

California University of Pennsylvania
University Course Syllabus
Approved:

Department of Business and Economics

A. Protocol

Course Name:	Accounting Internship
Course Number:	ACC 491
Credits:	variable, 1 – 12 (repeatable but no more than 12 total credits possible)
Prerequisites:	Completion of at least 64 credits, minimum 2.500 GPA, And permission of department chair
Maximum Class Size (face-to-face):	N/A - internship
Maximum Class Size (online):	

B. Objectives of the Course:

After completing the requirements of this course, students should be able to:

1. Apply knowledge, concepts and theories from accounting to real world situations,
2. Observe, describe, evaluate and participate in day-to-day accounting operations of an organization or institution similar to one where student desires to work,
3. Observe, describe and analyze real-life problem situations and contribute to the solution of those problems under the guidance of trained professionals using a variety of methods and problem solving skills,
4. Demonstrate the ability to conduct independent research related to the industry, occupation, etc. most closely associated with the internship including relevant information literacy skills (the ability to access, evaluate, interpret, and use information from a variety of sources),
5. Accumulate experience within the workplace and provide verbal and written evidence of this experience, and
6. Interact with the community in which the internship occurs in a professional manner, giving appropriate consideration to multicultural and ethical issues and provide verbal and written evidence of these interactions.

C. Catalog Description:

The student is placed with a business firm, bank, government agency or nonprofit organization performing accounting tasks. The internship experience offers a practical training ground for students that supplements academic training by permitting them to apply the theories, concepts and techniques learned through their other coursework to address actual problems in a real business environment.

D. Outline of the Course:

Because of the nature of this course, there is no prescribed outline. This will vary based on the specific internship site and job responsibilities. Regardless of the specifics of the internship, the following

learning goals should be addressed:

1. Assist the student in the development of employer-valued skills such as teamwork, communications, and attention to detail.
2. Expose the student to the real business environment and the expectations of work performance.
3. Expose the student to professional role models and mentors to help support career development.
4. Develop a commitment to ethical conduct and social responsibility.
5. Expand network of professional relationships and contacts.

The Department shall determine the number of credit hours granted to an intern using the following criteria to determine the number of credits earned:

1. academic rigor of the internship experience;
2. the reputation, if known, of the internship site;
3. the range and quality of the intern duties, tasks and responsibilities; and
4. the number of hours on-site.

E. Teaching Methodology:

- 1) Traditional Classroom Methodology includes, but is not limited to: lecture, case studies, in-class discussions, multi-media presentations, analysis of readings, reflections, individual projects, group projects, peer student comments, and incorporation of Internet resources. Emphasis will be placed on engaging the learner for involvement and active participation in the learning process.
- 2) Online Methodology – Not applicable

F. Required text

No text required; however, the internship site may require certain materials.

G. Assessment Activities:

The following recommended assessments. Individual instructors may customize the assignments.

DAILY JOURNAL

1. List projects, duties, activities, and training experiences for the day.
 - a. Because you will routinely and daily repeat various jobs, do not list them after the first day. Once the routine is set, a simple note that you completed the routine is sufficient.
 - b. Note any new or different jobs/projects you work on.
2. Describe your efforts and opportunities to network.
3. Evaluate the events of the day by writing a paragraph addressing:
 - a. new ideas, skills, or information you learned

- b. the value of your work -- for the organization and for yourself
 - c. observations of how others in the workplace approach the job
 - d. observations of how your work prepares you for a career
 - e. describe how the duties match or support goals for this internship.
4. Note any problems or concerns you may have. Personal details may be omitted and communicated in another way to the internship coordinator.
 5. Save the daily journal in a computer file to be printed out at the end of the internship.
 6. Send an electronic copy every two weeks to the Faculty Internship Coordinator via email, or as otherwise instructed.

DISCUSSION BOARD

Post WEEKLY on course D2L shell about your internship experience that week. Aim to learn one new thing per week about your organization, its industry, the kind of job you may want to pursue. These can become part of the journal and/or can be shared in a Discussion Board posting. Comment on, or raise questions about, the postings of others.

PORTFOLIO

Interns will develop an electronic portfolio (using multi-media as appropriate) that will be submitted at the end of the internship. The portfolio can be broadly defined as physical evidence or examples of an intern's work. This will be used as one of the main evaluation methods of this course. It should be professional in appearance, well organized, and creatively presented. It will include the following items:

1. Table of contents
2. Daily journal reports
3. Materials you have worked on, such as:
 - a. written assignments
 - b. planning documentation
 - c. meeting reports
 - d. promotional materials
 - e. photographic, video, or audio materials
 - f. computer generated materials (brochures, flyers, etc.)
 - g. web-site creation and/or maintenance
 - h. email exchanges
 - i. any written evaluations from your on-site supervisor
4. Collected and organized materials published by the host organization that were used or referenced during your internship. Make sure to get approval before you collect the materials. Materials will include, but are not limited to brochures/flyers, reports, and/or video or audio recordings.
5. Photographs of the internship site, people, remote sites, Interns are encouraged to take photographs of the internship site and people with whom you've worked to give the Internship Coordinator and prospective interns an idea of what the site and people looked like. Make sure to get verbal and/or written permission prior to taking the photographs. Include shots such as:
 - a. exterior shots of the facility
 - b. interior shots of your workplace
 - c. people you worked with on a daily basis
 - d. remote sites you visited or worked at

- e. people you worked or visited with on special occasions
6. Interns will write a **one-page letter**, informal in style, addressed to a student investigating an internship at your site. Focus on things you now know, having nearly completed the experience, you wish you had known prior to beginning the internship. What advice would you give regarding:
 - a. Work place assignments/duties expectations?
 - b. Work place personnel expectations (people to look for, and to look out for)?
 - c. Work place performance expectations (appearance, hours, etc.)?
 - d. Work place facility/location of intern's work site
 - e. Cost of residence, travel, food, things to do?
 - f. Best way to travel to the internship site?
 - g. Interesting places to visit, eateries, attractions, etc.?
7. Summary Essay: Students will compose a final **summary essay of 3 – 4 pages** (12 point font, double-spaced, 1" margins, plus a cover page) in which they review their experiences both on-site and in terms of the Desire2Learn component of the internship course. Students should consider addressing, among other things, the following questions:
 - a. What have I learned about my own strengths and weaknesses as an aspiring communication professional? As a person?
 - b. What kind of work ethic did I demonstrate and/or develop?
 - c. Did I make the most of networking opportunities? If so, how? If not, why not?
 - d. What did I learn about myself as a member of a team or task group?
 - e. How did my internship experience add to or extend my classroom experiences?
 - f. How did my classroom and extra curricular experiences prepare me for my internship?
 - g. Would you recommend any changes to the curriculum to better prepare students for a similar internship experience?
 - h. How did my experience change or reinforce my perspective about my chosen career field?
 - i. What was the main benefit of the internship?
 - j. What issues or concerns did I confront that might help make future internships more valuable?
8. Additional items as required by the Internship Coordinator.

H. Accommodations for Students with Disabilities:

OSD

Revised April 2014

STUDENTS WITH DISABILITIES

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.

- Might be required to communicate with faculty for accommodations which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Office for Students with Disabilities

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

- Location: Azorsky Building – Room 105
- Phone: (724) 938-5781
- Fax: (724) 938-4599
- Email: osdmail@calu.edu
- Web Site: www.calu.edu (search “disability”)

I. Supportive Instructional Materials, e.g. library materials, web sites, etc.

<http://www.internships.com/educator/resources>

<https://www.looksharp.com/guides/student>

<http://www.calu.edu/current-students/career-services/internships/index.htm>

business-ethics.com/ (the Magazine of Corporate Responsibility)

Additional Information for Course Proposals

J. Proposed Instructors:

Any faculty deemed qualified by the Business and Economics department.

K. Rationale for the Course:

The competition for good jobs continues to increase. Job seekers no longer have to simply be more qualified than the person next to them; they have to be more qualified than countless others all around the world. Internship experiences greatly enhance classroom learning by giving real world experience. Internships also strengthen a student’s portfolio or resume and generate valuable industry contacts that can be essential to landing a job upon graduation. They also allow students to get a better

understanding of what working in a particular job or profession is like.

See also the great discussion at http://www.quintcareers.com/internship_importance.html.

L. Specialized Equipment or Supplies Needed:

None

M. Answer the following questions using complete sentences:

1. Does the course require additional human resources? (Please explain)
This course requires no additional human resources.
 2. Does the course require additional physical resources? (Please explain)
This course requires no additional physical resources.
 3. Does the course change the requirements in any particular major? (Please explain)
This course does not change the requirements for any particular major.
 4. Does the course replace an existing course? (If so, list the course)
This course does not replace an existing course.
 5. How often will the course be taught?
This course will be taught every other semester.
 6. Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)
This course does not duplicate an existing course in any other department or college.
 7. What is the recommended maximum class size for this course?
Not applicable.
- N. If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.
Not applicable.
- O. Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.

This course satisfies the Special Experience goals. See menu application for discussion.

- P. Provide Approval Form (electronically).