

7. Will the course be seeking General Education approval?
 No Yes (if yes, go to next section [General Education Approval- click on this link](#))

8. Resources at Each Campus: List any resources, including faculty, facilities, technology, equipment, or library resources necessary at each campus listed above.

Current faculty overseeing individual internships anticipated to be sufficient for the foreseeable future.

Identify on which campuses the course is intended to be offered in the integrated university (for administration use only):

<input checked="" type="checkbox"/> BU	<input checked="" type="checkbox"/> LHU	<input checked="" type="checkbox"/> MU
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9. Identify Departments/Programs/Courses impacted by changes on this form (Identify any programs/departments/courses that may be impacted by course changes. Contact programs, departments to obtain support if you are offering a course that will impact their program:
None

10. Indicate Semester and Year Course will be implemented: Fall 2023

11. Provide a rationale for how this course relates to the mission and goals of the related program:
Offers students practical experience in accounting. An internship will allow students to practice the skills central to the goals of the accounting major, namely, to develop critical thinking, problem solving, and technical skills.

The specific knowledge and skills a student will develop depends on the type of accounting internship work: financial accounting, cost accounting, auditing, tax, fraud examination, or other.

12. Abbreviated Title (for Master Schedule, Maximum 20 spaces): Intern in Accounting

13. Course Description for Catalog (Maximum 75 words -start with an action verb.):
Develops critical thinking, problem solving, and technical skills through work experience in the accounting profession. Offers opportunities to gain experience in the various areas of accounting including financial accounting, cost accounting, auditing, tax, fraud examination, or other.

14. Credit(s):

Clock Hours: 1-6 **Lecture:** hours **Recitation:** hours **Lab:** hours

Contract Hours: .333 hours/student **Lecture:** hours **Recitation:** hours **Lab:** hours

15. Prerequisites (*Courses completed prior to taking this course*): ACCT222

16. Co-requisites (*Courses which must be taken simultaneously with other courses*): None

17. Enrollment Restrictions (*e.g., limited to majors in program XXX, restricted from majors in program XXX, etc.*): (1) Limited to accounting majors; (2) Minimum 2.5 GPA; and (3) approval of instructor

18. Repeatable: Can this course be repeated for credit as a multi-topic class, not just for a grade change?

No Yes: How many times is the course repeatable? Up to maximum of 6 credits

19. Dual-Level or Cross-Listed: Is this course dual-level? Yes No.

If yes, list the course prefix and number.

If dual-level, indicate content, assignments, and assessments for graduate and undergraduate courses on two separate Master Course Syllabus forms. Cross-Listed is across multiple departments/programs.

20. Estimated Frequency of Offering: All academic periods

How often will the course be taught for a two-year cycle? 8 (fall, winter, spring, summer)

21. Recommended class size for student success: *Provide the recommended class size number and a clear rationale based on accreditation guidelines, discipline standards, or pedagogical limitations.*

1 student because of the nature of internships

Submit a Master Course Syllabus – (see attached)

General_Education_Approval

Locate the required Curricular Theme, Program Goal, and Learning Objectives and Desired Outcomes for your selected area of this program in the [General Education Plan \(click on this link\)](#).

GE-1: Select the *Curricular Theme* and *Program Goal* you are applying from the drop down below (click on the words *Choose an item*, then click on the arrow and select one option):

Choose an item.

GE-2: How does your course fit into the General Education *Curricular Theme* and *Program Goal* to which you are applying (be sure to address all of the required areas of the selected Program Goal)?

- Caution, these terms *Curricular Themes* and *Program Goals* are specific to this General Education Program, See Ship Guide pages 6-12 for clarification
https://www.ship.edu/globalassets/gec/handbook_generaleducationship_2018_09_25.pdf
- [A program goal is a clear statement that expresses what our program will do for students. Each goal is designed to prompt and guide teaching practice and program assessment. For example in the **Curricular Theme** of Diversity, a **Program Goal** is to Guide and prompt students to evaluate the diversity of human experience, behavior, and thought, in order to better understand ourselves and others, to respond to the roots of inequality that undermines social justice, while developing awareness regarding diversity in culture, ethnicity, race, gender/gender expression, religion, age, social class, sexual orientation, or abilities.]

GE-3: List the Course Specific SLOs that correspond to the General Education SLOs of the relevant *Curricular Theme and Program Goal* and explain how your course will meet each one of these Course Objectives. *Please be specific and use examples to align in column two and to demonstrate how this will be implemented in column three.*

Course Specific Student Learning Objectives (SLOs)	General Education Student Learning Objectives (SLOs)	How do the methods and structure of the course provide students with the opportunity to meet each aligned pair of General Education and Course Specific SLOs?

Submit the Master Course Syllabus (including assessment) in addition to this form to be considered for General Education approval.

Signatures		
Required Signatures	Name	Date
Department Chairperson	Loren F. Selznick	Dec-16-2022

By typing my name in the box above, I am electronically signing this form. Dean, ICC Chair, and President/Designee will sign to indicate approval directly in SharePoint.

Final status: Approved



Approved by
Rogers-Adkinson, Diana

The recommended class size is acknowledged. The president (or designee of the president) retains the right to alter the class size as warranted, in support of the mission, vision and operation of the university.

MASTER COURSE SYLLABUS

NORTHEAST Integrated Curriculum Committee

1. **DATE PREPARED:** February 14, 2023
2. **PREPARED BY:** Loren F. Selznick
3. **DEPARTMENT:** Accounting and Business Law
Program: Accounting
4. **COURSE PREFIX & NUMBER** (*without space in-between*): ACCT498
5. **COURSE TITLE:** Internship in Accounting
6. **CREDIT HOURS:** 1-6
7. **RECOMMENDED CLASS SIZE:** 1
8. **PREREQUISITES/CO-REQUISITES:** None
9. **COURSE DESCRIPTION FOR CATALOG:** Develops critical thinking, problem solving, and technical skills through work experience in the accounting profession. Offers opportunities to gain experience in the various areas of accounting including financial accounting, cost accounting, auditing, tax, fraud examination, or other.
10. **CONTENT DESCRIPTION:** Students will develop critical thinking, problem solving, and technical skills through work experience in the accounting profession. The specific knowledge and skills will depend on the type of accounting internship work: financial accounting, cost accounting, auditing, tax, fraud examination, or other. Content will be approved by supervising faculty member and department chairperson.
11. & 12. **TABLE: STUDENT LEARNING OBJECTIVES AND STUDENT ASSESSMENT.** Use the Table below to document the outcomes and assessment for the course. *If this is a General Education course, be sure to complete the second column as well, if it is not a General Education course, you can leave the 2nd column blank.*

If General Education: Select the *Curricular Theme* and *Program Goal* you are applying from the drop down below directly as done on the Course Form above (*click on the words Choose an item, then click on the arrow and select one option*):

Choose an item.

11. Course Specific Student Learning Objectives (SLOs)	General Education Student Learning Objectives (<i>Complete this column for GE courses only</i>)	12. Student Assessment <i>Include assessment(s) and whether they are suggested or mandated (e.g., to comply with accreditation or as a minimum standard)</i>

Develop critical thinking and problem-solving skills in a real-world accounting context.		Internship log (suggested); reflection paper (suggested); employer feedback (suggested)
Develop technical accounting skills. The specific skills will depend on the type of accounting work performed: financial accounting, cost accounting, auditing, tax, fraud examination, or other.		Internship log (suggested); reflection paper (suggested); employer feedback (suggested)

**Note- Rows can be added*

13. METHODS:

Student will perform accounting work for employer organization under the supervision of an accounting faculty member. Methods are unique to each internship, but must involve practical experience in accounting. The work must be commensurate with the number of approved credit hours. Students will fulfill the obligations agreed upon with the internship supervisor and the employer.

14. COURSE ASSESSMENT:

The accounting faculty will regularly assess the objectives of course assessment and recommend necessary changes to better reflect the goals of the program. If warranted, adjustments to the course will be made.

15. SUPPORTING MATERIALS- SAMPLE TEXTS (Recommended):

If necessary and as needed, supervising faculty may select supporting materials and texts. These supporting materials and texts may vary each time the course is offered.

Indicate possible recommended texts for the course where appropriate, including author/editor, title, publisher, edition, and date of publication. The style of entry should consistently follow a manual such as Turabian, MLA, APA, or an accepted guide in a specific discipline.