

ACCT 396: Undergraduate Internship in Accountancy

Instructor: BSA Program Director
Credit Hours: 3 hours
Prerequisites: C or better in ACCT 301
Requirements: Consent of BSA Program Director
 Junior or Senior status
 In good standing in the Accountancy program
 Students may not take ACCT 396 and ACCT 596 in the same semester

Course Description: The internship course is designed to broaden skills by providing real-world experiences to enrich your academic studies. Your internship experience will not only be valuable in enhancing your undergraduate studies, but also make you more competitive when beginning your career.

Course Objectives:

- 1) To experience the duties and responsibilities of accountants
- 2) To apply the concepts and practices learned in coursework to real-world situations
- 3) To apply the communication and team skills
- 4) To effectively synthesize the experience in a final report

The Enrollment Process

ACCT 396 is a three-credit hour elective for the Bachelor of Science in Accountancy. The student must take the following steps in order to enroll.

1. Secure an internship position.
2. Report Experience in Cougar Jobline for supervisor approval.
3. Request the Internship Approval Form from the Internship Coordinator and submit (either via email or in-person) to the Internship Coordinator.
4. The Internship Approval Form will be reviewed by faculty representatives to ensure compliance with academic program learning outcomes.
5. If approved, the Internship Coordinator will notify student of approval and assist the student to complete the enrollment process.

Administrative Activities

1. Complete Student Pre-Evaluation (link in Cougar Jobline)
2. Complete Risk Assumption (link in Cougar Jobline)
3. Complete mid-semester check-in with Internship Coordinator
4. Complete Student Post-Evaluation (link in Cougar Jobline)

Internship Requirements: The minimum internship time requirement is at least 120 hours (approximately 8 or more hours per week over 15 week semester).

Note: You may not enroll in ACCT 396 and ACCT 596 in the same semester.

Employer's Responsibilities: Prior to a student enrolling in ACCT 396, the employer must submit an application to the BSA program director, or his/her designated representative and receive approval for the internship. Only one approval per employer/job is required (e.g., XYZ Company/audit intern). The job description must be commensurate with a position that

demands an undergraduate degree in accounting.

Supervisor's Responsibilities: Before the last week of the semester, the supervisor will provide an activity report and evaluation of the student's work.

Student's Responsibilities: Beyond the work experience, before the last week of the semester, the student must submit an Internship Report to the BSA Program Director or his/her appointed representative. The report will include, but is not limited to:

- 1) Cover Page: Your name, course number, term, credit hours, employer, location, supervisor, start/end date of employment, and total hours worked.
- 2) Goals: Organization's goals/mission/structure, and your goals at onset of internship.
- 3) Training and responsibilities: Detail specific training you received and the responsibilities and tasks assigned; when possible, apply the concepts and practices learned in coursework.
- 4) Supervision: The role of the supervisor(s) including how often they met with you and provided feedback. Include examples of feedback and how it was used.
- 5) Teamwork and Communication Skills: Discuss specific experiences in teams and your role in the team. Provide specific examples of any presentations, reports, client interactions that you feel tested and/or improved your communication skills.
- 6) Synthesis: How did the internship relate to and enhance your Accountancy program? Use specific examples when possible.

Grading Policies: The instructor will assess the Internship Report, informed by the supervisor's evaluation, to evaluate the degree to which the course objectives have been achieved and assign a grade of P (Pass) or NC (No Credit).

The report and the supervisor evaluation are due on the Friday before the finals week. Failure to supply these two documents will result in a grade of incomplete. Students will then have to discuss alternatives with the department chair.

Academic Ethics and Conduct

Plagiarism and Cheating: Academic Ethics and rules of conduct still apply to the internship as it is for credit. SIUE takes the matters of academic dishonesty, unethical behavior and student misconduct very seriously. The department reports such cases to the Provost's Office. For information on Plagiarism and Grievance Policies, please see the following links, and ensure familiarity and compliance with the stated policies.

<http://www.siue.edu/policies/3c2.shtml> Student Academic Code - 3C2

<http://www.siue.edu/policies/1i6.shtml> Plagiarism - 1I6

<http://www.siue.edu/policies/3c3.shtml> Student Grievance Code - 3C3

Student Conduct Code: Students will treat everyone in the class/workplace with respect. Students should familiarize themselves with the university policies. A link is provided below: <http://www.siue.edu/policies/toc.shtml>, Student Rights and Conduct, #1 Student Conduct Code -(3C1)

Disability

Typically, the student will make necessary arrangements with the sponsor firm. However, ACCESS, the SIUE unit that helps relevant students, may be able to help. Further information can be found at the link of the unit.

(<http://www.siue.edu/access/faculty/syllabus.shtml>)

COVID-19 Pandemic Policies Related to Classroom Instruction (Fall 2020)**Health and Safety**

Consistent with the Illinois Board of Higher Education guidance contained in “Safely Launching Academic Year 2020” released on June 23, 2020 and guidelines established by Governor J. B. Pritzker and *Restore Illinois*, Southern Illinois University Edwardsville has implemented a new policy to help ensure the safety of all students, faculty and employees during the pandemic. The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University’s *Student Code of Conduct*.

The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: <https://www.siue.edu/policies/Covid.shtml>.

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students shall practice social distancing measures by maintaining a distance of at least six feet from others in the classroom and wearing a face covering. Extra care should be taken upon entering and leaving the classroom spaces. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face mask or face shield will be reminded of their obligation to comply with SIUE’s *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss

potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information is available on the [SIUE COVID-19 website](#).
- Frequent washing or disinfecting of hands.
- Social distancing by maintaining a distance of at least six feet from others.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain social distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- Adhere to directional signs and traffic flow patterns in buildings and offices. Doors for entering and exiting buildings will be designated. Where multiple doors exist, in and out doors will be marked with “Entrance” and “Exit” signs. Plans that consider traffic flow in and out of buildings, and within buildings (i.e. stairs, hallways, etc. where possible) will be marked.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University’s Student Conduct Code (3C1), linked here: <https://www.siue.edu/policies/3c1.shtml>.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.