

# Southeastern University

## Accounting Internship

ACTG 4903 – Fall 2014

**Instructor:** Christopher M. Fairchild, DBA/CPA  
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Office Location: College of Business & Education Building  
Office Hours (subject to change):

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00 - 10:00				9:00 - 10:00
11:00 - 12:00	10:00 - 10:30	11:00 - 12:00	10:00 - 10:30	11:00 - 12:00
12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00

**Text:** None

### University Mission Statement:

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning, and leadership.

**Course Description:** (Prerequisites: Junior standing and at least a 2.5 cumulative GPA) This class requires work experience, on and/or off campus, in an organization providing on-the-job training in business field. The intern will be supervised by a faculty mentor and a supervisor in the organization and will report work experience through written and verbal reports to the faculty mentor. This experience may be substituted for three hours of business electives. Internships are approved by the faculty mentor or Dean of the College of Business and Legal Studies.

### I. Purpose

This course is designed to enhance student learning through the application of classroom learning in a professional work setting.

### II. Objectives

Specific Behavioral Objectives. As a result of the activities and study undertaken in this course, a student should be able to:

1. Understand how material learned in the classroom is applied in an organizational setting.
2. Perform detailed procedures in a specific area of accounting or taxation as set forth in an internship learning agreement.
3. Provide professional quality presentations relating to the learning experience using both written and verbal skills.

### III. Responsibilities of Students in Business Internships:

Students are required to complete the following:

1. **Gain approval from Faculty Mentor for the internship.** The internship must be 150 or more total work hours. This may be accomplished with 10 work hours a week for 15 weeks (the length of a semester). **The paperwork (forms XII, XIII, & XIV) for this course must be returned and approved by the faculty mentor before the internship begins.**
2. Throughout the internship, **keep a reflection journal.** The reflection journal, which is due at the final PowerPoint presentation, should have entries from each week, citing specific examples where appropriate. The weekly journal entries should be at least a good paragraph long and should fill at least four pages when complete. **At the end of the internship, you should add a minimum of 5 additional pages reflecting on the whole internship experience. These final entries will be based on a minimum of 1 page each for the following 5 specific areas: academic, professional, cultural, spiritual, and another area of the student's choosing (may require faculty mentor approval, so please discuss your idea with your mentor). The final entries may contain references to the previous journal entries and specific work examples. In total, you should have at least 4 pages of weekly entries citing specific weekly examples and at least 5 pages of final reflection (1 page each on the 5 areas listed above). A reflection journal of fewer than 9 pages and/or lacking at least a few specific work examples will receive a significantly reduced grade.**
3. Throughout the internship, email the faculty mentor with brief updates of the internship.
4. A **midterm paper** must be provided to the faculty mentor on the agreed upon date (date is selected on the business internship form that will be turned in to Faculty Mentor). **This paper must be a typed, double-spaced report approximating 5 to 7 pages. The paper should document the details of the internship, with special attention to the following topics:**
  - **What is the nature of your responsibilities that qualify it for internship credit in the designated business discipline?**
  - **What did you actually do in the internship? Describe.**
  - **How does what you did compare and contrast with what you learned in related college courses?**
  - **What did you encounter that was the most significant and/or most different from what you anticipated?**
  - **Summarize the strengths and weaknesses of the experience and how it might have been better.**
5. A **final PowerPoint presentation** to all interns in the program that semester is required during the Monday of final exam week. The presentation **should not exceed 5-7 minutes and should act as a summary of your entire internship experience and learning.**

6. The **supervisor sign-off sheet (form XV)** should be filled out with comments, if any, and signed by the supervisor at the completion of the internship. **This document is due at the time of the final PowerPoint presentation.**

#### IV. Responsibilities of Students

Information in each chapter and each assignment will provide a framework for the next topic of discussion. The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

**Preparation**—the class discussion will mean little if text material is not read.

**Promptness**—late arrivals disrupt the class and adversely impact the decorum of the process.

**Participation**—it is each student's responsibility to share in the advancement of the group.

**Presence**—you are responsible to find out what was missed and what may be due in the next class session if you are absent. You are also responsible to turn in items due on or before their due dates, even if you are not in class.

**Time Management** – you are responsible for carefully managing your time. This class requires practice, and practice takes time and may lead you to new questions. My availability is not guaranteed after the last regular class meeting before each exam. Practice and study early (and often) and you'll be more likely to have time available to master the material and/or get help.

**Respect** – you are responsible for your classroom behavior and your attitude towards me and your fellow students. Disrespectful behavior and disruptions to the learning process (not limited to, but including the following: repeatedly or excessively coming in late, arriving unprepared, being on the internet, texting, talking, sleeping, etc.) may result in you being excused from the classroom.

#### V. Academic Policies

**Academic Honesty / Plagiarism**— Academic integrity, plagiarism, and cheating are addressed in Academic Handbook and Catalog (not Student Handbook). All academic dishonesty, including plagiarism, will be reported.

**Course Material**—material will be covered in class that is **not** presented in the textbook. Exams will cover this material as well as the assigned textbook material.

**Exams**—**failure to take an exam on the assigned date will result in a ZERO for that test** unless I approve the absence in advance or it is an emergency that is excused by the Academic Dean. If you travel on a school-approved organization, such as an athletic team, you are responsible for submitting required material **prior** to your departure or via email while traveling.

**Cell Phones** – **May not be used during class. They should be turned off!**

**Other**—all other academic policies are described in the Student Handbook.

**VI. Evaluation**

## A. Evaluation Activities

Midterm paper	150 points
Final PowerPoint presentation	150
Reflection Journal	150
Supervisor sign-off	<u>50</u>
Total	500 points

## B. Grading Scale

94% - 100%	A
90% - 93%	A-
87% - 89%	B+
84% - 86%	B
80% - 83%	B-
77% - 79%	C+
74% - 76%	C
70% - 73%	C-
67% - 69%	D+
64% - 66%	D
60% - 63%	D-
Below 60%	F

The faculty mentor will evaluate the student's performance based on all work submitted. How well do your work, midterm paper, final PowerPoint presentation, and journal cover the required questions? The faculty mentor reserves the right to consult with the designated work supervisor, as needed, to properly assess the student's performance. **If job performance is not satisfactory, the final grade in the course will be reduced by at least one letter grade.**

**VII. Class Attendance**

The last day to officially withdraw from this course is **Wednesday, October 22, 2014**. A Course Withdrawal form (available in the Office of the Registrar or on the University website under Academics/Registrar/Forms) must be submitted no later than 11:59 PM on **October 22, 2014**.

**VIII. Students with Disabilities**

Southeastern University is committed to the provision of reasonable accommodations for students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act 1973. If you think you may qualify for these accommodations, notify your instructor. You will then be directed to contact the Director of Academic Success at 863-667-5457.

## **IX. Official Communication Statement**

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.

When communicating using email, your message **MUST** be structured in business communication format. Use proper spelling, capitalization, punctuation, and paragraphing when presenting your message to me. If you do not show this type of care when you communicate with me, your message will not be recognized. In other words, I will not read or respond to your email.

## **X. Course Evaluations**

In order to help us to assess the effectiveness of our courses and instructors, all registered students must complete a course evaluation at the end of the semester. You must complete a course evaluation form for this course before your grade can be posted.

## **XI. Additional Assistance**

### **Tutoring (Academic Center for Enrichment (ACE), Modular #5)**

The ACE center provides academic support (through individual tutoring, group study sessions, and academic improvement workshops) for all students, including those who struggle with learning strategies and/or content knowledge.

### **Retention (Addison Building, Office #A205)**

The retention office exists to empower and equip students to overcome academic, financial, and/or social challenges that may put them at risk of withdrawing.

**XII. Business Internship Form:**

This page must be returned and approved by the Faculty Mentor before beginning the internship.

**Student Information:**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Home \_\_\_\_\_ Office \_\_\_\_\_

Email \_\_\_\_\_ University mailbox # \_\_\_\_\_

Semester \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_

**Internship Information:**

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Position or Title \_\_\_\_\_

Supervisor Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Student's responsibilities (responsibilities will determine if internship is appropriate for desired credits):**

\_\_\_\_\_

**Internship Start Date** \_\_\_\_\_ **Internship End Date** \_\_\_\_\_

**Midterm Paper Due Date (Monday closest to midterm of internship)** \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_

**XIII. Registration Letter:**

**This page must be returned to the Faculty Mentor before beginning the internship.**

Date \_\_\_\_\_

Dear Registrar:

\_\_\_\_\_, ID # \_\_\_\_\_, would like to sign up for a  
Business Internship, course number \_\_\_\_ - **4903**, during the following term:

(Choose one of the following terms by writing the appropriate year on the line)

**FALL SESSION** \_\_\_\_\_

**SPRING SESSION** \_\_\_\_\_

**SUMMER SESSION** \_\_\_\_\_

and I give my approval for this course to be added to his/her schedule.

\_\_\_\_\_  
Signature of Faculty Mentor, College of Business and Legal Studies

XIV. **Consent to Comply**

This page must be returned to the Faculty Mentor before beginning the internship.

*Consent to Comply*

I \_\_\_\_\_ have read, understand, and  
Student's Name (print)

will keep in my possession the Course Syllabus for ACTG 4903, Southeastern University, **Fall 2014**. I understand that in compliance with the syllabus and the Student Handbook, for both instructional and evaluation purposes, I may be responsible for electronically submitting my written work to Turnitin®. With the affixing of my signature below, I agree to comply to the terms therein.

\_\_\_\_\_  
My Signature

\_\_\_\_\_  
Date



**XV. On-Site Supervisor Sign-Off Form:**

**Must be returned to the Faculty Mentor at the final PowerPoint presentation!**

Student's name \_\_\_\_\_ ID# \_\_\_\_\_

Semester \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_

**Internship Information:**

This form is to be completed by the on-site supervisor once the student has satisfied the stated responsibilities. Then, it is to be returned to the appropriate Faculty Mentor of the College of Business & Legal Studies.

I have read the Business Internship requirements and testify by my signature that the above-named student has met the stated requirements.

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Supervisor's Signature \_\_\_\_\_ Position or title \_\_\_\_\_ Date \_\_\_\_\_

We would love to have the supervisor provide the student with a performance evaluation at the conclusion of the internship. If possible, please provide us with a copy of the performance evaluation or please include an evaluation or pertinent comments below. Thank you for helping us in the internship process!

**Performance Evaluation / Comments:**