

CLASS NUMBER AND NAME: AC400 – EXTERNSHIP FOR ACCOUNTING

TOTAL CLOCK HOURS / UNITS: 50 Hours / 1 Unit

PREREQUISITES: AC190D, AC274D, AC280ABCD, & AC290B

TEXTS AND MATERIALS: *ACCOUNTING EXTERNSHIP 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 50 hours. The various sites and requirements are discussed by the Externship Coordinator with each student. Concurrent enrollment is required in the Specialized Associate Degree-Accounting program with a minimum GPA of 3.2 or more, a minimum of 90% attendance, and a typing speed of 35 wpm. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Externship 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 under the supervision of an accountant.
2. The externship 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 Externship 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 Externship.

CLASS FORMAT OVERVIEW:

Initially the student will meet with the Externship Coordinator to discuss the placement. Once the student is placed, he or she will periodically meet with the Externship 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 50 hours, the student will submit the forms required in the Accounting Externship packet.

REQUIREMENTS:

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

ALTERNATIVE TO EXTERNSHIP:

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

GRADING POLICIES:

The externing student will receive a pass/fail grade upon completion of the 50 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.