

ACNT 2168/2268 - Accounting Practicum – Course Syllabus – Fall 2019

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I. GENERAL COURSE INFORMATION:

- A. **Course Description:** Prerequisite: ACNT 1304 with a "C" or better and consent of instructor. This course provides basic, intermediate, or advanced type of work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience.
- B. **Course Learning Outcomes:** As outlined in the learning plan, the student will apply the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political economic, environmental, and legal systems associated with the particular occupation and the business/industry, and demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.
- C. **Course Competencies:** The student will apply the skills acquired in the classroom to an office environment by working designated hours at an approved job site, will apply computer skills by completing subject research on the internet and by submitting reports of this research in an approved report format to the instructor by the use of e-mail, and will submit weekly progress reports via e-mail. Class meetings will be required on the first day of class and during the last week of classes of the semester. A minimum grade of "D" is required to pass ACNT 2288.
- D. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
1. **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.
Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.
 2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.
- E. **Verification of Workplace Competencies:** This course is the external learning experience for the Accounting Associate program and allows the student to have practical, hands-on training in an approved work site. The student will apply learned concepts and theories in this workplace setting and will manage workflow of the office.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- A. **Textbook and Other Materials:** No textbook is required. The student must acquire an e-mail address by the beginning of the second week of classes and have that address e-mailed to the instructor.
- B. **Attendance Policy:** The student must contact the instructor during the first week of classes as indicated in SPC schedule of classes and ensure all forms have been submitted during the last week of classes. A course schedule will indicate due dates when the student must e-mail a work place progress report and time sheet reports to the instructor. Each student is required to work in a designated and approved work place for 8 hours per week for 12 weeks beginning Week 3. (96 total hours) If the student misses work due to illness, it is the student's responsibility to call the supervisor to report that the student will not be at work. The student must make up the work time missed within one week.
- C. **Assignment Policy:**
Time Sheets: The student is required to maintain a time sheet (given to you by your instructor) showing daily hours worked. Your supervisor must sign it for each three-week period. At the end of the 12 weeks the student must submit an evaluation that includes a description of major responsibilities, tasks performed and new tasks learned, information about office equipment and computer software used, and an overall evaluation of the internship program.
- D. **Grading Policy/Procedure and/or methods of evaluation:**
The grade for both courses will be comprised of turning in required paperwork by the due dates. Any reports not submitted by the due date will result in a grade of "0." The grades for all of the reports will be averaged to calculate the final course grade. **NOTE: A derogatory report from the student's supervisor MAY result in a failing grade for these courses.**

The last day to drop classes for the Fall 2019 semester is November 14, 2019

- E. **Special Requirements:** The student will be required to follow the work place policies and procedures. The SPC Learning Center provides students free tutoring, computer services and study skills information. The Learning Center is located on the third floor of the library building. Call 894-9611 ext. 2241 for help. All students are expected to follow computer lab policies posted in computer labs.
- F. **ELECTRONIC ASSIGNMENTS:** This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.
- G. **DISCLAIMER:** This is to notify you that the materials you may be accessing in chat rooms; bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

III. ACCOMMODATIONS: EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

A. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the

larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

B. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

C. Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

D. Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 for assistance.