Accounting 375

Pre-internship Seminar-Capstone Course –
Syllabus – Fall 2017

Instructor: Professor Jeffrey Kunz
Phone Number: 262-524-7172; Email Address: jkunz@carrollu.edu
Office Location: Business Hall 207
Office Hours: 3:00-4:00pm (M); 4:00-5:30pm (T,W)

Class Time & location: -----F-, 10:00 a.m. - 11:50 a.m., Oak room in campus center

Course description:
This course introduces students to the skills and knowledge needed to successfully compete for internship opportunities. Students develop personal action plans, resumes, interview techniques, networking, critical thinking and self-assessment skills - all crucial preparation for the job market. (Grading is on an S/U basis.) (FA only) Pre-requisite: junior standing.

Student Learning Objectives/ Outcomes:
The pre-internship course is to prepare students for rewarding work experiences through various employer/alumni opportunities and to expand his/her education into the world of work.
Upon completion of the pre-internship course, students should:

- Develop skills and knowledge needed to apply for internships and career employment opportunities
- Develop a resume, and establish a network of career-related contacts
- Create a network alumni contacts
- Understand Career Center services and resources.
- Develop interview skills
- Develop job/career search techniques
Student Assessment:

1) Attendance at all professional workshops on Friday from 10:00am-noon.
2) (Take notes and ask questions)
3) Dress Business Casual for all workshops.
4) First workshop is Sept. 8, Friday, 10:00am, Oakroom.
5) One page typewritten summary of each employer campus visit due at the conclusion of the course.
6) Submit one copy of your résumé and cover letter (Resume approved by the career center) at the conclusion of the course.
7) One page career action plan for obtaining an internship and pursuing a career upon graduation. Student should identify alumni and employer from the workshops.
8) Students must complete steps 1-7 to receive an “S” grade for Acc 375.

Content and Skills Goals:

- prepare a resume and cover letter
- take responsibility for their internship experience
- explore and develop their choice of career
- contact businesses and alumni in the internship process develop interview and networking skills

Conduct of the Course:

During the semester, employers/alumni will visit campus on Friday. Employers/alumni will present internship and career opportunities to accounting students. It is imperative accounting students attend all sessions and show their appreciation and interest in the employer.

Attendance Policy:
Students are expected to attend all Friday sessions from 10:00am to noon in the Campus Center Oak Room. Employers/Alumni are visiting campus to help your search for an internship and ultimately start your career. The instructor expects perfect attendance!

Accommodation for Disabilities – Students with documented disabilities who may need accommodations, or any student considering obtaining documentation should make an appointment with Ms. Martha Bledsoe, Director of Services for Students with Disabilities, no later than the first week of class. She can be reached by calling 262-524-7335 or contacting her via email at mbledsoe@carrollu.edu.
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**Statement on Academic Integrity**
The Carroll University Academic Integrity Policy is located in your student handbook (https://my.carrollu.edu/ICS/Departments/Student_Affairs). I encourage you to familiarize yourself with it. If a student violates this policy in any way, I reserve the right to impose a sanction of failure on the assignment/assessment or failure in the course. If you have questions about appropriate citations, please ask.

**Modifications to the syllabus:** The instructor and the University reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program require(s).

**Last day to withdraw:** 11/2.

Changes to Audit Status will be granted prior to the first exam only.

**Course Schedule:**

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<thead>
<tr>
<th>Employer</th>
<th>Campus visits</th>
<th>10:00am</th>
<th>11:00am</th>
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<tbody>
<tr>
<td>Sept. 8F</td>
<td>TBA</td>
<td>Career Services</td>
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<tr>
<td>Oakroom</td>
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<td>(Resume Writing)</td>
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<td>Sept. 15F</td>
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<td>Sept. 22F</td>
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<td>Sept. 29F</td>
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<tr>
<td>Oct. 6F</td>
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<td>Career Services (Interviewing and networking skills)-meet in the library due to homecoming activities in the campus center.</td>
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<tr>
<td>Oct. 13F</td>
<td>TBA</td>
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Carroll University Accounting Internship Program  
Professor Jeffrey T. Kunz, Director  
524-7172

An internship is a requirement (2 credits = 80 hours) for successful completion of an Accounting major. In order to apply for an internship, you must be enrolled in the Accounting program with junior or senior standing. You must have a minimum of a 2.0 GPA. Students are responsible for registering and obtaining the necessary internship forms.

An internship ACC 480 means an opportunity to explore potentially new or different careers in accounting; ACC 481 is an opportunity to substitute Business 496 (Business Policy) course for your internship; ACC 483 is the opportunity to substitute prior work-experiences in accounting for your internship. All internship options carry academic credit.

Students can select the above-mentioned options within the internship program. These options are available to students and are listed as follows:

**ACC 480 – Regular Internship** - Requires the student to work under the supervision of a manager of an organization. The work is entry-level accounting in scope and requires a minimum of 80 hours (2 credits) on the site. There are a number of forms to be completed by both the student and employer. Contact the Director of Accounting
Internships for the Acc. 480 forms. (One credit is equivalent to 40 hours and the maximum internship credits are 12).

**ACC 481 – Course Substitution** – This option is open to students who cannot be placed into an internship or are unable to complete any of the other internship opportunities i.e. ACC 480 or 483 are not viable options. The course substitution must be **Business 496 (Business Policy)**.

**ACC 483 – Prior Work Experience** – Some students are employed full-time may have accounting experience, which would substitute for ACC 480 & 375. Contact the Director of BAE for the necessary ACC 483 forms.

If you have any questions regarding this letter, please do not hesitate to contact Professor Kunz at the following number: **524-7172**.

**Course Description of Accounting 480:**

- **ACC480: Internship in Accounting - Capstone Course (1 TO 12 hours)**
  An opportunity for students to apply classroom learning to actual work experience under the supervision of an external supervisor and the instructor. The purpose of the internship is to provide opportunities for students to improve accounting/business/people skills while adapting to the business work place. Consent of the instructor and junior or senior standing is a prerequisite. (Grading is on an S/U basis.) The course may be repeated for a maximum of 12 credits. (40 hours of work are needed for each credit and a minimum of 2 credits is required for graduation).