

SYLLABUS
ACCT 386/387/388 – Internship / Field Study
MORAVIAN COLLEGE

Faculty Supervisor:

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Course & Title:

ACCT 386/387/388 – Internship / Field Study

Prerequisites / Requirements:

- ❖ Junior or senior standing with a GPA of 2.7 or higher.
- ❖ A maximum of 3 Course Units can count towards an undergraduate degree.
- ❖ You cannot be supervised by a family member or work in a department where a family member works.
- ❖ Each Course Unit should involve 130 to 170 hours of work experience. (an average of 12 Hours per week)

Course Objectives:

Field study is an opportunity to apply what you have learned in the classroom.

- ❖ A Field Study provides a practical application of business skills.
- ❖ A Field Study integrates communication skills, intellectual skills, and interpersonal skills.
- ❖ A Field Study experience will integrate general knowledge, organizational knowledge, business knowledge, and accounting knowledge.
- ❖ A Field Study provides Professional Orientation. Students should be able to identify with their profession and develop the knowledge, skills and values of its members. They should know and understand the ethics of the profession and be able to make value-based judgments.

Requirements:

There are four requirements of field study in accounting: You must:

1. The following **administrative procedures** and forms must be completed on a timely basis:
 - a. Field Study Application (A copy goes to me and the Academic Dean's office.)
 - b. Registration / Drop/Add period
 - c. Field Study Agreement (A copy goes to me and the Academic Dean's office.)
 - d. Post-Field Study Survey (A copy goes to me and the Academic Dean's office.)

2. **Reflection** on your experience through any one of your choice of activities:
 - a. Keep a daily journal, which is evaluated on the basis of substance not the number of pages, outlining task performed each day.
 - b. Give a presentation to the faculty advisor, which may be open to other students.
 - c. Generate a portfolio of materials that you created at the field-study site or that are related to your experience there.
3. **Attend four scheduled class** sessions regarding your Field Study experience. If you are unable to make class, you must meet with your faculty advisor. The meetings are scheduled to make sure that you keep up with assignments and to discuss any problems and successes with the field study.
4. **Write a paper** for your Field Study that connects the objectives, as identified in the agreement, your practical experience and your academic work. The paper should also include information on the industry in which the field study takes place, workplace professionalism and suggestions to improve the experience.

Academic Honesty:

Integrity and honesty are qualities considered to be the "norm" among students at Moravian. However, any student who chooses to deviate from that "norm" risks automatic failure in this course.

Students with Disabilities:

Students who wish to request accommodations in this class for a disability should contact Ms. Elaine Mara, Assistant Director of Academic & Disability Support, located on the first floor of Monocacy Hall (extension 1401). Accommodations cannot be provided until authorization is received from the Academic & Disability Support office.

Method of Evaluation:

Grades are a measure of knowledge not a process of obtaining knowledge. My objective is to treat all students fairly. All students are expected to all of the above requirements and submit assignments when due. .

| <u>Grading:</u> | <u>Component</u> | <u>Weight</u> |
|------------------------|----------------------------|----------------------|
| | Site supervisor evaluation | 33% |
| | Administrative procedures | 13% |
| | Reflection | 18% |
| | Attend class sessions | 18% |
| | Write a paper | 18% |

Administrative Policy:

1. Behave professionally at your work site. This includes showing up on time. If you are sick and cannot come to the site, let the supervisor know as soon as you can.
2. Be on time for regular advisor meetings or let him or her know of your change in plans.
3. You are not expected to work over College breaks including Spring and Easter.