

**ACCT 4800 and ACCT 5800
Internship
Summer 2019**

Faculty Internship Director: Christine Ellis
Office: Business Leadership Building: 215F
Phone: 940-565-3087
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Office Hours: Monday 8:30-11:00am
Wednesday 8:30-11:00am
or by appointment

Required Material:

An approved College of Business and Accounting Department Internship

- The Texas State Board of Public Accountancy (TSBPA) requires the accounting knowledge gained in the internship is equal to or greater than the knowledge gained in a traditional accounting classroom setting.
- Accounting Internship Information Packet (includes all assignment forms)

Course Description:

Supervised productive and educationally meaningful work experience in a job related to the student's career objective.

Prerequisite(s): Meet employer's requirements and have consent of the Internship Director and department chair.

ACCT 4800 and 5800 may only be taken once. May be counted only as an accounting elective and does not count as part of the accounting GPA. Pass/no pass only (ACCT 5800).

Course Requirements:

- Obtain a copy of the current course syllabus
- Attend Mandatory Internship Class Orientation
 - You will receive an email with this information
- Hours Required: Minimum of 320 Hours
- ACCT Internship Employer Form (See Internship Information Packet)
- Daily Employment Journal (See Internship Information Packet)
- Writing Assignment (See Internship Information Packet)
- Intern & Employer Evaluations (See Internship Information Packet)
- Special Instructions: All assignments will be submitted to Canvas as a .pdf file

NOTE: Communication with students and supervisor throughout the semester depend on the correct information being available in Handshake and Request an Experience form. Assuring the information is correct is the student's responsibility. If information is not up-to-date and reports or assignments are not completed it may result in an incomplete or non-pass.

Accounting Internship Course Student Responsibilities Accounting 4800/5800 Assignments:

You will have the following responsibilities in connection with your participation in the internship program. All submissions should be a.pdf file.

1. Daily Employment Diary (due August 2, 2019) The Texas State Board of Public Accountancy requires students to keep a diary comprising a chronological list of all work experience gained in the internship. The diary should briefly describe the nature of your training, the hours, and the dates. Your timesheet will not satisfy the diary requirements. Each entry should be very brief and probably no longer than one short paragraph. Your journal must be typed and follow the example provided on Canvas.

2. Writing Assignment (due August 2, 2019) The Texas State Board of Public Accountancy requires students to write a paper demonstrating knowledge gained during the internship. This paper should be 3-5 pages in length double-spaced and address the following topics:

1. With respect to your internship experience, describe the most helpful skills or tidbits of knowledge that you learned in your relevant accounting courses
2. Discuss three areas where additional preparation could have helped you do a better job as an intern.
3. Discuss the types of technology used during your internship. Did technology play a major role in your daily job responsibilities?
4. Discuss the experience you gained during your internship that is applicable to the business world and your career.
5. Was your internship experience what you expected? Describe how it met or did not meet your expectations.

3. Intern's Evaluation of the Internship Form (due August 2, 2019) Please provide feedback on your internship experience.

Employer Requirements:

The employing firm/company/organization is to provide a significant accounting work experience with a minimum of 320 hours of supervised work performed by the student. It is also the student's responsibility to ensure that the employer completes the following two forms:

4. Accounting Internship Employer Information Form – This form asks for a description of the objective of your internship program, the duties performed and the supervision provided to the student. Due: Within the first two weeks of the student's internship.

5. Employer Evaluation of Student Internship Performance – This form serves as an evaluation of the student at the conclusion of the internship. Due: August 2, 2019 Submitted by employer via email to Christine Ellis or depending on employer, students may upload the evaluation **on Canvas**.

ON-SITE VISIT

As time permits, it is possible that an internship coordinator may conduct an on-site evaluation visit.

The internship coordinator will schedule a day and time with your company supervisor and (if at all possible) you. The primary purpose of this visit is to discuss the employer's overall satisfaction with your performance and progress. Additionally, the internship coordinator visits the workplace in order to maintain and improve the working relationship between UNT and the employer.

The instructor reserves the right to make changes to this syllabus, if needed.

Succeed at UNT:

UNT endeavors to offer you a high-quality education and to provide a supportive environment help you learn and grow. In addition, as a faculty member, I am committed to helping you be successful as a student. Here is how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to succeed.unt.edu.

Accommodations for Students with Disabilities:

Please note the guidelines for the arrangement of testing accommodations for students with disabilities. Students are responsible for requesting accommodations from the Office of Disability Accommodation, according to its procedures and policies. To verify the eligibility of the student, students are expected to show appropriate documentation to the instructor when they first request accommodation. Students are to provide a written request for each test accommodation to their instructor (an e-mail will suffice provided you have received a reply from the instructor).

Class Evaluation (SPOT):

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available. You will receive an email from "UNT SPOT Course Evaluations via *IASystem* Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Retention of Student Records:

The instructor of record maintains student records pertaining to this course in a secure location. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university's policy in accordance with those mandates at the following link: <http://essc.unt.edu/registrar/ferpa.html>

Academic Integrity Policy:

Ethics and values are very important in accounting and the professional environment in which you will be working and are equally important in education. I will assume, unless there is evidence to the contrary, that you are an ethical student. To help you fulfill your ethical responsibilities as a student, please refer to the University policy for information on academic integrity standards of the University of North Texas. If there is an academic integrity violation, university recommended sanctions for academic integrity violations are imposed. The university academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive. This type of behavior will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

Changes to the Syllabus:

A syllabus is a tool to help you plan your time. Every effort is made to make the syllabus as complete as possible, but there may be occasions when changes are required. Your professor will announce any deviations from this syllabus through email and class announcements.

Tentative Course Schedule:

The following schedule provides guidelines for ACCT 4800 and 5800. Depending on circumstances, we may deviate from the schedule occasionally. If such changes occur, they will be announced through Canvas.

1. Daily Employment Diary (due August 2, 2019)
2. Writing Assignment (due August 2, 2019)
3. Intern's Evaluation of the Internship Form (due August 2, 2019)
4. Accounting Internship Employer Information Form (due: Within the first two weeks of the student's internship)
5. Employer Evaluation of Student Internship Performance (due August 2, 2019)