I. Catalog Information

ACCT 98U Internship, Business/Computer Systems Division 1 Unit(s)

ACCT 98V 2 Unit(s)
ACCT 98W 3 Unit(s)
ACCT 98X 4 Unit(s)
ACCT 98Y 5 Unit(s)
ACCT 98Z 6 Unit(s)

Advisories: English Writing 100 and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.

Repeatability: (Any combination of Accounting 98U-Z, Business 98U-Z, Computer Applications and Office Systems 98U-Z, and Computer Information Systems 98U-Z may be taken up to six times, not to exceed 18 units, for credit. During each internship, students will be placed at different employer locations, different working environments, and/or given different assignments within the same company or department--thus providing the students with various opportunities to learn different skills. Students may repeat the same internship location and working environment if the student, employer, and instructor believe it would provide the student with increased work experience.)

Four hours laboratory per unit of supervised internship in an authorized office or agency.

(Also listed as Computer Information Systems 98U-Z, Business 98U-Z, and Computer Applications and Office Systems 98U-Z. Student may enroll in only one department for credit.)

Off-campus supervised experiential education/internship for Business/Computer Systems Division students in research or business office environments related to student's major. Practical application of knowledge, skills and abilities acquired in student's major. Opportunity for additional hands-on training. Exposure to varied corporate, state and federal protocols, methodologies and practices in a professional environment.

II. Course Objectives

A. Demonstrate and apply skills acquired in student's major and related skills in a professional environment.

B. Demonstrate the ability to work under supervision and direction.

C. Learn and demonstrate skill development as defined by the the Secretary's Commission on Achieving Skills (SCANS) competencies.

III. Essential Student Materials

None. The student is expected to make use of equipment as available in a research or office setting to successfully complete assigned tasks.

IV. Essential College Facilities

None

V. Expanded Description: Content and Form

A. Demonstrate and apply skills acquired in student's major and related skills in a professional environment.

1. Internship requirements understanding and fulfillment.
2. Internship goals and objectives as related to student's major.
3. Office systems and equipment utilization as measured by regular evaluations and work output.

B. Demonstrate the ability to work under supervision and direction.

1. Introduction to supervision and management.
2. Workplace environment acclimatization by supervisor.
C. Learn and demonstrate skill development as defined by the Secretary's Commission on Achieving Skills (SCANS) competencies.
   1. Basic Skills: reading, writing, mathematics
   2. Critical Thinking
      a. Thinking creatively
      b. Solving problems
      c. Knowing how to learn new skills
      d. Reasoning
      e. Making decisions when appropriate
   3. Personal Qualities
      a. Individual responsibility
      b. Development of self-esteem
      c. Sociability, working on a team
      d. Self-management
      e. Integrity
   4. Productivity
      a. Resources: allocating time, money, materials, space and personnel.
      b. Information: acquiring and evaluating data, organizing and maintaining data, interpreting and communicating and using computers to process information.
      c. Systems: Understanding social, organizational, and technical systems, monitoring and correcting performance and designing or improving systems.
      d. Technology: Selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.
      e. Interpersonal skills: Working with teams, teaching others, serving clients/customers, negotiating and working well with people from culturally diverse backgrounds.

VI. Assignments

A. Completion of assigned learning goals and objectives.
B. Written essay/report by student summarizing learning and contributions.
C. Internet or campus-based assignments/meetings.

VII. Methods of Instruction

Field observation and field trips
Other: Skills demonstration in the field

VIII. Methods of Evaluating Objectives

A. Participation and completion of goals and objectives by employer and/or instructor.
B. Written evaluation by on-site supervisor of student's goals and objectives and job performance.
C. Evaluation of essay(s) written by intern.

IX. Texts and Supporting References

None.