Edison State Community College
ACC 291R Internship Seminar

Instructor: Sandra Streitenberger
Email: sstreitenberger@edisonohio.edu
Phone: (937) 778-7905
Office Hours: Tuesday 8-9AM & Noon-2PM; Plus, Sunday 6-9PM
Credentials: Master of Arts in Management, Antioch University McGregor, 2001
Bachelor of Arts, Finance & Accounting, Capital University, 1993

Course Description

Field experience that provides an opportunity for students to mesh theory and practice through supervised work experience in their career discipline. Experiences are integrated with academic work in weekly assignments. The student completes 14 hours of service weekly at the cooperating organization.

Textbook & Resources

- No formal textbook required
- All resources are available through **Blackboard** and the **Open Educational Resource** website

Course Objectives

By the end of the course, students will be able to:

- Apply job search and interviewing strategies
- Accurately describe the host organization's history, mission, products, and procedures
- Exhibit professional behavior, appearance, and communication
- Update and refine their résumé and other career readiness tools

Evaluation Breakdown

Grading Category	Points	Weight		Cumulative Points	% of Grade	Letter Grade
Basics (Soft Skills)	150	19%		720 - 800	90 - 100 %	A
Employability (Career Readiness)	650	81%		640 - 720	80 - 89.9 %	B
				560 - 640	70 - 79.9 %	C
				560 and below	69.9% and below	F
Total	**800**	**100%**				

Note: You must earn at least **70% (560 points)** to pass this course. No grade of "D" is awarded.

Assignment Types

- **Basics (Soft Skills)**
  Platform: Online learning modules
  Topics include email etiquette, professional communication, and internet safety

- **Career Readiness Assignments**
  Platform: Online career training resources
  Topics include:
    - Résumé building and cover letters
    - LinkedIn and Facebook networking
    - Job interview preparation and mock interviews
    - Job search strategies and personal branding

Student Expectations

- Read assigned materials and complete all assignments.
- Stay active in the course and access support materials in Blackboard.
- Communicate promptly with your instructor about challenges or if you anticipate missing deadlines.
- Students are expected to adhere to the deadlines as posted in the class schedule.
- Follow Edison State's Academic Honesty Policy.

Ethical Use of AI

- AI tools may support learning—such as brainstorming, revising reflections, or formatting—but must not replace your own effort.
- All graded work (quizzes, written assignments, etc.) must reflect your understanding.
- Submitting AI-generated work without meaningful personal input violates academic integrity and earns a zero.
- Use AI as a guide, not a substitute. Integrity matters.

Notes:

- The instructor reserves the right to modify this syllabus at any time.
- Refer to your class schedule for assignments and due dates.
- See *Syllabus Part II Addendum* for additional student support services.

Syllabus Part II Addendum for additional student support services.

AI POLICY - All coursework for this class must be authored solely by you. While limited use of generative AI tools like ChatGPT is permitted for brainstorming, outlining ideas, or checking grammar and style, AI-generated submissions—including drafts, full sentences, paragraphs, or entire assignments—are strictly prohibited and will be treated as academic misconduct. Any approved AI assistance must be properly documented and cited, in alignment with the college's academic honesty policies. If you're unsure about permitted usage, please ask for clarification before proceeding

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY
Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit https://www.edisonohio.edu/services-support/accessibility-disability-support-services

TESTING YOUR FAITH ACT POLICY - Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registration-records, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying
It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES - All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

Accounting Internship Schedule

Week	Date	Internship Experience Assignment	Internship Seminar Assignment	Due Date
1	10/19/2026	•Review Course/Handbook •Submit Intern Forms/Resume •Record Weekly Time on log •Submit Weekly Journal	•Email Basics, 1-9, Quiz •Bus. Communication,1-13, Quiz	Sun, 10/25/2026
2	10/26/2026	•Record Weekly Time on log •Submit Weekly Journal	•Social Media & LinkedIn Basics, 1-12, Quiz •Internet Safety, 1-15, Quiz	Sun, 11/1/2026
3	11/2/2026	•Record Weekly Time on log •Submit Weekly Journal •Give Evaluation to Employer	•Job Search & Networking, 1-13, Quiz	Sun, 11/8/2026
4	11/9/2026	•Submit Weekly Journal •Submit Employer Evaluation	•Cover Letters, 1-2, Quiz •Job Applications, 1-10, Quiz	Sun, 11/15/2026
5	11/16/2026	•Record Weekly Time on log •Submit Weekly Journal •Begin Internship Report	•Resume Writing, 1-13, Quiz	Sun, 11/22/2026
6	11/23/2026	•Record Weekly Time on log •Submit Weekly Journal •Work on Internship Report & Testimonial	•Interviewing Skills, 1-10, Quiz	Sun, 11/29/2026
7	11/30/2026	•Record Weekly Time on log •Submit Weekly Journal •Give Employer Final Evaluation •Work on Thank You Letter •Submit Internship Report & Testimonial	•3-Minute Commericial, Script, Worksheet & Video Submission •Virtual Interview Submission	Sun, 12/6/2026
8	12/7/2026	•Submit Internship Time Log •Submit Final Weekly Journal •Submit Thank You Letter •Submit Final Employer Evaluation •Complete Student Internship Evaluation	•Informational Interview Paper	**Fri, 12/11/2026**

Note: The Instructor reserves the right to amend, adjust, or otherwise modify this outline at any time.