

# **CMI COURSE CURRICULUM COURSE ACTION**

**Course Title:** Accounting Clerkship Internship      **Alpha Number:** BUS 200      **CIP No.** 52.0302

## **Type of Action:**

☐ New Course (attach narrative justification for course creation)

☒ Substantive Revision (attach narrative justification for changes, including assessment and/or achievement data and feedback from the advisory committee if relevant)

Select all that apply:

☐ Change in number of credit hours

☐ Change in prerequisite

☐ Substantive change in course content

☐ Change to SLOs

☒ Other: Hybrid, Correct calculation of contact hrs from 135 to 105

☐ Non-substantive Revision

Select all that apply:

☐ Change in Alpha Number or Title (unless letter abbreviation has not previously been used)

☐ Edit to course description that does not alter the substance of the course


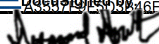

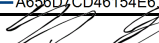
☐ Change to recommended texts

☐ Other:

☐ Reinstitution of Archived Course (attach narrative justification for reinstitution, including evidence of demand, evidence of capacity, feedback from the advisory committee if relevant, and Commentary that speaks directly to the reasons the course was initially archived)

☐ Reaffirmation of Course (only allowable if course completion rate exceeds ISS, the benchmark has been met for the majority of SLO assessments, and there is no evidence of inequitable levels of achievement across subpopulations; attach evidence)

## **Approvals:**

	Name	Signature	Date
Department Chair	Meitaka Kendall-Lekka	 DocuSigned by: Meitaka Kendall-Lekka	9/20/2024
Curriculum Committee Chair	Desmond Doulatram	 DocuSigned by: Desmond Doulatram	9/19/2024
Dean	Vasemaca Savu	 DocuSigned by: Vasemaca Savu	9/30/2024
VPASA	Dr Elizabeth Switaj	 DocuSigned by: Dr Elizabeth Switaj	10/1/2024

## CMI COURSE OUTLINE

**CIP No. 52.0302**

Version No. 2BUS 200

## Accounting Clerkship Internship

## Alpha Number

**Course Title**

**Course Description:** Provides students with supervised, real-world, practical field experience in performing a variety of duties from backroom calculations to front desk customer service, in both the public and private sector.

**Course originally prepared by:** Business Studies Department

Nov/2013

**Most recent revision by:**

Meitaka Kendall-Lekka

BSN DeptMay 2024

**Course mode(s):**   X   Face to Face (including Zoom)   X   Hybrid        Distance Education

Credits calculated by:   X   Credit Hour        Clock Hour

**Contact Hours:** 105

Type	No. of Hours	No. of Credits	Maximum No. of Hours Online
Lecture/Seminar/Workshop	15	1	8
Clinical			
Practicum			
Lab			
Fieldwork	90	2	
Studio Time			
<b>Total</b>	105	3	

<b>Purpose(s) of Course:</b>	Degree Requirement	_____
	Degree Elective	_____
	General Education	_____
	Credit Certification	Accounting Clerkship
	Developmental	_____
	CTE/TVET	_____
	ABE/Adult HS	_____

**Distribution Area:** Humanities \_\_\_\_\_  
 Social Sciences \_\_\_\_\_  
 Mathematics (Credit) \_\_\_\_\_  
 Science \_\_\_\_\_

**Prerequisite:** Permission of Instructor

**Student Learning Outcomes:** Upon completion of this course, students will be able to:

1. Apply business and accounting methodology concepts effectively in a public or private sector work environment

2. Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, samples of work and technical skills, awards, and documentation of extracurricular activities and community service activities
3. Identify appropriate time management techniques and their application in the workplace

**SLO Mapping:** n/a

Prerequisite Course SLO	Linked SLO from this Course	Explanation
Not Applicable – no preReq		

**Links to Program Learning Outcomes:**

SLO	Linked PLO	I/P/M	Explanation of Link
<ol style="list-style-type: none"> <li>1. Apply business and accounting methodology concepts effectively in a public or private sector work environment</li> <li>2. Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, samples of work and technical skills, awards, and documentation of extracurricular activities and community service activities</li> <li>3. Identify appropriate time management techniques and their application in the workplace</li> </ol>	<ol style="list-style-type: none"> <li>1. Use proper accounting terminology</li> <li>2. Communicate ideas clearly in both written and oral communications</li> <li>3. Demonstrate use of technology effectively in an accounting setting: MS Office programs, Basic Computer Accounting procedures</li> <li>4. Perform typical accounting transactions and calculations</li> <li>5. Demonstrate the audit mechanisms employed in a sound accounting system</li> <li>6. Explain the ethical responsibilities imposed on those engaged in business.</li> </ol>	M	Students can link what they have learnt in the course by applying Internship knowledge and skills gained from both the classroom and from their internship work and become successful permanent employees thus meeting their educational goals.

**Course Content:**

The course provides the student with practical fieldwork experience.

Students in this course will master:

1. On the job practical field experience
2. Professional development
  - a) Employee appearance
  - b) Training for advancement
  - c) Employee ethics
  - d) Networking and contacts
  - e) Community and workplace involvement
3. Personal experience
  - a) The world of work

- b) Where do you fit?
- c) Going to work
- d) Working for success

**Recommended Methods of Instruction**

- ☐ Demonstration
- ☒ Lecture
- ☐ Small group discussion
- ☒ Class discussion
- ☐ Audio-Visual Aids
- ☐ Laboratory
- ☒ Supervised Practice
- ☐ Field Trips
- ☒ Other: Internship training

**Higher Order Thinking Skills:** Students in this course will experience:

- ☒ Analyzing the basic elements of an idea, experience, or theory
- ☒ Making judgments about the value or soundness of information, arguments, or methods
- ☒ Applying theories or concepts to practical problems or in new situations

**Recommended Assessment Tool Type(s):**

- ☐ Case Study
- ☒ Critique of Performance
- ☐ Exam/Quiz In-Course
- ☐ Exam/Quiz Standardized (attach narrative describing development and validation process)
- ☐ Focus Group
- ☐ Group Project
- ☐ Individual Project
- ☐ Observation
- ☒ Portfolio Review
- ☒ Presentation
- ☐ Simulation
- ☐ Skill Performance
- ☒ Supervisor Evaluation
- ☒ Survey
- ☐ Written Assignment

**Required Forms of Regular and Substantive Interaction for Hybrid or Distance Education Courses  
(Select at Least Two):**

- ☒ Direct instruction through:
  - ☒ Live video lectures
  - ☐ Live audio-only lectures
  - ☒ Live text chats
- ☐ Assessing or providing feedback on a student's coursework
- ☒ Providing information or responding to questions about the content of a course or competency through:
  - ☒ Live video discussions
  - ☐ Live audio-only discussions
  - ☒ Live text chats
  - ☒ Asynchronous message boards or text chats
- ☒ Facilitating a group discussion regarding the content of a course or competency through:
  - ☒ Live video discussions
  - ☐ Live audio-only discussions
  - ☒ Live text chats
  - ☒ Asynchronous message boards or text chats

\_\_\_X\_\_\_ Other, specify: Use both asynchronous and synchronous assessments

*Note: for distance education courses, if only two are selected, both must occur within the course on a weekly basis. If more than two are selected, the instructor may choose which two are used during each week.*

**Equipment and Materials:** Recommended

1. Equipment/Facilities: Overhead projector, Zoom, Computer/Laptop with MS Excel, Internet, Moodle online learning platform
2. Materials and Supplies: Planner/Journal, USB

**College Mission:**

The College of the Marshall Islands will provide our community with access to quality, higher and further educational services, prioritize student success through engagement in relevant Academic, Career and Technical Education, and be a center for the study of Marshallese Culture. It will also provide intellectual resources and facilitate research specific to the needs of the nation.

*EC approved 4th Nov, 2020. BOR approved 1st December, 2020*

**Connection to College Mission:**

Department of Business Studies educational goals are grounded in the mission and objectives of the college in two particular facets; aiming to serve (1) students' educational needs and (2) national needs. Being able to offer unique business program pathways and Business courses like this will enable our students to advance further in higher education and help prepare them to enter the workforce.

**Department Mission:**

The mission of the Business Studies Department is to serve students and the local business community by offering quality programs that provide the knowledge and skills essential for success in entrepreneurship, higher education, or employment.

**Connection to Department Mission:**

The course offers students with career-related mentorship and guidance and focuses primarily on their internship journey. As such, this course aligns well and meets Department mission which believes in integrating both theoretical and real-life application components to help prepare students for both transfer and for the field work.

**Rationale for Change:**

Credit Hours - Changed credit hours from 3 to 4 since the bulk of the course requires additional work with both students and their internship work placements both in the classroom and outside class time in terms of planning and continuous collaboration throughout the semester with securing intern work and then working closely with their supervisors to ensure students are successful in their internship work. This includes NTC opportunities for students' stipends. This takes up so much time and effort both in and outside of class especially now that we have to follow new "Internship Guidelines".

Hybrid - Added this component to allow or have the option for students to join class online in case class cannot meet face to face due to unforeseen circumstances (ex. COVID, Natural disasters, etc) as well as accommodate our working students and those who are sick and unable to come to class.

Contact Hours – originally 135, changed to 105 to follow updated [revised credit hour policy](#) calculations.