

STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

COURSE OUTLINE

BSAD 235 – Business and Accounting Field Experience

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SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT
Spring 2015

- A. TITLE: Business and Accounting Field Experience
- B. COURSE NUMBER: BSAD 235
- C. CREDIT HOURS: 3
- E. COURSE LENGTH: 15 weeks
- F. SEMESTER(S) OFFERED: Fall/Spring
- G. HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY: 40 hours of work per 1 credit hour.
- H. CATALOGUE DESCRIPTION: This internship is designed as an elective course for students on a space-available basis who would like to obtain hands-on experience working with entrepreneurs and small business owners. The accounting portion of the internship is an academic program which integrates classroom work and practical experience with businesses and nonprofit organizations. The internship will be tailored to the individual student's career interests and the needs of the supervisor and supervising organization.
- I. PRE-REQUISITES/CO-COURSES: ACCT 102 Accounting Principles II or permission of the instructor.
- J. STUDENT LEARNING OUTCOMES: The student will be able to:

<i>Course Objective</i>	<i>Institutional SLO</i>
a. Work in a team environment.	1. Communication 4. Intra/Inter-personal skills
b. Assist with creation and completion of marketing plans, feasibility analysis, and Business Plans.	2. Crit. Thinking 3. Prof. Competence
c. Conduct marketing research	1. Communication 3. Prof. Competence 4. Intra/Inter-Personal skills
d. Complete computer and internet clerical tasks.	2. Crit. Thinking 3. Prof. Competence
e. Complete project and activity reports.	2. Crit. Thinking 3. Prof. Competence

- K. TEXTS: No textbooks

L. REFERENCES: None

N. GRADING METHOD(P/F,A-F, etc.): A-F

O. MEASUREMENT CRITERIA: Intern weekly activity reports will be monitored to support the required time that the interns should consume.

P. DETAILED TOPICAL OUTLINE: See attached

DETAILED OUTLINE

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I. Review of Internship Responsibilities

- a. Conflict of Interest and Confidentiality Statement
- b. Determination of work schedule
- c. Conduct expected when dealing with clients
- d. Specific record keeping expected
- e. Mentor assignment for student and team assignment

II. Observation Activities and Learning Assignments

- a. Student will initially sit in on counseling sessions with mentor in a surveillance capacity only
- b. Students will complete assignments from Federal and State Small Business Planning articles and texts.
- c. Students will be exposed to Word Processing, Database and Spreadsheet Software used to assist clients.
- d. Students will be versed in Marketing plans, Management Plans and Financial Plans that tie together for an entire business package.

III. Active Involvement in Client Assistance

- a. With mentor and team oversight the students will become directly involved with client assistance.
- b. Students will assist with client marketing managerial or financial plans as assigned.

IV. Completion and Submission of weekly activities report.