

Southeastern University
Jannetides College of Business & Entrepreneurial Leadership
ACTG 4903 - Accounting Internship
Spring 2019

INSTRUCTOR:

Christopher M. Fairchild, DBA/CPA

Professor of Accounting

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Phone: (863) 667-5424

Office Location: Buena Vida - EM40

Office Hours (subject to change, check MyFire or my office for current hours)

Two types of office hours are available: “Open” (times highlighted below where drop-in visits **may** be possible, although appointments are highly recommended) and “By Appointment” (**no** drop-in visits accepted). I must accept your emailed Google calendar request (for 15-30 minutes) in order to confirm the meeting. Requests must be submitted at least 24 hours in advance of the desired meeting time. If I am unavailable during your requested time, I will propose a new time.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
8:00 - 9:00		8:00 - 9:00		8:00 - 9:00
9:00 - 10:00	9:00 - 10:00	9:00 - 10:00	9:00 - 10:00	9:00 - 10:00
	10:00 - 11:00		10:00 - 11:00	

TEXTBOOKS AND RESOURCES:

None

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.

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.

(Please go to SEU web page listed below and read our Vision Statement and our position on Human Sexuality: <http://www.seu.edu/about/what-we-believe/>)

COURSE CATALOG DESCRIPTION:

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 Jannetides College of Business & Entrepreneurial Leadership.

Prerequisite: (Junior standing and at least a 2.5 cumulative GPA)

Credit Hours: 3

INTENDED LEARNING OUTCOMES:

Upon completion of the course, students will be able to (Specific Behavioral Objectives):

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.

This course is important because it allows accounting majors to enhance student learning through the application of classroom learning in a professional work setting.

This course seeks to (General Learning Objectives):

1. Introduce students to a professional work setting.
2. Provide an opportunity for students to determine how their skills are utilized in the workplace.
3. Expose students to the workplace expectations of an entry level job.

TOPICS TO BE COVERED:

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

INSTRUCTIONAL PROCEDURES:

1. Internship experience
2. Presentations (written and oral)
3. Journals

RESPONSIBILITIES AND EXPECTATIONS OF STUDENTS:

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 I, II, and III) 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 Form I). 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 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 On-Site Supervisor Sign-Off Form (Form IV) 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.**

The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

1. Preparation— be prepared for work and continue to complete your class assignments.
2. Promptness— be on time to work and to all class meetings.
3. Participation— be a participant in both the workplace and classroom
4. Presence— be present at work and at all class meetings. 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 at work or in class on that due date.
5. Time Management – you are responsible for carefully managing your time. The workplace and this class requires effort, and effort takes time and may lead you to new questions/challenges. Additionally, managing an internship and a full class load may be more challenging than a student expects.
6. Respect – you are responsible for your workplace and classroom behavior as well as your attitude towards coworkers, bosses, 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 either/both the workplace and/or classroom. You should also be respectful towards both the workplace's and university's staff and be responsible stewards of all the facilities.

Additionally, students must commit to the following academic policies:

1. 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.
2. Assignments—failure to turn in assignments on the assigned date will result in a ZERO for that assignment 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.
3. Other—all other academic policies are described in the Student Handbook.

ACADEMIC HONESTY POLICY:

Integrity is based on the simple standard, “What would Jesus do?” Plagiarism, cheating, and other forms of dishonesty will be dealt with in accordance with academic policy.

ASSESSMENT:

Evaluation Activities

Midterm paper	150 points
Final PowerPoint presentation	150
Weekly and Reflection Journals	150
On-Site Supervisor Sign-Off Form	<u>50</u>
Total	<u><u>500</u></u> points

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.**

Grading Scale (Undergraduate):

Grade	Explanation	Points Range	Quality Points
A	Superior performance in all aspects of the course with work exemplifying the highest quality. Unquestionably prepared for subsequent courses in field.	94-100%	4.00
A-	Superior performance in most aspects of the course; high quality work in the remainder. Unquestionably prepared for subsequent courses in field.	90-93%	3.67
B+	High quality performance in all or most aspects of the course. Very good chance of success in subsequent courses in field.	87-89%	3.33
B	High quality performance in some of the course; satisfactory performance in the remainder. Good chance of success in subsequent courses in field.	84-86%	3.00
B-	Satisfactory performance in the course Evidence of sufficient learning to succeed in subsequent courses in field.	80-83%	2.67
C+	Satisfactory performance in most of the course, with the remainder being somewhat substandard. Evidence of sufficient learning to succeed in subsequent courses in field with effort.	77-79%	2.33
C	Evidence of some learning but generally marginal performance. Marginal chance of success in subsequent courses in field.	74-76%	2.00
C-	Minimal learning and substandard performance throughout the course. Doubtful chance of success in subsequent courses.	70-73%	1.67
D+	Minimal learning and low quality performance throughout the course. Doubtful chance of success in subsequent courses.	67-69%	1.33
D	Very minimal learning and very low quality performance in all aspects of the course. Highly doubtful chance of success in subsequent courses in field.	64-66%	1.00
D-	Little evidence of learning; poor performance in all aspects of the course. Almost totally unprepared for subsequent courses in field.	60-63%	0.67
F	Failure to meet requirements of the course. Unprepared for subsequent courses in field.	0-59%	0.00

STUDENT DISABILITY STATEMENT:

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email ADAservices@seu.edu. Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester. For more information, visit <https://www.seu.edu/support/services-and-facilities-for-students-with-disabilities> on our website.

SEU TITLE IX STATEMENT:

Southeastern University is committed to creating an environment for every student to thrive academically spiritually and socially. An aspect of creating this culture is providing avenues for students to discuss and report any activity that may compromise this commitment.

Under a federal law known as Title IX, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (Title IX of the Education Amendments of 1972).

While students should feel comfortable approaching faculty with issues they may be struggling with or concerns they may be having, students should know that all faculty and staff are required to report certain information about Sexual Misconduct and certain crimes to University administration, in order to help keep the University community safe, and to connect students to all of the resources and reporting options that are available.

For example, if you inform faculty or staff (in private or during class discussions) of an incident of Sexual Misconduct, that individual will keep the information as private as possible, but is required to bring it to the attention of the institution's Title IX Office. If a student would like to talk to the Title IX office directly, they can do so by e-mail at smpowell@seu.edu, by phone at 863-667-5236, or in person at Pansler U225. For more information about Title IX reporting options at Southeastern, please go to: <http://www.seu.edu/titleix>.

If you are struggling with an issue that is traumatic, unusually stressful, or results in disruptive behavior, faculty and staff will likely inform the Care Team. If students would like to reach out directly to the Care Team for assistance, they can do so at the Campus Counseling Center (<http://myseu.seu.edu/services/counseling-health-wellness-services/seu-care-team/>) located in Health Services in Smith Hall, by phone at 863-667-5205, or by e-mail at care@seu.edu.

CAMPUS RESOURCES

ACADEMIC SUPPORT SERVICES – 863-667-5283

COUNSELING SERVICES – 863-667-5205

STUDENT CONDUCT OFFICE – 863-667-5143

SAFETY & SECURITY OFFICE – 863-667-5190

COURSE CALENDAR AND/OR OUTLINE:

Class Schedule (subject to change depending upon the hours worked each week):

<u>Class Week*</u>	<u>Work Expectation / Assignment</u>
Week 1	10 hours / Weekly Journal
Week 2	10 hours / Weekly Journal
Week 3	10 hours / Weekly Journal
Week 4	10 hours / Weekly Journal
Week 5	10 hours / Weekly Journal
Week 6	10 hours / Weekly Journal
Week 7	10 hours / Weekly Journal
Week 8	10 hours / Weekly Journal and Midterm Paper
Week 9	10 hours / Weekly Journal
Week 10	10 hours / Weekly Journal
Week 11	10 hours / Weekly Journal
Week 12	10 hours / Weekly Journal
Week 13	10 hours / Weekly Journal
Week 14	10 hours / Weekly Journal
Week 15	10 hours / Weekly Journal, Reflection Journals, On-Site Supervisor Sign-Off Form, and Final PowerPoint Presentation

*Note - the weeks are class weeks and are different from calendar weeks due to holidays and other time away from the academic calendar.

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.

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.

RESPONSIBILITIES OF THE INSTRUCTOR:

- Come to class on time and be prepared
- Clearly state expectations
- Give advance notice of due dates
- Explain the evaluation scale
- Teach the content skills needed to complete the assigned tasks
- Encourage questions and offer help to students when needed
- Enforce discipline so that students work in a productive atmosphere
- Return assignments in a timely manner
- Evaluate student work consistently and fairly
- Provide constructive feedback to students
- Treat all students professionally without showing favoritism
- Keep a positive attitude
- Be willing to reevaluate teaching materials/methods
- Be available during office hours or by appointment
- Provide contact information
- Infuse a Christian worldview into the course content

COURSE WITHDRAWAL DATE:

Deadline for traditional students to withdraw from a course is **Tuesday, March 12, 2019**.

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 **Tuesday, March 12, 2019**.

ATTENDANCE:

Students are both expected and encouraged to attend classes regularly. **Attendance means arriving on time and being present in class with textbook, pencil/pen, and calculator.** The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

1. If the class meets once a week a student may miss one class.
2. If the class meets two times a week a student may miss two classes.
3. If the class meets three times a week a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Office of the Provost that a student with excessive absences be withdrawn from the course.

Being tardy to class also counts towards your absences. I track late arrivals as follows:

1. If the class meets once a week, each tardy is one-half of an absence
2. If the class meets two times a week, each tardy is one-half of an absence
3. If the class meets three times a week, each tardy is one-third of an absence

COURSE POLICIES / TECHNICAL DIFFICULTIES:

In the event of an unexpected server outage or unusual technical difficulty that prevents students from completing a time-sensitive activity or assessment within MyFIRE, students should immediately report the situation to their instructor and the 24/7 MyFIRE Support Center @ 1-888-889-6599. A link to the 24/7 Support Center is also provided within each course in MyFIRE.

ADDITIONAL ASSISTANCE:

Tutoring (Academic Center for Enrichment, Buena Vida - East 2nd Floor)

Provides tutoring for developmental students and all students in need of tutoring.

Retention (Addison Building, Office #222)

Provides counseling for students planning to withdrawal. Helps withdrawing students find financial and other resources to be able to stay in school. Seeks to identify "at risk" students prior to withdrawal.

BIBLIOGRAPHY:

None

FINAL EXAM POLICY:

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period. Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period. Please plan accordingly and carefully for final exams. *You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule.*

This course concludes with the completion of the 150 hours worked at the internship and the turning in of the weekly journals, reflection journals, Supervisor Sign-Off form, and the PowerPoint presentation made to the class. This may be done in, or just prior to, the week of final exams.

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 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

Form III – 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,
Spring 2019. 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

Form IV – 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.

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: