MISSION STATEMENT: The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

COURSE NUMBER AND TITLE: AC 500 – Internship in Accounting

CLASS MEETING TIME AND LOCATION: By Arrangement

PREREQUISITES: Twenty – one hours of accounting, 3.00 GPA in accounting and overall, and senior or graduate standing. The course is not available for graduate credit. (The prerequisites for students enrolling in an Internship for 1 or 2 credit hours may be adjusted accordingly by the Coordinator of Accounting Internships.)

INSTRUCTOR AND OFFICE: John Rich; Cremer Hall 202

OFFICE HOURS: 10:00- Noon Monday, Wednesday and Friday and 11:00 – Noon on Thursdays and by appointment

TELEPHONE NUMBER(S): 620-341-5225 (O) 620-794-3130 (C) 620-341-6346 (FAX) E-mail: jrich@emporia.edu

REQUIRED TEXTS: None

SUPPLEMENTAL MATERIALS: None.

COURSE DESCRIPTION: This course provides academic credit for qualified students working for public accounting, businesses or governmental agencies and gaining valuable professional related experience and knowledge. Credit is granted for learning during the internship period and is not given for positions currently or previously held unless the internship experience specifically provides new learning opportunities (i.e. different responsibilities, more advanced responsibilities, leadership of personnel, etc.). Credit will only be given for the same experience once.
COURSE OBJECTIVES: The objectives of AC 500 – Internship in Accounting are:
1. To provide students with learning experiences to integrate knowledge and skills acquired in previously completed accounting courses
2. To acquaint students with policies and procedures utilized in business and/or the accounting profession
3. To provide practical work experience
4. To assist students in making career decisions
5. To develop working relationships with the business/accounting community and ESU’s accounting program in our mutual interest of preparing highly qualified accounting professionals

COURSE EVALUATION PROCESS/LEARNING ACTIVITIES: (GRADING, MAKEUP EXAMINATION POLICY, TERM PAPERS, CLASS PARTICIPATION, ETC.)

A. A report of no more than 5 typed pages providing information about the entity, the work performed, an analysis of their preparation for the position, an analysis of the entity’s management of the internship, and suggestions for improvement for the student, the entity, and the accounting program. (40%) Due no later than December 3

B. An evaluation of the student provided by a representative(s) of the entity relative to the students job performance on an evaluation form provided by the accounting program. (40%) Due no later than December 3

C. A daily journal maintained by the student reflecting the kind of work done during the days and any issues or experiences of significance that occurred each day. (10%) Due no later than December 3

D. A self-evaluation provided by the student of the student’s job performance on an evaluation form provided by the accounting program. (10%) Due no later than December 3

E. A short presentation by the student for the Internship Coordinator during the Coordinator’s visit to the entity near the end of the internship period. This requirement may be waived if an office visit is impractical or impossible in the particular circumstances.

ATTENDANCE POLICY:

Students are expected to meet the work related responsibilities of the entity and to be at their internship position regularly. Excessive absences from the internship responsibilities may result in instructor initiated withdrawal from the course.
ACADEMIC DISHONESTY:

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes, but is not limited to, activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

DISABLED STUDENT POLICY:

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services and the professor will be strictly confidential.

WITHDRAWAL POLICY:

Students who decide to withdraw and receive an automatic “W” must complete the formal withdrawal procedure by Wednesday, October 24, 2012.