

Date Adopted: _____

Date Reviewed: Aug 2015

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ACT 195 - Accounting Program Co-op – 3 Semester Hours

I. ACT 195 - Accounting Program Co-op – 3 Semester Hours– 3 Semester Hours

II. Course Description

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

III. Prerequisite

Completion of certificate requirements and permission of program coordinator.

IV. Textbook

Textbook: None

Publisher:

Authors:

V. Course Objectives

The student will gain real-life work experience and apply learned accounting procedures.

VI. Course Outline of Topics

PURPOSE:

The purpose of the ACT 195 Co-op is to offer the students an opportunity to gain experience in the area of their academic and career interests prior to completion of degree.

The co-op offers good on-the-job training, the opportunity to make business/career contacts, and valuable interview experience.

PROCEDURES:

A Co-op is both training and learning experience. The student is required to work 15 hours (24 hours Summer Term) per week on the job to receive 3 credit hours.

The work schedule is to be arranged between the Co-op Supervisor and the student.

The Co-op begins the first week of classes and ends the last week of classes.

Once the term ends, the employer has no further obligation to the student or the student to the employer.

Students are expected to secure the co-op position themselves with the employer or organization of their choice. The position may or may not be compensated.

The co-op guidelines will be discussed with the student and the prospective Internship Supervisor.

The student will prepare a contract for the Co-op Supervisor's approval.

This contract will include job description, duties and responsibilities of the student. The Co-op Supervisor must sign the contract.

The student must submit the signed contract to a Co-op Faculty Advisor before they will be allowed to enroll in ACT 195.

STUDENT ELIGIBILITY:

To be eligible for an internship/Co-op, a student must have earned a minimum of 25 semester hours of academic credit in the student's field of study and have attained a GPA of 2.0 at Jefferson State Community College.

PLACEMENT:

The student is responsible for finding and securing an internship/Co-op position. The Internship/Co-op Faculty Advisor will help identify organizations and employers, which may allow internships. Jefferson State is not responsible for securing co-ops. There is no guarantee that a student will be compensated for the internship/co-op. Employers will determine the rate of compensation if any. The student will be required to furnish a resume and any other documents required by the employer.

JOB DESCRIPTION:

The student must obtain a job description from the Internship/Co-op Supervisor. The student must prepare the internship/Co-op contract using the job description. The contract must be submitted to the Internship/Co-op Faculty Advisor before enrolling in the course.

Not all positions will qualify for the internship/Co-op. The job description must relate to some degree to the student's program of study. Students seeking Accounting Internships/Co-ops should only seek positions that will qualify.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

Suggested Grading:

Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student.

Employer's Evaluation:

The Internship/Co-op Faculty Advisor will provide an evaluation form to the Internship/Co-op Supervisor near the end of the term. The Internship/Co-op Supervisor will be asked to evaluate the student in at least the following areas.

- Working with others
- Ability to learn
- Attitude toward work
- Dependability
- Punctuality
- Quality of work
- Ability to apply academic training
- Attendance
- Professionalism
- Overall Performance

Internship/Co-op Summary Report:

The Student will submit a report to the Internship/Co-op Faculty Advisor at the end of the internship/co-op. This report should include: (See Report Guidelines.doc)

- Company Information
- Job Activities
- Relevance to Program of Study
- Relevance to Career Objectives

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).