**Course Description**
Provides students with supervised, real-world, practical field experience in performing a variety of duties from backroom calculations to front desk customer service, in both the public and private sector.

<table>
<thead>
<tr>
<th>Course prepared by:</th>
<th>Business Studies Department</th>
<th>November 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Hours per Week</td>
<td>Number of Weeks</td>
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<td>Laboratory</td>
<td></td>
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<td>Field</td>
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<td>12</td>
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<tr>
<td>Seminar</td>
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<td>16</td>
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<tr>
<td>Total Credit Hours</td>
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</table>

**Purpose of Course:**
- Degree Requirement
- Degree Elective
- General Education
- Certification [X]
- Developmental
- Other

**Prerequisite(s):** Permission of Instructor

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**Signature, Curriculum Committee Chairperson**

**Signature, Dean of Academic Affairs**

**Signature, Vice President of Academic and Student Affairs**

Last Date reviewed or revised: __________

Approved by CAC 02/03/2014
I. Accounting Clerkship Internship
   Course Title

II. Course Outcomes

A. General Learning Outcomes

The student will:
1. Work at an approved job site in the local business community (BSD 1)
2. Develop strategies to make an effective transition from school to career (BSD 2)
3. Develop an understanding of workplace expectations as they relate to career development (BSD 2)

B. Student Learning Outcomes

Upon completion of this course, the student will be able to:
1. Apply accounting methodology concepts effectively in a public or private sector work environment
2. Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, samples of work and technical skills, awards, and documentation of extracurricular activities and community service activities
3. Identify appropriate time management techniques and their application in the workplace

III. Course Content

The course provides the student with practical field experience.

1. On the job practical field experience
2. Professional development
   a. Employee appearance
   b. Training for advancement
   c. Employee ethics
   d. Networking and contacts
   e. Community and workplace involvement
3. Personal experience
   a. The world of work
   b. Where do you fit?
   c. Going to work
   d. Working for success

IV. Methods of Instruction

1. Lecture
2. Internship training

Approved by CAC 02/03/2014
V. Equipment and Materials
   1. USB
   2. White Board and Markers

VI. Suggested Methods of Evaluation
   1. Portfolio
   2. Employers' evaluations
   3. Oral presentations

Letter grades will be assigned per CMI Grading System.