

STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK



## MASTER SYLLABUS

COURSE NUMBER – COURSE NAME

**BSAD 235 – Business and Accounting Field Experience**

**CIP Code: 52.0204**

*For assistance determining CIP Code, please refer to this webpage*

*<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>*

*or reach out to Sarah Todd at [todds@canton.edu](mailto:todds@canton.edu)*

**Created by: Charles Fenner**

**Updated by: Charles Fenner**

**School of Business and Liberal Arts**

**Department: Business**

**Semester/Year: Fall 2023**

- A. TITLE: Business and Accounting Field Experience
- B. COURSE NUMBER: BSAD 235
- C. CREDIT HOURS: (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

# Credit Hours: 3  
 # Lecture Hours: 3 per week  
 # Lab Hours: per week  
 Other: per week

Course Length: Weeks

- D. WRITING INTENSIVE COURSE: Yes  No

- E. GER CATEGORY: None:  Yes: GER  
*If course satisfies more than one: GER*

- F. SEMESTER(S) OFFERED: Fall  Spring  Fall & Spring

G. COURSE DESCRIPTION:

This field experience is designed as an elective course for students who would like to obtain hands-on experience working with entrepreneurs and small business owners. The accounting portion of the field experience is an academic program which integrates classroom work and practical experience with businesses and nonprofit organizations. The field experience will be tailored to the individual student's career interests and the needs of the supervisor and supervising organization.

- H. PRE-REQUISITES: None  Yes  If yes, list below:

BSAD 100 - Introduction to Business; ACCT 101/102 - Managerial/Financial Accounting

CO-REQUISITES: None  Yes  If yes, list below:

- I. STUDENT LEARNING OUTCOMES: (*see key below*)

By the end of this course, the student will be able to:

<u>Course Student Learning Outcome</u> [SLO]	<u>Program Student Learning Outcome</u> [PSLO]	<u>GER</u> [If Applicable]	<u>ISLO &amp; SUBSETS</u>

Describe the major functional areas of a business organization.	Critical Thinking and Analysis Competence		2-Crit Think 3-Found Skills ISLO	IA Subsets Subsets Subsets
Demonstrate professional communication by creating effective documents in work teams	Communication Teamwork		1-Comm Skills 4-Soc Respons ISLO	O W T Subsets
Analyze basic financial statements of a business	Critical Thinking and Analysis Competence		2-Crit Think ISLO ISLO	IA Subsets Subsets Subsets
Describe elements of successful teams	Teamwork		4-Soc Respons ISLO ISLO	T Subsets Subsets Subsets
Explain techniques for motivating and influencing	Resource Management		4-Soc Respons ISLO ISLO	T ER GL Subsets
Apply decision-support tools & technology to make and defend business decisions	Core Business Knowledge		4-Soc Respons 1-Comm Skills ISLO	O T IK Subsets
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<b>KEY</b>	<b><u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u></b>
<b>ISLO #</b>	<b>ISLO &amp; Subsets</b>
<b>1</b>	<b>Communication Skills</b> Oral [O], Written [W]
<b>2</b>	<b>Critical Thinking</b> <i>Critical Analysis [CA], Inquiry &amp; Analysis [IA], Problem Solving [PS]</i>
<b>3</b>	<b>Foundational Skills</b>

	<i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	<b>Social Responsibility</b> <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	<b>Industry, Professional, Discipline Specific Knowledge and Skills</b>

\*Include program objectives if applicable. Please consult with Program Coordinator

J. APPLIED LEARNING COMPONENT: Yes  No

If YES, select one or more of the following categories:

- |  |  |
|--|--|
| <input type="checkbox"/> Classroom/Lab         | <input type="checkbox"/> Civic Engagement              |
| <input checked="" type="checkbox"/> Internship | <input type="checkbox"/> Creative Works/Senior Project |
| <input type="checkbox"/> Clinical Placement    | <input type="checkbox"/> Research                      |
| <input type="checkbox"/> Practicum             | <input type="checkbox"/> Entrepreneurship              |
| <input type="checkbox"/> Service Learning      | (program, class, project)                              |
| <input type="checkbox"/> Community Service     |  |

K. TEXTS:

None

L. REFERENCES:

None

M. EQUIPMENT: None  Needed:

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

**Journal; Weekly Summary; Presentation; Portfolio**

P. DETAILED COURSE OUTLINE:

**I. Weekly Report (2 pages)**

**A. Weekly activities (1 page)**

**B. Essay linking theory to practice (1 page)**

**II. Semi-weekly review of Performance**

**III. Mid-Term Review of Performance**

**IV. Final Report**

**A. Portfolio**

**B. Lead professor/Supervisor Review of Performance**

#### IV. Completion and Submission of weekly activities report

Q. LABORATORY OUTLINE: **None**  **Yes**