

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**  
**BRYAN SCHOOL OF BUSINESS AND ECONOMICS**  
**Department of Accounting and Finance**

**ACC 621**  
**Accounting Internship**

Instructor: Ms. Amanda Cromartie  
Office: Bryan 342  
Office Phone: 336-256-0127  
Cell: 336-953-4595  
Email: [acromartie@uncg.edu](mailto:acromartie@uncg.edu)  
Office Hours: *By appointment only*

Note that **email or cell phone** are the best methods to quickly get in touch with me.

**Credit Hours for this Course:** 3 hours

**For Whom Planned:**

This course is planned and conducted for MSA students in the Bryan School of Business.

**Purpose of Course:**

This is an experiential program. Students are required to complete daily responsibilities and tasks at their chosen organization utilizing their accounting knowledge. The experience should enhance and develop their professional accounting abilities.

**Student Learning Outcomes:**

*Upon completing the internship program, the student should be able to:*

1. **Identify** the role of Bryan Values (sustainability, principled leadership, innovative mindset, and global thought and action) in improving organizations in which you work and communities in which you live.
2. **Apply** the skills and knowledge gained from your accounting courses of the Bryan MSA program.
3. **Gain** industry-related experience through observation, involvement, performance and reflection of stated role(s) offered by your chosen firm.

**Electronic Resource:**

Updates of the Course Syllabus, if required, as well as announcements or other material deemed necessary will be posted to Canvas and available for download. You are responsible for monitoring this resource on a timely basis.

**Program Timeline:**

Your internship should take place during the term in which you are registered. Specific deadlines will be posted to Canvas.

**Course Requirements:**

The internship must consist of a minimum of 320 hours of internship work. The 320 hours will be actual work time at your internship firm. Time spent completing any academic requirements, documentation or other activities listed below are NOT to be included in these 320 hours.

1. Prior to beginning the internship, students will provide to the instructor of record for the internship course a written job description, confirmation of required minimum internship hours, and the name and contact information of supervisor or contact person at the internship. These documents are required to register for the course.
2. The student will be responsible for attending any and all meetings prior to beginning of internship course.
3. The student will be responsible for any legal paperwork the university requires for the student to qualify for taking an internship (i.e. International Programs)
4. A written paper about the internship. The paper shall not be any longer than 4 pages and details of the assignment are provided below.
5. Upon request, the student will be responsible for providing to the instructor of record an employer written evaluation and/or a signed statement of number of hours worked – signed by both the employer and the student.

**Grading:**

Grading of the internship will be based upon the professional behavior and academic success of the student which includes:

1. Professional attendance of all required course meetings prior to internship
2. Timeliness of all documentation requirements (a 10 point deduction for every 24 hours late)
3. Fulfilling the minimum work hours (documentation may be required)
4. A written reflection paper (required)
5. A written evaluation from employer (if requested)

Grades are determined on a Pass/Fail basis. There are no opportunities for extra credit in this class.

Meeting documentation deadlines	33%
Satisfactory completion of required work hours	34%
Final Written Reflection Paper	33%

The grading scale is as follows:

S-Satisfactory	> 75%
U-Unsatisfactory	< 75%

**Final Written Reflection Paper**

Upon completing the internship, students must complete a written reflection report, which discusses their internship experience. The written report should consist of a brief introduction about the firm itself. The next section should consist of a descriptive summary of the duties performed and responsibilities assumed by the student during his or her internship assignment. The remainder of the paper, the most substantial part of the paper, should consist of a discussion about what the student has learned as a result of the internship experience and elaborate on how the experience has enhanced the student's education.

The written paper will be graded for grammar, flow, and clear articulation of the critical thinking required to relate the internship experience to the learning outcomes. The paper shall not exceed four pages. The page requirement will require the student to write in a precise and concise manner.

## UNIVERSITY POLICIES & RESOURCES

- Students are expected to abide by the UNCG's Academic Integrity Policy and the Student Code of Conduct:
  - **Student Conduct:** <http://sa.uncg.edu/handbook/student-code-of-conduct/>
  - **Academic Integrity Policy:** <https://drive.google.com/file/d/0B0rFGGhJvbDHUEXSZmFFaWFmb00/view>
- The Academic Integrity webpage has additional resources for students. Please visit [academicintegrity.uncg.edu](http://academicintegrity.uncg.edu)
- Please refer to the "Professionalism" section of this syllabus for class conduct expectations.
- Any evidence of cheating, falsification or facilitating academic dishonesty that is brought to my attention is considered a violation of UNCG's Academic Integrity Policy and will be documented as such. Students found guilty of violating the policy will receive grade-related sanctions determined on a case-by-case basis.
- **Office of Accessibility Resources & Services (OARS):** Any request for special accommodations must come through the OARS with the appropriate paperwork. Please visit <http://ods.uncg.edu> for further information.
- **Students in Distress:** UNCG cares about student success and recognizes that students often balance many challenging personal issues and demands. Please take advantage of the University resources designed to help:
  - Dean of Students Office at 334-5514 or <http://sa.uncg.edu/dean/distress/>
  - Counseling Center at 336.334.5340 or <https://shs.uncg.edu/cc>
  - Students First Office at 334-5730 or <https://studentsfirst.uncg.edu/>
- **Weather Policy:** In the event of an adverse weather event (ice, snow, hurricane), this class will follow the University schedule as posted on the website or by calling 336.334.5000. Please refer to these sources prior to class time.

### **Confidentiality:**

Students are expected to understand and respect that they may be exposed to company confidential material(s) during their internship. It is important for both the students and

the school to appreciate that any material that a reasonable person would view as confidential be treated as such.

**SUMMARY COMMENTS:**

The internship is a real job. You are expected to conduct yourself in a professional manner as a representative of the Bryan School. Handled appropriately this experience can be important in finding a permanent position following graduation. Use the opportunity to test your interest in the industry and the particular accompany and build relationship, adding to your networks.

- The instructor of record will not have posted office hours, but will be available for meetings as requested. The best contact method is through email.
- Please note that all research and work completed for the company is owned by the company and should be treated as proprietary and confidential.
- If you experience problems during your internship, we recommend talking through those problems with your supervisor and/or, if necessary, bring them to the attention of the instructor of record. Please address any problems as soon as they arise.