

ACCOUNTING 295B
WORK EXPERIENCE I
SYLLABUS FALL 2010
(TENTATIVE - SUBJECT TO CHANGE)

Instructor: Paul S. Muller, CPA
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Office Hours: By appointment

Prerequisite: Consent of instructor. Generally, the instructor will not consent unless the student has had significant previous accounting course work.

Purpose of the Course:

The purpose of the course is to provide on-the-job supervised educationally-directed work experience where a student has the opportunity to apply what is learned in the classroom in previous accounting course work to the actual working environment .

Credits: Variable (1-6). May be repeated until six credits have been earned.

Enrollment: The following steps should be followed in order to properly enroll in the course:

1. Obtain Cooperative Work Experience documents and call number from:

Sheri Haggerty, Division Assistant
Western Nevada College
Social Sciences, Education, Humanities, and Public Service Division
775-445-4253
Hagger16@wnc.edu

The following documents are needed:

- a. Student Information Form.
- b. CWE Time Sheet.
- c. CWE Final Evaluation Form.
- d. CWE Training Agreement

2. Complete Cooperative Work Experience Training Agreement by choosing learning objectives in cooperation with employer and instructor. Each learning objective must be related to accounting. Be very specific. Choose one learning objective for each unit of credit. Attach additional sheet if enrolling in more than four credits. Sign agreement and obtain signature of supervisor and instructor.
3. Enroll in course using call number obtained from division office and pay appropriate tuition and fees. You should not enroll until learning objectives have been approved by instructor.

Completion of Course:

Learning objectives should be worked on at place of employment until they are completed. The following must be submitted to instructor upon completion of experience:

1. Completed CWE time sheet showing hours worked signed by student/employee and supervisor. At least 45 hours must be worked for each unit of credit
2. Cooperative Work Experience Training Agreement with ratings (4,3,2, or 1) for each learning objective assigned by supervisor.
3. Final Evaluation Form completed by supervisor.
4. Paper delineating what student has learned from work experience. The paper should be typed, double-spaced, and from two to five pages in length. In the paper there should be a section for each learning objective including what was learned on the job and what the student has gained from the experience.

Grading:

The final letter grade will be based on the ratings assigned by the employer on the training agreement, the final evaluation completed by the employer, and the quality of the paper which will be evaluated by the instructor. The employer's evaluation and ratings will count for two-thirds of the grade and the paper will count one-third of the grade.

In order to receive a grade for the Fall Semester 2010, the requirements must be completed by Monday, December 13, 2010. If not completed by that date, a "W" grade will be assigned.