

OGLALA LAKOTA COLLEGE

Business Department

Course Syllabus and Handbook

Field Experience
Acct 496 Credit Hours

By Permission of the Department Chairperson and Arrangement with the Instructor

WHAT IS THE COURSE DESCRIPTION?

The class is intended for students nearing the completion of a Business Administration Degree with a concentrated area in Accounting. This course involves a more intense participation and greater responsibility in the area of study.

ARE THERE PREREQUISITES?

Degree candidate status and department chair approval.

WHAT ARE THE COURSE OBJECTIVES?

1. To give the student practical “hands on” skills training that are necessary for successful employment after graduation.
2. To provide the student with the opportunity for practical application of his/her theoretical classroom training.
3. To expose the student to a variety of real world accounting situations and experiences.
4. To acquaint the student with his/her field study site goals and operations.
5. To allow the student opportunity in a position to make supervised decisions.
6. To reinforce the value of accountability and punctuality.
7. To give the student an opportunity to become aware of his/her obligations as a professional.
8. To emphasize the importance of communication with co-workers and supervisors.

WHAT ARE THE COURSE REQUIREMENTS?

1. Complete the Field Study Agreement form with the Field Supervisor and return it to the instructor before the field study begins.
2. Work a minimum of 180 hours of hands-on work dealing with planning, organizing, controlling, coordinating and command in a business.
3. Maintain a log of your time (daily) describing the work you are doing and the number of hours. Provide a printout (not handwritten) of your time log **signed** by your employer or your field supervisor to verify the work done and turn into your instructor. If the internship is paid a timecard or paystub showing the hours will suffice.
4. Maintain a journal (daily) describing in detail your experiences during the field study period. (Turn in a typed copy to the instructor).
5. Maintain contact with your instructor throughout the internship.
6. Fill out the survey questionnaire provided by your instructor.

HOW WILL WE EVALUATE THE FIELD STUDY?

Each course requires specific documentation to show to the college that the student intern has satisfied and completed the course requirements. To meet these requirements, participants in the field study must submit the following papers for evaluation. Each

person involved in the field study must submit these papers to the instructor at least one-week prior to the completion of the enrolled college term.

A signed Field Study Agreement stating the individuals involved and a description of the student intern's job responsibilities.

A daily log of time spent doing your field study.

A log of your daily time describing the work you are doing and the number of hours. A minimum of 180 hours of varied management experiences is required. Provide a printout (not handwritten) of your time log signed by your employer or field supervisor to verify the work done and turn it into your instructor.

A journal describing in details, your experiences during the field study period.

The journal or diary is a way for the student to reflect upon activities, experiences and insights gained while working in the field study at the placement site. We intend it to be a learning device to help the student integrate practical academic knowledge and to synthesize a working understanding of discipline.

The journal written by the intern during the field study will be confidential. We will not share the journal with other individuals. After the academic advisor has reviewed it, we will return the journal to the student intact. We permit no duplication without the expressed permission of the student or any other identifiable individual.

To be the most useful, the journal should be complete and assume the reader is unfamiliar with the routine activities of the placement site. It should contain a description of the student's activities, how they are carried out and if any problems or difficulties are encountered. If the student encounters any problems or difficulties, he/she should note how they were resolved.

The student may also note any particular insight he/she has gained on a particular topic as the field study progresses, equipment, software and peripherals used. Please include attitudes and feeling about the job, etc.

Because memory fades fast after any experience, it is best or feasible to make journal entries as soon as an event occurs.

A Survey Questionnaire provided by your instructor. The college will provide these forms.

- ❖ The student intern will submit a written evaluation of the field study experience
- ❖ The field supervisor to whom we assign the intern will submit an evaluation of the intern's service
- ❖ The academic coordinator will also evaluate the field study experience

HOW ARE THE STUDENTS PLACED IN FIELD STUDIES?

Most students have been placed in Tribal agencies; however, we may make assignments other than Tribal entities. Ideally, the student should locate and secure the field study opportunity. If the student is already employed, he/she may use the employment site as the field study site if the job description of the tasks to be performed by the student are evaluated and found to be accounting related. Jobs that are secretarial, clerical (such as data entry) or are primarily customer service will not be accepted.

The primary responsibility for evaluating the adequacy of the placement rests with the academic coordinator. Ideally, the academic coordinator should offer several placement opportunities for the student. Remember, that the primary objective is to give the student the best learning experience, given the student's interests, abilities and aptitudes.

Upon successful placement of the student, and understanding between the agency, college, and the student should be completed. This agreement includes the obligations and responsibilities of each party involved.

If the progress of the field study does not satisfy a student, or the agency the student is placed, the academic coordinator will attempt to mediate a solution, terminate the field study, or develop a new field study experience.

HOW LONG WILL THE NEW FIELD STUDY LAST?

The field study for graduating students should coincide with college Fall and Spring Term schedules whenever possible. The field study experience ideally should be completed during the final term of the student's college training. This is to give the student a culminating experience linking the academic classroom and vocational training into a real time working experience. The total amount of time spent doing the field study activities is a total of 180 clock hours.

WHO SHOULD SUPERVISE THE INTERN AT THE JOB SITE?

The business or agency should designate a field supervisor. The field supervisor should explain clearly the assignments and responsibilities given to the intern and ensure the tasks are completed timely. When in doubt, the field supervisor should feel free to discuss the assignments in question with the academic coordinator. Before and during the field study a series of sessions attended by the student, the academic coordinator and when practical the field supervisor and the academic coordinator should be considered partners in the educational field study experience.

SHOULD INTERNS BE COMPENSATED?

Where practical, the participating agency should be encouraged to provide a stipend or salary for the student intern. This is not a requirement of the field study program. However, the availability of compensation will in no way affect the academic validity of the field study experience. If the intern is receiving other funds, the academic coordinator will resolve any funding conflicts arising from the agency's stipend.

HOW WILL THE FIELD STUDY EXPERIENCE BE MONITORED?

We expect frequent communications monthly between the agency and the academic coordinator. It is important that the agency selection and the intern's placement process provide satisfactory learning experience for all parties involved.

WHAT IF THE FIELD STUDY CANNOT BE COMPLETED IN ONE SEMESTER?

The intern should attempt to complete the field study during the semester in which the student has registered for Senior Field Study.

Situations can happen where the instructor could not return to the college and complete the field study with the student or the student family concerns do not allow the completion of the field study. It is possible for the student to have extra time to complete the field study. This however, requires additional paperwork.

The student must take the responsibility to complete and return the Incomplete contract. These contracts are available at the local college center. The student must obtain proper signatures (a total of four), get the appropriate documents that are required, and submit the forms before the semester ends. Failure to complete an Incomplete Contract will result in receiving an "F" until the field study is completed within twelve hours after signing up for the class. We will award and "Incomplete" if the student properly submits the Incomplete Contract.

If the student is on financial aid, the student's continued eligibility for financial aid may be affected if the field study is not completed within the current semester and the resulting grade is an "F".

DISCLAIMER

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, the syllabus is not a contract between The Oglala Lakota College and any student. The instructor reserves the right to make necessary changes in course content and/or the instructional technique with reasonable notices.

FIELD STUDY/INTERNSHIP AGREEMENT

This Internship Agreement is entered into between _____ and
Student

_____, _____, SD under the supervision of
Agency Address

_____, _____, and Oglala
Field Supervisor Title

Lakota College, Business Department.

This placement fulfills the requirements of Acct 496

To successfully complete the internship requirements, the student will

1. Complete the Field Study Agreement form with the Field Supervisor and returned to your Instructor before the Internship begins.
2. Complete a minimum of 180 of hands-on, varied computer applications and routine office work.
3. Maintain a log of your time (daily) describing the work you are doing and the number of hours at work. Provide a printout (not handwritten) of your time log signed by your employer or field supervisor to verify the work done and turn in to your instructor.
4. Maintain contact with your instructor weekly.
5. Maintain a journal describing in detail your experiences during the internship period.
6. Fill out the survey questionnaire provided by your academic coordinator.

The field supervisor agrees to:

1. Complete the Field Study Agreement for with the Field Supervisor and return to your Instructor.
2. Supervise the student intern.
3. Provide assistance and advice to the College to meet the needs of the agency through a student on-the-job internship program.
4. Furnish an evaluation of the internship at the end of the internship.

Internship Activities

(List all duties and activities the student intern will perform at the placement site.)

Signed: _____ Phone: _____ Date: _____

Field Supervisor

_____ Phone: _____ Date: _____

Student Intern

_____ Phone: _____ Date: _____

Academic Coordinator

**Field Experience/Intern Evaluation
(Academic Coordinator Form)**

We designed into this evaluation a process to provide feedback to the academic coordinator, field supervisor and student interns, and information about this program and how we can improve it. The evaluation will contain questions in two areas; the intern's assignment and activities, and your overall experience with the intern

General Data

Name of Intern _____

Major Field of Study _____

Name of Field Supervisor _____

Name/Address of Internship Site _____

Telephone of Placement Site _____

Were the Internship Requirements Completed?

Agreement Yes _____ No _____

Log (hours) Yes _____ No _____

Journal Yes _____ No _____

Advisor Contact Yes _____ No _____

Intern Evaluation Yes _____ No _____

On-Site Evaluation Yes _____ No _____

Signature

Academic Coordinator _____ **Date:** _____

Evaluation of Intern's Performance

Has the student met his/her objectives?

Has the student gained new skills?

How well has the student integrated his/her academic training with the work site experience?

Student's areas of strength

Student's area of weakness

Evaluation Journal

Completeness

Content

Organization

Value of content as a learning tool

**Field Experience/Internship Evaluation
(Field Supervisor Form)**

We designed into this evaluation a process to provide feedback to the academic, coordinator, field supervisor and student interns, information about the program and how we can improve it. The evaluation will contain questions in two areas; the intern's assignment and activities, and your intern and/or academic coordinator.

Thank you for taking this time to share your ideas and comments about the internship.

General Data

Name of Intern _____

Major Field of Study _____

Name of Field Supervisor _____

Name/Address of Internship Site _____

Signatures

Field Supervisor _____ Date: _____

Academic Coordinator _____ Date: _____

Describe the Organization's Purpose and Goals

Evaluation of the Intern's Assignment and Activities

Describe the intern's job description

Did the intern's performance meet the objectives?

Describe the intern's punctuality?

Did the intern complete his/her assignments on time?

Was the intern academically prepared for the internship assignment?

Are there particular courses, books, reports and skills that would have better prepared the intern for the assignment?

Evaluation of the overall experience with the intern

Would you hire this individual for a staff position if you had a job opened?

What area of improvement would you suggest for the intern? Examples include: attendance, work performance, attitude, etc.

What positive contribution did the intern provide to the organization? If they made no contribution, please explain why.

You may use this space for any additional comments you may have.

**Field Experience/Internship Evaluation
(Student Intern Form)**

We designed into this evaluation a process to provide feedback to the academic, coordinator, field supervisor and student interns, information about the program and how we can improve it. The evaluation will contain questions in three areas: the field experience, your classroom preparation, and your overall experience. Please feel free to discuss this evaluation with your field supervisor.

Thank you for taking this time to share your ideas and comments about the internship.

General Data

Name of Intern _____

Major Field of Study _____

Name of Field Supervisor _____

Name/Address of Internship Site _____

Signatures

Intern _____ Date: _____

Academic Coordinator _____ Date: _____

Evaluation of your Field Experience

What job was assigned to you?

What were your work objectives?

What were your learning objectives?

Were your objectives met? How?

How was your working relationship with your supervisor?

Were you satisfied with the direction you received from your field supervisor?

What learning experiences either positive or negative did you have?

Evaluation of Classroom Training

Were you academically prepared for your assignment? Explain.

Did the lab and/or learning activities of your classroom prepare you for your internship?
How?

How would you compare the Journal assignment from a research paper usually assigned in class?

Evaluation of your internship experience

Would you like to serve in another internship?

Would you recommend an internship to another student?

How has your attitude changed about people or activities related to your professional field?

Do you plan to continue with your present professional plans?

How has your internship expanded your knowledge in your chosen field of study?

What are recommendations for improving the internship experience?

