Rusche College of Business  
Gerald W. Schlief School of Accountancy

ACC 485—Internship in ACCOUNTING

Professor: Dr. Nikki Shoemaker  
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Office: McGee 292P  
Office hours: By appointment

Class meeting time and place: TBA

Course Description:
One to three semester hours. Internship in an accounting position with faculty supervision. May be used for free elective hours but not for “Accounting Elective (graduate credit)” as specified in the five-year accounting program. Prerequisites: Student must be admitted to M.P.A. program, or stand alone program and graduate school. Minimum of 12 hours of accounting at 300 level must be completed. Approval of department chair and supervising instructor.

Student Learning Outcomes:
Upon completion of the course, the student will be able to
1. To be exposed to a professional accounting environment.

Text and Materials:
Not applicable.

Course Requirements & Calendar:
1. Course credit varies from 1 to 3 hours based upon hours worked. Each 100 hours worked equals one semester credit hour.
2. Journal of activities performed during work experience
3. Summary research paper on what was learned during internship
4. Supervisor/employer evaluation
5. Internship Survey Questionnaire

Grading Policy:
The course grade will be derived as follows:
75% supervisor/employer evaluation
10% Weekly journal of work activities
15% 3-5 page Research paper
   Content: a) internship expectations, b) actual learning experiences, & c) summary and conclusions

All materials are due no later than the Friday of Dead Week
Attendance Policy:
The student is expected to contact the professor during the semester should they have any questions regarding assignments or deliverables.

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/grad-plo.asp.

General Student Policies:

Academic Integrity (4.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades Semester Grades Policy (5.5)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy 10-4). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform...
poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.