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ACTG 298.02: Accounting Internship

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Recommended Citation

Swallow, Lisa M., "ACTG 298.02: Accounting Internship" (2015). *University of Montana Course Syllabi*. 2998.

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**MISSOULA COLLEGE OF
THE UNIVERSITY OF MONTANA
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE NO: ACTG298T Accounting Internship **DATE:** Spring 2015

INSTRUCTOR: Lisa Swallow **OFFICE:** AD17E

E-MAIL: lisa.swallow@umontana.edu **PHONE:** (406) 243-7810

OFFICE HOURS: MW 11-12 **CREDITS:** 2

CONTACT HOURS PER SEMESTER: 90 hour Internship

PREREQUISITES: Enrolled in final semester of program and a minimum of "C" in all ACTG courses.

COURSE DESCRIPTION: On-the-job training in position related to the accounting 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 and attend scheduled one-hour seminars.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

1. Employ classroom skills in a 90 hour business environment.
2. Develop occupational preparedness and professionalism through completion of employment credentials and attendance of seminars.
3. Gain experience for initial employment.
4. Assess his/her internship position and present findings to peers and Program Director.

COURSE REQUIREMENTS:

1. Secure an internship position and submit completed "Learning Agreement", including Program Director 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/student portfolio as follows:
 - Unofficial transcript
 - Resume final copy
 - Cover Letter final copy
 - Learning Agreement
 - Learning Agreement Goals/Objectives for Student Intern

- Completed midterm evaluation, at approximately half way through internship hours
- One example of a project/assignment representative of your skills
- Completed final evaluation by supervisor
- Professional paper outlining student internship experience
- Green time cards for each week that you work – total 90 hours

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.

3. Attend scheduled seminars for special topics, group discussions, guest speakers and oral presentations. *Be sure to sign the seminar topic sheet at each seminar.*
4. Present an informal oral presentation to peers and program director during a scheduled internship seminar. This report will be based on the internship report described in attached document outlining portfolio requirements. Oral report presentations will be scheduled near the end of the semester. Some students will have completed the required 90 hours of internship, but students may present the report with at least 50% of the required hours complete. The report should be brief (2-5 minutes) and describe and assess the effectiveness of the internship objectives and overall experience.
5. Deliver an acceptable elevator pitch

EVALUATION:

Any missing projects and seminars will decrease the student overall grade. Students who miss a seminar may *not* make-up that topic.

Points will be allocated as following

- 70 points internship portfolio completion – including midterm and final supervisors' evaluations, as well as time cards documenting 90 hours
- 15 points - attendance at required seminars
- 5 points – elevator pitch
- 10 points – oral presentation

A traditional letter grade will be calculated using the following grading scale:

94 – 100 = A
 88 - 93 = B
 80 - 87 = C
 75 - 79 = D
 Below 74= F

USE OF PERSONAL ELECTRONIC DEVICES:

Cell phones or other electronic devices are great communication tools; however, while you are in class, put them aside. These are my guidelines:

- Your cell phone should be turned off or on vibrate. If you are expecting an important call/message, keep it on your desk. If a call/text comes in, take your

phone and quietly leave the room to take care of your call/text. Return when finished.

- There will be no use of cell phones or other tablets during the midterm or final exam.
- You may bring an IPOD to class only during the days we are working on projects that do not include lectures.

If you have a hard time complying with this, I will have to ask you to leave the class.

ACADEMIC HONESTY: Missoula College relies upon and cherishes a community of trust. I firmly endorse, uphold, and embrace the University's Student Conduct Code. Even one misconduct infraction can destroy an exemplary reputation that has taken years for the University to build. Acting in a manner consistent with the University's policies will benefit every member of the community, not only while you attend the University, but also in your future business endeavors. All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the professor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. [Click here to review the Student Conduct Code.](#)

STUDENTS WITH DISABILITIES: Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. You must provide a letter from your DSS coordinator as outlined on their website so we can discuss and provide for these accommodations throughout the course, including exams. [Click here to see the DSS website](#)

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, "NG", will be assigned until all internship requirements have been met. Students have one year to complete internship requirements before the "NG" grade option reverts to an "F" grade.
4. All Internship positions must have prior approval from professor coordinating internship to assure qualification.