



Course Specifications

| | |
|----------------------------|--|
| Course Title: | Internship (Practical Training) |
| Code: | ACCT-420 |
| Program: | Bachelor in Accounting |
| Department: | Accounting |
| College | Business Administration |
| Institution: | Jazan University |
| Academic Year: | 2023 |
| Semester: | 1 |
| Course Coordinator: | Maram Qubain |
| Date: | 28/08/2022 |

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A. Course Identification

| | |
|--|--|
| 1. Credit hours: 3 | |
| 2. Course type | |
| a. University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input type="checkbox"/> Others <input type="checkbox"/> | |
| b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/> | |
| 3. Level/year at which this course is offered: Level 7 | |
| 4. Pre-requisites for this course (if any): The student completed a total of 105 hours | |
| 5. Co-requisites for this course (if any): NIL | |

6. Mode of Instruction (mark all that apply)

| No | Mode of Instruction | Contact Hours | Percentage |
|----|-----------------------|---------------|------------|
| 1 | Traditional classroom | | |
| 2 | Blended | | |
| 3 | E-learning | | |
| 4 | Distance learning | | |
| 5 | Other | | |

7. Contact Hours (based on academic semester)

| No | Activity | Contact Hours |
|----|---|---------------|
| 1 | Lecture | |
| 2 | Laboratory/Studio | |
| 3 | Tutorial | |
| 4 | Others (specify) Assignment, group project, and quizzes | 33 |
| | Total | 33 |

B. Course Objectives and Learning Outcomes

1. Course Description:

This course will be taught at the Mastered level to the program. It provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting Core Learning Outcomes, jointly developed Specific Learning Outcomes are selected and evaluated by the Faculty Internship Advisor, Work-site Supervisor, and the student. Internship placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Internships provide entry-level, career-related experience, and workplace competencies that employers value when hiring new employees.



2. Course Main Objective

As a result of the internship experience students will be able to:

1. Apply appropriate workplace behaviors in a professional setting.
2. Demonstrate content knowledge appropriate to job assignment.
3. Exhibit evidence of increased content knowledge gained through practical experience.

3. Course Learning Outcomes

| CLOs | | Aligned PLOs |
|------|---|--------------|
| 1 | Knowledge and Understanding | |
| 1.1 | Recall the fundamental theories, standards and concepts of accounting. | K1 |
| 1.3 | Identify the developments in the accounting field through studying financial contemporary issues. | K2 |
| 2 | Skills : | |
| 2.1 | Apply arithmetical skills to solve real cases in the field of accounting | S1 |
| 2.2 | Exhibit critical thinking and problem-solving skills by analyzing underlying issue/s to challenges; | S2 |
| 2.3 | Analyze and evaluate the bookkeeping process and the reporting of the basic financial statements as the balance sheet, income statement, the statement of cash flows, and the statement of retained earnings. | S3 |
| 2.4 | Communicate effectively and appropriately with different professionals in the work environment through written and oral means; | S4 |
| 2.5 | Use software to analyze and interpret accounting information. | S5 |
| 3 | Values: | |
| 3.1 | Exhibit professional ethics by displaying positive disposition during internship | V1 |
| 3.2 | Demonstrate mastery of key concepts by solving numerous exercises, case studies for specific profession. | V2 |
| 3.3 | Participate in a team to analyze and solve the crisis and make decision making. | V3 |

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

| Cod e | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|-------|---|---|--|
| 1.0 | Knowledge and Understanding | | |
| 1.1 | Recall the fundamental theories, standards and concepts of accounting. | Brainstorming/ Weekly briefing with supervisor | Peer assessment/ Written report. |
| 1.2 | Identify the developments in the accounting field through studying financial contemporary issues. | Group discussion and project presentation | Assessment of project defense/presentation |
| 2.0 | Skills | | |



| | | | |
|-----|---|--|---|
| 2.1 | Apply arithmetical skills to solve real cases in the field of accounting | <ul style="list-style-type: none">● In-class, lecturing where the previous knowledge is linked to the current and future topics● Reading (books, internet search)● Provide theoretical lectures on the concept of graduation project | <ul style="list-style-type: none">● Weekly follow ups with the teams by College Coordinators on progress & communication skills● Oral exams to assess the abilities of discussing physical concept● Final report and presentation to assess professional skills.● Periodic reports on what has been achieved during those periods. |
| 2.2 | Exhibit critical thinking and problem-solving skills by analyzing underlying issue/s to challenges; | | |
| 2.3 | Analyze and evaluate the bookkeeping process and the reporting of the basic financial statements as the balance sheet, income statement, the statement of cash flows, and the statement of retained earnings. | | |
| 2.4 | Communicate effectively and appropriately with different professionals in the work environment through written and oral means; | | |
| 2.5 | Use software to analyze and interpret accounting information. | | |
| 3.0 | Values | | |
| 3.1 | Exhibit professional ethics by displaying positive disposition during internship | <ul style="list-style-type: none">● In-class, lecturing where the previous knowledge is linked to the current and future topics● Reading (books, internet search)● Provide theoretical lectures on the concept of graduation project | <ul style="list-style-type: none">● Weekly follow ups with the teams by College Coordinators on progress & communication skills● Oral exams to assess the abilities of discussing physical concept● Final report and presentation to assess professional skills.● Periodic reports on what has been achieved during those periods. |
| 3.2 | Demonstrate mastery of key concepts by solving numerous exercises, case studies for specific profession. | | |
| 3.3 | Participate in a team to analyze and solve the crisis and make decision making. | | |

2. Assessment Tasks for Students

| # | Assessment task* | Week Due | Percentage of Total Assessment Score |
|---|----------------------------|----------|--------------------------------------|
| 1 | Internship Starting report | 1 | 10 |



| | | | |
|---|--|----|----|
| 2 | Report 1 | 4 | 20 |
| 3 | Report 2 | 6 | 20 |
| 4 | Report 3 | 9 | 20 |
| | Confidential evaluation and presentation | 10 | 30 |

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

Instructors allocate six office hours per week for students' consultation. In addition, students are welcomed anytime by appointment if they cannot come during the office hours

F. Learning Resources and Facilities

1. Learning Resources

| | |
|--------------------------------|--|
| Required Textbooks | |
| Essential References Materials | |
| Electronic Materials | |
| Other Learning Materials | |

2. Facilities Required

| Item | Resources |
|--|--|
| Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) | Classroom equipped with projector and white boards |
| Technology Resources (AV, data show, Smart Board, software, etc.) | projector |
| Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) | N/A |

G. Course Quality Evaluation

| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|--|-----------------|----------------------------------|
| Sufficiency of resources and facilities for students | Students | Course evaluation survey form |
| Effectiveness of teaching / learning process | Students | Course evaluation survey form |
| Effectiveness of teaching / learning process | CRC / QAU / HOD | Course reports / result analysis |



| | | |
|---|----------------------------------|--|
| Quality of learning Resources | Track leaders / CRC | Review meetings and star rating with suggestions for further modification and improvements |
| Verifying standards of student achievement / evaluation | HOD / committee nominated by HOD | Random re-checking of evaluated answer sheets |
| Achievement of course learning outcomes | Course Teachers / QAU | CLO assessment template that is further verified at course coordinator and QAU level. |
| | | |

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

| | |
|----------------------------|--------------------|
| Council / Committee | Department Council |
| Reference No. | |
| Date | 28/08/22 |

