

**COMMON COURSE SYLLABUS: ACNT 2168/2268– Accounting Practicum**

<b>DEPARTMENT:</b>	Business Administration
<b>DISCIPLINE:</b>	Accounting
<b>COURSE NUMBER:</b>	ACNT 2168/2268.001
<b>COURSE TITLE:</b>	Accounting Practicum
<b>INSTRUCTOR:</b>	Melissa Cavazos, Instructor in Accounting – Business Administration Department
<b>OFFICE:</b>	Levelland Campus, Technology Center #104-C
<b>OFFICE HOURS:</b>	<u>Monday:</u> 8:30- 10:30 AM & 1:00-2:00 PM <u>Tuesday:</u> 11:00-12:00 & 1:00-2:00 PM <u>Wednesday:</u> 8:30- 10:30 AM <u>Thursday:</u> By Appointment <u>Friday:</u> 8:30-9:30 AM, Also by appointment
<b>TELEPHONE:</b>	806-716-2363
<b>CLASS E-MAIL:</b>	Please use the <b>Course Messages</b> option on the "Home Page" control panel within Blackboard for <b>all</b> correspondence with me for this course.
<b>URGENT E-MAIL:</b>	mcavazos@southplainscollege.edu ( <b>Use for after hours and weekends only</b> )

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## **COURSE INFORMATION**

- **COURSE DESCRIPTION:** Prerequisite: ACNT 1304 with a “C” or better and consent of instructor. This course provides basic, intermediate, or advanced type of work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience.
- **LEARNING OUTCOMES:** As outlined in the learning plan, the student will apply the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political economic, environmental, and legal systems associated with the particular occupation and the business/industry, and demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.
- **COURSE COMPETENCIES:** The student will apply the skills acquired in the classroom to an office environment by working designated hours at an approved job site, will apply computer skills by completing subject research on the internet and by submitting reports of this research in an approved report format to the instructor by the use of e-mail, and will submit weekly progress reports via e-mail. Class meetings will be required on the first day of class and during the last week of classes of the semester. A minimum grade of "D" is required to pass ACNT 2168/2268.

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**ATTENDANCE POLICY:** As an online class, students must access the course on a regular basis.

**The minimum log in for the course is at least four (4) days per week. Additionally, you should not let more than 72 hours pass without logging in. Students will be administratively withdrawn from class if there is no log in activity for a two-week period and/or no assignments completed during a two-week period.**

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. Ideally, students should daily check the semester schedule, e-mail, and also check for announcements and fellow student discussions. This course is not 100% self-paced—**there will be deadlines**. You will feel more at ease with the materials if you stay in touch with what

is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

A student who does not meet the attendance requirements of a class as stated and does not officially withdraw from that course by the official census date of the semester, *may be* administratively withdrawn from that course and receive a grade of "X" as determined by the instructor.

An "F" will not be assigned to any student administratively withdrawn from a course for non-attendance by an instructor.

**FINAL DROP DATE: December 4, 2024**

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## **COURSE STRUCTURE:**

- **BLACKBOARD** - **ALL** communication and grading for this course will be conducted using the Blackboard Learning Management software.
- **COURSE MATERIALS** – There are no materials required to purchase for this course.
- **COURSE REQUIREMENTS** –
  - The student's workplace **must** be approved by the instructor prior to beginning the course.
  - The student must provide the name of the workplace, supervisor name, and contact information for the workplace and supervisor.
  - The student must contact the instructor during the first week of classes as indicated in SPC schedule of classes and ensure all forms have been submitted during the last week of classes.
  - A course schedule will indicate due dates when the student must e-mail a work place progress report and time sheet reports to the instructor.
  - Each student is required to work in a designated and approved work place for 20 hours per week for 12 weeks beginning Week 3. If the student misses work due to illness, it is the student's responsibility to call the supervisor to report that the student will not be at work. The student must make up the work time missed within one week.

*The instructor will provide all necessary forms required for submission for this course.*

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## **ASSIGNMENT INFORMATION and GRADING POLICIES:**

- **ASSIGNMENT POLICY: General Practicum Agreement:** Student will need to submit the general practicum agreement that contains the student's signature as well as the supervisor's signature.
  - **Time Sheets:** The student is required to maintain a time sheet (given to you by your instructor) showing daily hours worked. Your supervisor must sign it for each three-week period.
  - **Evaluation Forms:** The student is required to submit work-place evaluation forms that are to be completed by the supervisor for each three-week period. This evaluation includes a description of major responsibilities, tasks performed, and new tasks learned, information about office equipment and computer software used, and an overall evaluation of the internship program.
  - **Final Evaluation:** At the end of the semester, the student will be required to submit the final evaluation report that is completed by their supervisor.
- **GRADING POLICY/PROCEDURES:** The grade for both courses will be comprised of turning in required paperwork by the due dates.

Grades will be determined according to the following scale: A (90-100); B (80-89); C (70-79); D (60-69); F (0-59)

**Any reports not submitted by the due date will result in a grade of "0."**

***The grades for all of the reports AND time sheets will be averaged to calculate the final course grade.***

The grade of "F" will be assigned to a student as an earned grade in regard to the learning objectives of a course.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

**NOTE: A derogatory report from the student's supervisor MAY result in a failing grade for these courses.**

- **SPECIAL REQUIREMENTS:** The student will be required to follow the work place policies and procedures.
- **ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
- **PLAGIARISM AND CHEATING:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.
  - ❖ **Plagiarism** violations include, but **are not** limited to, the following:
    1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
    2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
    3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
    4. Missing in-text citations.
  - ❖ **Cheating** violations include, but **are not** limited to, the following:
    1. Obtaining an examination by stealing or collusion;
    2. Discovering the content of an examination before it is given;
    3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
    4. Entering an office or building to obtain an unfair advantage;
    5. Taking an examination for another;
    6. Altering grade records;
    7. Copying another's work during an examination or on a homework assignment;
    8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
    9. Taking pictures of a test, test answers, or someone else's paper.

*An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.*

- **STUDENT CODE OF CONDUCT POLICY:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.
- **INTERNET/TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, please start with the Help link on your Blackboard homepage. It is your responsibility to have a backup plan if your computer/WIFI goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** Make sure you finish your Cengage assignments in a timely manner and DO NOT wait until the last minute!
- **DISCLAIMER:** This is to notify you that the materials you may be accessing in chat rooms; bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

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## ACADEMIC AND SPECIAL SERVICES INFORMATION

- I. **COVID INFORMATION:** Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or **have** tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.
- **DIVERSITY STATEMENT:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.
  - **DISABILITY STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
  - **NONDISCRIMINATION POLICY:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
  - **TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To **activate** accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, a notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.
  - **CAMPUS CONCEALED CARRY:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <http://www.southplainscollege.edu/campuscarry.php>. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.