

1. Proficiency in written and oral communication (BSBA1)
2. Demonstrated effective use of technology (BSBA2)
3. Demonstrated awareness and understanding of other cultures (BSBA3)
4. Demonstrated knowledge of the fundamentals of business disciplines (BSBA 4)
5. Demonstrated critical thinking skills involving business and ethics (BSBA5)

C. University Studies objectives:

1. Demonstrate the ability to locate and gather information. (US1)
2. Demonstrate capabilities for critical thinking, reasoning, and analyzing. (US2)
3. Demonstrate effective communication skills. (US3)
4. Demonstrate an understanding of human experiences and the ability to relate them to the present. (US4)
5. Demonstrate an understanding of various cultures and their interrelationships. (US5)
6. Demonstrate the ability to integrate the breadth and diversity of knowledge and experience. (US6)
7. Demonstrate the ability to make informed, intelligent value decisions. (US7)
8. Demonstrate the ability to make informed, sensitive aesthetic responses. (US8)
9. Demonstrate the ability to function responsibly in one’s nature, social, and political environments. (US9)

IV. Student Learning Outcomes

Upon Completion of this course students should be able to:

1. Display a basic understanding of accounting.
2. Display appropriate teamwork and leadership skills.
3. Display appropriate microcomputer application skills.
IV. Course Content or Outline:

No specific content or outline is suggested. Course content is expected to be consistent with the University and Harrison College of Business Internship Guidelines and the Department.

V. Textbook(s) and/or Other Required Materials or Equipment:

No textbook.

VI. Basis for Student Evaluation.

A. Satisfactory completion of a journal as specified by the internship coordinator, satisfactory final meeting with internship coordinator, completion of 120 working hours and submission of self-evaluation of internship.

B. Evidence of satisfactory evaluation by intern's supervisor at place of internship

C. Only pass/fail credit will be given.

VII. University policy:

A. Plagiarism, cheating, and academic honesty. Refer to the Undergraduate Bulletin or go to: http://www6.semo.edu/judaffairs/code.html

B. Student Disabilities. Refer to the Undergraduate Bulletin or go to: http://www6.semo.edu/judaffairs/code.html

C. Attendance. Student is expected to attend all sessions. Refer to the Undergraduate Bulletin.

D. Other Issues: Students are expected to adhere to all university, college, department, and class policies. Professor’s course syllabus should be referenced for class issues.