Carroll University BAE Internship Syllabus/Learning Contract
(ACC 480 / BUS 480)

Instructor: Selected Faculty Supervisor
Meeting Times: None
Required Texts: None

Course Descriptions:

ACC480: Internship in Accounting (1 TO 12 hours)
The internship in accounting provides students with an opportunity to apply the theories and concepts learned in their accounting courses to work experience in the accounting field under the supervision of an external supervisor and faculty instructor. Restrictions: Student must be a declared major or minor in Accounting. Prerequisites: ACC207 and ACC208 and approval of the internship instructor. Students may earn a maximum of 12 credits in ACC480. 40 hours of work are required for each credit. (Grading is on an S/U basis.) With approval of the department chair, a 400 level course offered by the Department of Business, Accounting, and Economics may be substituted for ACC480 when internship placement is not possible.

BUS480: Internship in Business (1 TO 12 hours)
The internship in business provides students an opportunity to apply theories and concepts learned in their courses to actual work experiences under the supervision of an external supervisor and faculty instructor. Restrictions: Student must be a declared major or minor in one of the programs offered by the Department of Business, Accounting, and Economics. Prerequisites: Approval of the faculty instructor. The student may earn a maximum of 12 credits in BUS480. 40 hours of work are needed for each credit. (Grading is on an S/U basis.)

Internship Course Objectives:
Internships are found in every sort of organization – for-profit corporations, non-profit organizations, government social services, and environmental agencies. An internship may be defined as a symbiotic relationship that allows students to gain intellectual insight by working in an organization. Students are able to observe the work environment, reflect upon their academic preparation, and learn new skills as they prepare to begin their careers.

Carroll’s internship program intends to bridge the gap between the reflective academic atmosphere and the more proactive work environment. It is the intention of the program to give students an opportunity to apply the general knowledge gained through their liberal arts education to a specific career opportunity.

Finding an Internship:
It is ultimately the student’s responsibility to locate an acceptable internship site. The faculty supervisor may assist the student in finding a potential site, but the granting of an internship is not automatic. Students earn the opportunity by completing a successful interview with the sponsoring firm. Costs of transportation and personal expenses incurred are borne by the student. If the student is asked to relocate or travel during the internship period, firms may make arrangements to accommodate the student by providing transportation or room and board. Remuneration for the internship is between the student and the sponsoring organization and is not a requirement.

3/24/15
Learning Outcomes:
Upon successful completion of the internship students should be able to:

• Apply theories and concepts from the major field of study to the work environment.
• Describe what was gained by engaging in the internship experience.
• Describe how his/her Carroll University education prepared them for the internship experience.

Course requirements:
1. The student must work a minimum of 40 hours for each credit of internship. The needs of employers and student schedules can be highly variable so the structure of these hours will depend on the specifics of the internship.
2. The student must submit a reflective paper applying theories and concepts from the major field of study to the work environment. The approximate paper length required is one page per credit hour. This paper must be submitted to the faculty supervisor at the end of the internship.
3. The student must submit the Internship Agreement Form, signed by the faculty supervisor and the student, to the BAE Department prior to the start of the internship.
4. The student must maintain a log of hours worked throughout the internship. This log must be submitted to the faculty supervisor at the end of the internship.
5. The student will submit to the faculty supervisor an exit report at the conclusion of the internship.
6. The student must provide the internship supervisor with the internship performance evaluation form. The internship supervisor will then complete and return the form to the faculty supervisor.
7. At the conclusion of the internship the student must send a thank you note or email to the internship supervisor. The student must provide a copy of this note to the faculty supervisor as well.

Grading:
Internships are graded by the faculty supervisor as Satisfactory/Unsatisfactory. The student must complete all of the course requirements at a satisfactory level and receive a satisfactory evaluation from his/her internship supervisor to receive an "S" grade for the course.

Additional Information:
• 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).
• Students with documented disabilities who may need accommodations or any student considering obtaining documentation should make an appointment with the Director of Services for Students with Disabilities, no later than the first week of the internship.
• The Carroll University Academic Integrity Policy is located in your student handbook (http://www.carrollu.edu/campuslife/pdfs/handbook.pdf). Please familiarize yourself with it. If a student violates this policy in any way, the instructor has 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 your instructor.