

Accounting Internship

ACCG-245

Section Template 2 Credits 04/30/2013 to 01/01/2075 Modified 07/22/2022

Description

This course provides an opportunity to apply classroom learning to a career-related position by working a minimum of 128 hours at an approved work site. A student may do an internship at his/her own job only if the duties are new, accounting related, and provide an appropriate learning situation. (F,Sp,Su)

Requisites

Prerequisite Course: None. Department approval is required

Placement Scores: None

Recommended: Minimum of 8 upper level ACCG credits

Contact Hours

Lecture	0	Lab	0	Other	128	Total Hrs	128
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Student Learning Outcomes

Upon successful completion of this course, students should be able to:

- A. Explore and experience the practical application and implementation of accounting concepts and skills through a guided internship
- B. Assess or re-assess career goals as a result of workplace experience
- C. Analyze the sponsor organization and compare classroom theory with on-site application through assigned reports

Materials

Evaluation

Student Electronic Access to Grades

D2L is the College's Course Management System which includes a gradebook function allowing students access to their grades in order to receive timely and meaningful feedback on their progress in the course at any time. These grades will align with the Evaluation Criteria listed in this syllabus. D2L is accessed through the MyLCC page.

Whenever practicable, results for graded items should be posted electronically within 48 hours after the instructor has completed the grading process for the items, and final grades for the course should be entered no later than the specified grading day.

Criteria

The student must successfully complete the course competencies with a 71% minimum to receive a "P" grade.

Type	Weight	Topic	Notes
Assignments	0-40%		
Other			Sponsor Evaluation 10-25% Coordinator Evaluation 10-25%
Papers	40-80%		
Portfolios	0-40%		
Worksite Experience	0-40%		

Breakdown

College Standard	
College Grading Standards	Recommended Guidelines for Student Grades
4.0 --- Excellent	4.0 --- 91 – 100%
3.5 --- -----	3.5 --- 86 – 90%
3.0 --- Good	3.0 --- 81 – 85%
2.5 --- -----	2.5 --- 76 – 80%
2.0 --- Satisfactory	2.0 --- 71 – 75%
1.5 --- -----	1.5 --- 66 – 70%
1.0 --- Poor	1.0 --- 60 – 65%
0.0 --- -----	0.0 --- 0 – 59%

* Course Policies

Class Attendance/Participation

Other

Extra Credit

Extra Credit is not available for this course.

Institutional Policies

Academic Success Coaches (ASC)

Student success is our first goal. Our Academic Success Coaches mentor students to help them meet their educational, personal and career goals. Faculty or staff may refer you to an ASC for help if you are not doing well in a class. Please watch your LCC email for a referral.

We also suggest you contact an ASC on your own if you need help or advice to reach your goals.

To contact an ASC, call (517) 483-1422, email lcc-successteam@star.lcc.edu (<mailto:lcc-successteam@star.lcc.edu>), or visit the [Academic Success Coaching Team website \(https://www.lcc.edu/admissions-financial-aid/get-started/success-coaches.html/\)](https://www.lcc.edu/admissions-financial-aid/get-started/success-coaches.html/) for more information.

Disability Statement

Students with disabilities who may need accommodations in this class should contact the Center for Student Access (CSA). They are located in the Gannon Building, Star Zone - Center for Student Support. You can also access the [Center for Student Access website \(https://lcc.edu/services/access/\)](https://lcc.edu/services/access/), or call (517) 483-5323. Contacting the Center early helps ensure that accommodations are put in place as soon as possible.

Enrollment Verification

Instructors will verify participation in a course by the 8th day after the start date of sections less than 8 weeks long, and by the 15th day after the start date of sections 8 weeks or longer. Students who have not participated will be dropped from the course and may be responsible for any non-refundable fees.

Nondiscrimination Statement

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.

Student Code of Conduct and General Rules and Guidelines

The College recognizes the value and importance of a safe and orderly learning environment that supports honesty, integrity, and ethical conduct. The [Student Code of Conduct and General Rules and Guidelines \(https://lcc.edu/academics/documents/pdf-policies/catalog-student-rules-and-guidelines.pdf\)](https://lcc.edu/academics/documents/pdf-policies/catalog-student-rules-and-guidelines.pdf) ensure the protection of student rights and the health and safety of the College community. The College has established procedures for reporting and addressing alleged violations.

Students must follow the Student Code of Conduct and the General Rules and Guidelines. Also, the instructor may establish reasonable guidelines within the classroom. Violations of the Student Code of Conduct and General Rules and Guidelines may be reported to the [Office of Student Compliance \(mailto:lcc-osc@lcc.edu\)](mailto:lcc-osc@lcc.edu).

Transfer

For transfer information, please consult the LCC [Transfer webpage \(https://lcc.edu/academics/transfer/\)](https://lcc.edu/academics/transfer/). In addition, the [Michigan Transfer Network website \(https://www.mitransfer.org/\)](https://www.mitransfer.org/) allows students to search how courses transfer to colleges and universities statewide.

The Michigan Transfer Agreement (MTA) simplifies the transfer of students from one Michigan institution to another. For the most current information, see the LCC [General Education webpage \(https://www.lcc.edu/academics/catalog/general-education/index.html\)](https://www.lcc.edu/academics/catalog/general-education/index.html).

Students interested in transfer should contact the Academic Advising Center in the Gannon Building - Star Zone, (517) 483-1904.

COVID-19 Precautions

All students, employees and visitors have a part to play in keeping LCC safe. Stay home if you are sick! See the [Keeping LCC Safe webpage \(https://www.lcc.edu/coronavirus/index.html\)](#) for the most current information. Students with questions or concerns should email student.concerns@star.lcc.edu.

Media Release Statement

Photographs, pictures, slides, movies, video, or other media coverage of students may be taken for College-related business, in connection with their enrollment or participation in LCC activities without compensation from LCC, its Trustees, officers, directors, employees, students and agents of each of them. Photographs, pictures, slides, movies, video, or other media coverage of students may be used for any legal purposes.

College Catalog

For rules and procedures on matters such as Academic Calendar, Withdrawals, Incompletes, Appeals, etc., please review the [College Catalog \(https://www.lcc.edu/academics/catalog/\)](https://www.lcc.edu/academics/catalog/), and contact your Academic Advisor or Academic Success Coach.

Emergency Notifications and the Rave Guardian App

The College uses an emergency alert system to provide information on urgent situations such as power outages, weather emergencies, and other incidents related to the safety and security of those on campus. Therefore, it is important that we have the correct contact information on file. To review and update your contact information for those alerts, go to [myLCC](#), School Tab, Student eToolbox, and click on "Emergency Notification System." After reviewing and agreeing to the terms of use for Rave alerts, you will be directed to your personal dashboard, where you can review, update, confirm, and test the phone numbers and email addresses on file. Students with a mobile/cell number on file will receive text alerts. If you made updates to your contact information, please also go to the Banner Self Service Personal Information tab to update your contact information in [Banner](#).

You may also want to download the Rave Guardian app which has features to enhance your safety on and off campus. For more information, see the [Public Safety website](#).

Additional Items
