



### Accounting Internship/Capstone

ACC 245-I1, ACC 245-I2 and ACC 245-I3

For academic year 2021-22



**Number of Credits:** 1, 2 or 3 credit hours

**Days Class Meets:** online

**Meeting Times:** online

**Location:** online

**Instructor:** Suzanne K Long

**Office:** online

**Contact Phone:** 517-796-8608

**Contact Email:** [longsuzannek@jccmi.edu](mailto:longsuzannek@jccmi.edu)

**Office Hours:** by appt., phone & video

**Remote Office Hours:** any day but Sunday

**The 22/SPR (winter) due date for all ACC 245 work is: Sunday 4/24/2022**

### You have options!

Choose one of the following options for your ACC 245 experience:

- 1 credit hour option, 1 capstone project, your choice of either a financial, managerial or taxation accounting project
- 2 credit hour option, 2 capstone projects, select 2 from the choice of financial, managerial and taxation accounting projects
- 3 credit hour option, a traditional work based learning internship type experience with a minimum of 150 hours or work time documented. Note that there is always the option of completing a tax internship during the JC winter semester with the VITA program (Volunteer Income Tax Assistance).
- Waive ACC 245 entirely. If you already have professional accounting work experience, then it is possible that we could submit a Waiver Form to the college. If approved, you would not take ACC 245 at all. In order to submit a Waiver Form, you must schedule a meeting with me to discuss your professional accounting work experience.

### Course Description

Complete your accounting program with a choice of practical work experience or a comprehensive accounting capstone project(s).

## Prerequisite(s)

Prerequisite course: ACC 232

## Course Objectives & Goals

Apply academic skills to a work-based learning experience or a project-based learning experience

## Textbook

For the work-based learning internship experience, all course materials are either free, online, or provided by the instructor and/or internship site. Do not buy anything.

For the project-based learning capstone experience, select from the following list available at [www.cybertext.com](http://www.cybertext.com) :

- Building Blocks for Accounting: Financial Perspective \$17.99
- Building Blocks for Accounting: Managerial Perspective \$17.99
- Building Blocks for Accounting: Taxation Perspective \$17.99

If you are completing a 1 credit hour capstone project, select 1 cybertext capstone project, either financial, managerial **or** taxation.

If you are completing a 2 credit hour capstone project, select 2 cybertext capstone projects, financial, managerial **or** taxation.

**Digital Format:** The cybertext projects are digital Excel and web based.

**Cost:** Review the cost of your required materials to determine your best option for fall course materials.

**Opt Out:** Please note, your opt out selection is for your *entire* semester schedule. You cannot opt out/opt into individual courses. And you must opt out by the due date of your first class, which is the 3<sup>rd</sup> day after the start of your earliest course.

**New BibliU Program:** Learn new BibliU textbook program at JC

**Billing:** For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu)

## Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

### **Accessibility**

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

### **Course Management (withdrawal, audit, incomplete)**

Contact JC Student Services at 517-787-0800 for information on withdrawing from the course with and without a refund. Students can also audit a course, which means the student participates in the course but will not receive a grade. Students can contact the instructor regarding an incomplete grade in the course if 75% or more of the course requirements have been completed with a grade of a 2.0 or better.

### **Academic Advising (special accommodations)**

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page.

### **Attendance Policy**

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will regularly and throughout the semester.

Students identified as no longer participating will be dropped or administratively withdrawn from the class with the last date of attendance reported to the college.

### **Technology issues**

If you have trouble with your JC login or other computer issues, please contact the JC Solution Center at 517-796-8539. When e-mailing your instructor, please include your first and last name and put "ACC 245" in the subject line. Always save and back-up your files. Have a back-up technology plan in case your regular computer has problems. Please ask questions and get help early with any concerns you may have including technology problems.

### **Caveat**

This syllabus is not a contract: it is a plan for the course. Each course and each student group is unique. We may do more or less than is outlined above. Total points in the course may be altered to reflect the dynamics of our class.

### Course requirements

ACC 245 students will complete Option #1, 2, or 3. See below for detailed requirements for all options.

### Grading Scale for ACC 245:

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

**Option #1 - 1 credit hour**  
**ACC 245-I1 Capstone Project**  
**(not an internship)**

Select, purchase and complete 1 of the following:

- 1) Building Blocks for Accounting: Financial Perspective **or**
- 2) Building Blocks for Accounting: Managerial Perspective **or**
- 3) Building Blocks for Accounting: Taxation Perspective

The cost is \$17.99 each from [www.cybertext.com](http://www.cybertext.com). These are fabulous, comprehensive projects that includes a wide range of topics in a multi-workbook Excel file. There are 10 grading attempts available with immediate grading feedback at [www.cybertext.com](http://www.cybertext.com). You will provide a required weekly update to the instructor each week, and you are welcome to contact the instructor for assistance and discussion at any time.

The FINANCIAL project includes financial topics from ACC 231 and ACC 240 such as routine journal entries, advanced journal entries, month-end adjusting entries, bank reconciliation for the cash account, accounting worksheet for all account balance data and financial statements.

The MANAGERIAL project includes managerial topics from ACC 232 and ACC 234 such as unit cost calculations, cost volume profit analysis, full master budget preparation, process costing, job order costing, standard (variance) analysis, and capital decision making.

The TAXATION project includes individual income tax topics from ACC 214 such as a wide of income source documents, self-employment income, numerous itemized deductions, refundable credits, nonrefundable credits, multiple tax payment types, original source documents, Form 1040, 1040 Schedules, and supporting 1040 Forms.

Once the project is complete, you will prepare final reflective essay writing about the topics you encountered during your project work as well as reflective writing about your accounting goals.

Grading summary for 1 credit hour ACC 245:

- 10% weekly updates in JetNet
- 80% project completion
- 10% final essay responses in JetNet

**Option #2 - 2 credit hours**  
**ACC 245-I2 Capstone Projects**  
**(not an internship)**

Select, purchase and complete 2 of the following:

- 1) Building Blocks for Accounting: Financial Perspective **or**
- 2) Building Blocks for Accounting: Managerial Perspective **or**
- 3) Building Blocks for Accounting: Taxation Perspective

The cost is \$17.99 each from [www.cybertext.com](http://www.cybertext.com). These are fabulous, comprehensive projects that includes a wide range of topics in a multi-workbook Excel file. There are 10 grading attempts available with immediate grading feedback at [www.cybertext.com](http://www.cybertext.com). You will provide a required weekly update to the instructor each week, and you are welcome to contact the instructor for assistance and discussion at any time.

The FINANCIAL project includes financial topics from ACC 231 and ACC 240 such as routine journal entries, advanced journal entries, month-end adjusting entries, bank reconciliation for the cash account, accounting worksheet for all account balance data and financial statements.

The MANAGERIAL project includes managerial topics from ACC 232 and ACC 234 such as unit cost calculations, cost volume profit analysis, full master budget preparation, process costing, job order costing, standard (variance) analysis, and capital decision making.

The TAXATION project includes individual income tax topics from ACC 214 such as a wide of income source documents, self-employment income, numerous itemized deductions, refundable credits, nonrefundable credits, multiple tax payment types, original source documents, Form 1040, 1040 Schedules, and supporting 1040 Forms.

Once the project is complete, you will prepare final reflective essay writing about the topics you encountered during your project work as well as reflective writing about your accounting goals.

Grading summary for 2 credit hour ACC 245:

- 10% weekly updates in JetNet
- 80% project completion
- 10% final essay responses in JetNet

**Option #3 - 3 credit hours**  
**ACC 245-13 Internship**  
**(not a capstone project)**

Option #3 = 3 credit hours = 150 clock hours]

(Part time work at 20 hours per week for 8 weeks = 160 hours)

Work with the Employment Hub at Jackson College to locate and secure a suitable work assignment. Past placements include the VITA volunteer tax program, tax internships at local tax firms and other accounting related internships with local companies.

Satisfactorily complete your internship including all requirements of the work position. Do your best from week to week to be early, work hard and represent yourself and the college well.

Track your time using a work log, [see page 9](#) below. Include your hourly work log in your internship portfolio. For VITA volunteer tax students, successful completion of the IRS VITA Basic Exam is required to pass ACC 245.

Submit weekly updates in the JetNet Forum for ACC 245. The purpose of this update is for you to document your internship or project work from week to week. The length of your update will vary from week to week but should be at least one paragraph per weekly update or approximately 100 words per update.

Prepare a portfolio including summary of your internship work. Submit to JetNet no later than the final semester due date provided at the beginning of this document. Samples of past portfolios are available for your review in JetNet.

Your ACC 245 portfolio includes:

1. Professional presentation and cover sheet design
2. Table of contents
3. All weekly updates from the ACC 245 JetNet Forum
4. Work log documenting your internship hours
5. Reflection paper

Prepare a 3-5-page reflection paper describing your work-based learning experience.

Your paper should address the following:

- a) describe the kinds of work and projects you completed during your internship
- b) describe what you learned while completing your internship
- c) describe how your internship experience connects your academic coursework with your future professional goals



6. Resume - prepare a new and/or revised resume including JC coursework, your internship, and anticipated JC graduation date
7. Thank You Letter – prepare and send a thank you letter to your internship supervisor and submit a copy of that letter in your internship portfolio document

**Grading Scale for ACC 245 Option #3:**

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

PORTFOLIO REQUIREMENT	POINTS
Presentation and cover	5
Table of contents	5
Weekly updates	40
Work log of hours	5
Reflection paper	30
Resume	10
Thank you letter	5
Total points	100

Grading summary for 3 credit hour ACC 245:

- 40% weekly updates in JetNet Forum
- 60% internship portfolio

