



# COURSE SYLLABUS

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## SECTION 1: COURSE INFORMATION

**Format:** 15 weeks

**Course ID:** ACTG 4903

**Course Title:** Accounting Internship

**College:** Jannetides College of Business & Entrepreneurial Leadership

**Prerequisites:** Internships are approved by the faculty mentor, Chair, or Dean

**Credit Hours:** 3

**Instructor:** See the online course in MyFIRE for instructor contact information and availability.

### Course Description

This class requires work experience, on and/or off campus, in an organization providing on-the-job training in accounting. The intern will be supervised by a faculty coordinator and a supervisor in the organization and will report work experience through written and verbal reports to the faculty coordinator. This experience may be substituted for three hours of business electives. Internships are approved by the chairperson of the Department of Business. Junior standing and at least a 2.5 cumulative GPA are required for this course.

## Course Overview

Like all accounting courses, this one is supremely awesome. This course, which is not required for the major, is important as it allows for an experiential learning experience. Students get to apply the foundation they have learned in classes to real world accounting work. The credit hours count towards CPA Exam and the work experience can be a strong addition to your resume.

## Course Workload

Time spent on course assignments will vary by student depending on familiarity with course content, reading rate of speed, writing rate of speed, and other individual factors. Based on averages for most students, it is estimated that the course workload estimate for this course is 1-2 hours per week in addition to hours worked on the job.

## Course Materials

None Required.

Required and optional textbooks are accessed and ordered through [SEU's bookstore](#).

**Disclaimer:** The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

## Course Topics

**The purpose of this course is to introduce, reinforce, and measure learning on the following topics:**

1. Comparison of the workplace and the classroom
2. New experiences found in the workplace

## Intended Learning Outcomes

**As a result of reading, study, and assessments in this course, the 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.

## Late Work

None Accepted

## Extra Credit

None Accepted

## **SECTION 2: SOUTHEASTERN POLICIES**

### Academic Policies

View this link to see Southeastern's Policies regarding SEU's Mission and Vision Statements, Title IX Statement, Student Services, Class Participation, Official Email, MyFIRE Use, Technical Difficulties, Technical Support, Disability Statement, Academic Honesty, Course Evaluation, Official Withdrawal, Grading Scale, and Netiquette.


## SECTION 3: COURSE SCHEDULE

The **Course Schedule** provides a listing of your work in this course. The assessments are listed by Module and include the due dates and point values.


**Note:** Assignments are due by 11:59 p.m. EST on the due date, unless otherwise noted. Assignments are to be done individually, unless otherwise noted.

### AIM, LEARN, AND APPLY DESCRIPTIONS


#### Aim

 When you see the Aim icon, you will be introduced to topics and ideas that will be covered throughout this module. The AIM will also provide you with a glimpse into your learning objectives and an introduction to this module.

#### Learn

 When you see the Learn icon, all of your reading assignments will be listed and may include additional resources that your instructor is providing to help you complete the activities and assessments for the module.

#### Apply

 When you see the Apply Icon, it will be time to demonstrate your learning for the module. The items here are those in which you'll be graded and may include discussions, activities, assignments, quizzes, exams, and projects.

**MODULE 1**

**Work Experience Hours 1 through 150**



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



- Work: Complete your Weekly Work Hours



- Graded: Midterm Paper
  - Due: Due after 75 work hours completed (estimated at beginning)
  - Points: 150
- Graded: Final PowerPoint Presentation
  - Due: Due at final course meeting
  - Points: 150
- Graded: On-Site Supervisor Sign-Off Form
  - Due: Due at final course meeting
  - Points: 50
- Graded: Weekly and Reflection Journals
  - Due: Due at final course meeting
  - Points: 150

# SECTION 4: ASSESSMENTS

## Midterm Paper

### Description

A midterm paper must be provided to the faculty mentor on the agreed upon date (roughly half way through the internship). This paper must be a typed, double-spaced report of 5 to 7 pages. The paper should document 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 do in the internship? Describe.
- How does what you did compare 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.

### Total Possible Points

150 Points

### Grade Weight

30% of Course Grade

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## **Final PowerPoint Presentation**

### **Description**

A final PowerPoint presentation to all interns in the program that semester is required during the final class meeting. The presentation should not exceed 5-7 minutes and should act as a summary of your entire internship experience and learning. The presentation should highlight the complete 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 do in the internship? Describe.
- How does what you did compare 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.
- Did anything change in the internship, your work, or your perception of the field since the midterm paper?

### **Total Possible Points**

150 Points

### **Grade Weight**

30% of Course Grade

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## On-Site Supervisor Sign-Off Form

### Description

This form allows the On-Site Supervisor to confirm that you completed all of your required 150 work hours and to provide optional feedback regarding your performance. 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.**

### Total Possible Points

50 Points

### Grade Weight

10% of Course Grade

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## Weekly and Reflection Journals

### Description

Throughout the internship, keep a journal. The 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 reflection 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.**

### Total Possible Points

150 Points

### Grade Weight

30% of Course Grade

# Appendix A

## Internship Forms

You must acquire approval from the 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 I & II**, which begin on the next page) for this course must be returned and approved by the faculty mentor **BEFORE** the internship begins.

**Form III**, which closes Appendix A, is the required On-Site Supervisor Sign-Off Form. This must be submitted to the faculty mentor **at the final PowerPoint presentation**.

**Form I – 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 \_\_\_\_\_

**Form II – 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 Accounting Internship, course number **ACTG 4903-01**, 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

**Form III – 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
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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:**

# Appendix B

## Application to Business Major

Entering students may declare business as their major, but students are not admitted until all School of Business admissions criteria have been met, and the Business Screening Committee has officially admitted the students.

### Step 1: Application to discipline-specific major

Students wishing to apply for admission to the School of Business must pick up an application for admission from the Jannetides Dean's Office. Students must familiarize themselves with the rules and requirements for admission, fill out the application for admission, and return the application to the Jannetides Dean's Office.

### Step 2: Required Business Pre-core coursework with a minimum of a C- average in each course

- BUSI 2103 Macroeconomics
- BUSI 2123 Business Communications
- BUSI 2133 Financial Accounting
- BUSI 2203 Microeconomics
- BUSI 2233 Managerial Accounting
- CTIS 2133 Data Management

### Step 3: for Admission

The semester a student successfully finishes the above mentioned courses (see Step 2), he or she will complete the following:

1. Must pass the School of Business Entrance Exam (SBEE) that covers topics from BUSI 2103, 2133, 2203 and 2233
2. Must receive the MOS certification in CTIS 2133
3. Must create a portfolio of specified writings from BUSI 2123
4. Notification will be sent to the student's advisor that he or she has either passed or failed the Entrance Exam, the MOS certification, and the portfolio
  - If the student **passes**
    1. He or she may apply for admission to a discipline-specific major
    2. The Business Screening Committee will meet and review the student's application for admission
    3. If the committee finds that the student meets the admission requirements, notification will be sent to the student, advising that he or she may continue in the business program and reminding the student of further requirements for exit from the program
    4. A copy of the notification will be placed in the student's file
  - If the student **does not pass**
    1. Notification will be sent to the student's advisor that he or she may not continue in the business program at Southeastern University

\*\*Transfer students or those who change majors while at Southeastern University will be reviewed by the committee on a case-by-case basis **after** they take the SBEE.



### Step 4: School of Business Candidate

At the moment of admission, the student is considered a “candidate.” From this point, the student must complete the requirements for the business core as well as his or her chosen discipline-specific major program and earn no less than a C- in each upper-level business/major course. The semester that the student takes BUSI 4603 Business Policies, the Comprehensive Business Exam (CBE) will be given. The student must score at the *Proficient level* in his or her discipline-specific major. If the student does not meet the proficient requirement, he or she will be notified that they will earn a Bachelor’s of Science in Business Studies degree. If the student meets the requirements, he or she will be notified that they can earn a Bachelor’s of Science in their discipline-specific major (Accounting, Finance, International Business, Management, Marketing).

If a student wishes to retake the end-of-program Comprehensive Business Exam (CBE), he or she will be responsible for the cost of retaking the exam.

### Appeal Process

1. If the student has been denied entry into the School of Business discipline-specific major, the student may make a written appeal to the Business Screening Committee for reconsideration.
2. The student will be notified as to the decision of the Business Screening Committee.

### Admission Requirements into the School of Business Summary

1. Enrollment as a degree-seeking student at the university
2. Successful completion with at least a C- in BUSI 2103 Macroeconomics, BUSI 2133 Financial Accounting, BUSI 2203 Microeconomics, BUSI 2233 Managerial Accounting, BUSI 2123 Business Communication, and CTIS Data Management
3. Official documentation of scores on all sections of the SBEE, including any retakes
4. MOS certification
5. Complete writing portfolio
6. Any discipline-related issues can affect the student’s acceptance into the School of Business
7. Admission approval by the Business Screening Committee.