ACTG 298.01: Business Internship

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COURSE NUMBER, CRN, TITLE, & Faculty:
- Paralegal: LEG298, 31660, Paralegal Internship, Michelle Boller
- IT/Cyber: ITS298, 32979, Internship/Cooperative Education; Vic Valgenti
- Business Management: BMGT298; 32448, Cheryl Galipeau or Carlton Galbreath
- Accounting: ACTG298, 32976, Internship, Lisa Swallow
- Culinary: CULA298, 32975, Food Service Internship, Chef Bert Gahagan

DATE REVISED: Spring 2024
SEMESTER CREDITS: 2
CONTACT HOURS: 90 internship hours
PREREQUISITES: None

REQUIRED TEXTBOOKS: None

INTERNSHIP INSTRUCTOR: Nikki Marlowe
E-MAIL: Nikki.marlowe@mso.umt.edu

PREREQUISITES
Enrolled in final semester of program (or consent of instructor) and a minimum of “C” in all ACTG courses.

COURSE DESCRIPTION:
On-the-job training in positions related to the corresponding field. This experience increases students’ skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of ninety hours at an approved site.

COURSE OBJECTIVES
During and upon completion of this course, the student will:
1. Employ classroom skills in a business environment for 90 hours.
2. Develop occupational preparedness and professionalism through the completion of employment credentials
3. Gain experience for initial employment.
4. Assess his/her internship position

COURSE REQUIREMENTS
1. Secure an internship position and submit completed “Learning Agreement”, including Internship Instructor approval. No hours will be recorded until this is done. Successfully complete 90 hours of supervised on-the-job training at approved site.

2. Complete internship documentation:
   a. Submit the Learning Agreement at https://www.umt.edu/experiential-learning-career-success/
   b. Make an appointment with Nikki to complete this or follow instructions in Moodle
   c. Completed midterm evaluation, at approximately half way through internship hours
   d. Completed final evaluation by supervisor & student via online portal
3. Upon Completion of hours, upload hours (use hours tracker and get supervisor signature, or use paystubs
4. Upload update résumé showing the internship experience and the skills gained.

Note: It is the student’s responsibility to ascertain that the Internship Director is in receipt of all the items required to complete the portfolio.

EVALUATION:
Grading is based on Credit/No Credit. Failure to complete hours in a semester will not result in an N grade until completion. No Credit will be given if a student is fired from an internship or is unable to find one after 3 interviewing attempts.

FINAL NOTE
1. Previous work experience cannot be accepted toward internship course.
2. Ideally, the required number of hours should be spread over the entire semester so that the student is able to experience the depth of a variety of tasks, circumstances, and solutions that likely will not occur in a condensed time frame.
3. A No Grade, “N”, will be assigned until all internship requirements have been met.
4. All Internship positions must have prior approval to ensure qualification.

COMMUNICATION:
Communication should be sent using your UM email account. Questions regarding weekly assignments will be answered within 24 hours. If an email is sent on the weekend then I will reply by 12:30 pm on Monday. Please make sure you review the assignments at the beginning of the week so that I can answer any questions.

ACADEMIC INTEGRITY
Students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. Students need to be familiar with the Student Conduct Code which is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

DISABILITY ACCOMMODATION
Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me as soon as possible because accommodations are not retroactive. Please be prepared to provide a letter from your DSS coordinator. For more information, visit Disability Services website at http://www.umt.edu/dss/ or call 406-243-2243 (Voice/Text).