



ACCOUNTING INTERNSHIP
ACG 4940 SPRING 2020
CRN 12103
Florida Gulf Coast University
Lutgers College of Business

**COURSE
INFORMATION**

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<i>Office Hours</i>	3:30-5:30 pm T, W and TH, LH 3330 on-campus odd weeks, virtual even weeks
<i>Course Website</i>	Canvas

COURSE OBJECTIVES

The internship involves supervised work experience in accounting. Accounting internships for academic credit typically involve competitive compensation and a body of work involving analysis or decision oriented tasks introducing students to positions held by degreed candidates. Students desiring academic credit for an internship obtain approval before starting employment from the Accounting Internship Coordinator. New employment arrangements, not existing employment, are eligible for internship credit. Students must have a 3.0 GPA in their major, and a 3.0 GPA overall, to participate in the internship, and the experience must involve at least 200 hours of qualifying, non-routine billable tasks. Students are encouraged to pursue internship opportunities without the University's involvement for arrangements not meeting these criteria.

COURSE PREREQUISITES

Prerequisites include ACG 3113 with a minimum grade of C and ACG 3401 with a minimum grade of C.

COURSE POLICIES

Honor Code: Students will not lie, cheat, or steal in any manner related to this course and will not tolerate it in others.

Additional Policies:

- Students must work a minimum of 200 qualifying hours as described in the agreed-upon job description and as listed in the detailed summary of work performed provided by the employer at the completion of the internship.

- Students experiencing problems affecting class attendance or the timely completion of assignments are expected to contact the professor immediately, and in all cases, prior to the due date.
- Student must adhere to the policies and dress code of the organization/company.
- Student agrees to provide their own transportation to the organization/company.
- Student agrees to hold all privileged information concerning the operation of the organization/company and/or its clients/customers in strict confidence.
- Student must acknowledge, at all times, he/she represents the LCOB and its current/future relationships with the organization/company.
- Student acknowledges the organization/company's option to remove the student from the internship agreement if the student's personal characteristics or performance prevent a desirable relationship with the organization/company.
- The organization/company agrees to provide an experience substantially in-agreement with the approved internship job description.
- The organization/company agrees to permit inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- Incomplete grades are given at the discretion of the professor and are considered only in justified cases where the student has made passing, satisfactory, and near complete progress in the course at the time of the request.
- The last day to withdraw without academic penalty is March 27 at 5:00 pm. The professor does not support petitions for late withdrawal.
- **Students must complete a mandatory first week attendance quiz on canvas.**

Please contact the professor with any problems or help needed with the course. The professor works in and out of the office and checks messages during weekday work-hours.

Performance Evaluation: Students must ensure the following items are submitted to the professor by the last week of classes.

Evidence of completion of each item emailed to professor by last week of class	Submitted by Student	Submitted by Employer
Power point detailing new learning gained and experiences encountered	X	
Detailed summary of daily hours worked listed by skill category as described in the job description and totaled at the end of internship. Hours worked must meet the minimum qualifying hours as specified in the job description.		X
On-line evaluation	X	X

Grading Scale: Grades are issued on a S/U basis.

DEPARTMENTAL POLICIES AND RESOURCES

1. The only electronic device allowed to be used in class is a simple, non-programmable calculator. Unless permitted by the instructor, the use of all other electronic devices (phones, pads, laptop computers. etc.) is prohibited during class.
2. Planning for pre-registration and graduation is a student's responsibility. Course substitutions and prerequisite exceptions will be granted only for exceptional circumstances that are clearly beyond the student's control. Poor planning or lack of planning is not one of those circumstances.
3. Students are advised to review the following resources -- Florida Gulf Coast University Catalog, Florida Gulf Coast University Student Guide Book, and Florida Gulf Coast University Code of Conduct.

DEPARTMENTAL STATEMENTS

1. ETS Exam in GEB 4890:

The knowledge you are gaining in the business foundation and core courses in principles of accounting, computers, economics, finance, information systems, law, management, marketing, and operations serves to prepare you for the Educational Testing Service (ETS) exam. All business majors are required to take the ETS exam at the end of GEB 4890 in order to graduate with a BS degree.

While your performance on the ETS exam will not impact your grade in GEB 4890, please take the exam very seriously. It is the main tool used to assess the BS degree program. It is imperative that you do your best in answering the questions. Otherwise, the results will not be reliable and the assessment will not be robust, a result that may jeopardize our SACS accreditation and the Academic Learning Compact we made with the State of Florida, along with having a negative impact on our AACSB accreditation (more about AACSB at: <http://www.fgcu.edu/cob/> and click on the AACSB logo at the top left). Those students performing above the 80% level on the ETS exam will receive a letter of commendation from the Dean which can be used as a resume item.

2. Learning Outcome Assessment Methodology

Learning Objective	Assessment Strategy
KLO1: Apply accounting theory/standards to accounting practice areas: Students will be able to demonstrate an understanding of financial accounting standards and the conceptual framework.	Accounting, auditing and/or taxation work performed in the field.

When assessing learning outcomes, an "exemplary" result occurs if 90% of the students answer 80% of the question(s) correctly; "exceeds expectations" occurs if 80% of the students answer 80% of the question(s) correctly; "meets expectations" occurs if 70% of the student answer 80% of the question(s) correctly; "below expectations" occurs if less than 70% of the students answer 80% of the question(s) correctly; and "fails" occurs if less than less than 60% of the students answer 80% of the question(s) correctly.

UNIVERSITY STATEMENTS

1. Academic Dishonesty/Cheating Policy:

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found under the "Student Code of Conduct", and under "Policies and Procedures" of the Student Guidebook. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy.

2. University Nondiscrimination Statement:

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

3. Disability Accommodations Services:

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. Students requesting accommodations due to a disability, or suspecting their academic performance may be affected by a disability, should contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you

will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

4. Video and Audio Taping Class Lectures:

To facilitate effective learning, students are allowed to audio tape and video tape class lectures provided they obtain advance approval to do so.

5. Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. See: <http://www.fgcu.edu/generalcounsel/policies-view.asp>

6. Center for Academic Achievement

The Center for Academic Achievement (CAA) provides academic support services to all FGCU students. Students can take advantage of our free peer tutoring and Supplemental Instruction sessions for lower-level math and science courses, as well as workshops to facilitate the development of skills necessary for college success. If you would like to participate in any of our programs, learn about tutoring services, or meet with an Academic Retention Coordinator, please visit the CAA in Library 103 or call us at (239) 590-7906. Our website is www.fgcu.edu/caa.

University Policy Confirming Student Attendance During First Week of Classes:

7. University Policy Confirming Student Attendance During First Week of Classes:

Effective fall 2015, faculty are required to confirm student attendance during the first week of classes no later than the seventh calendar day of the semester. A student's failure to confirm attendance in this class will result in a delay in the disbursement of the student's financial aid. Confirmation of attendance is required for all students, not only those receiving financial aid. Students confirm attendance during the first week of classes in this course by completing a mandatory activity on canvas labeled "Mandatory First Week of Classes Attendance Activity." Students completing this activity receive two extra credit points in this class.

8. Counseling and Psychological Services:

Counseling and Psychological Services (CAPS) provides free counseling and therapy services (including psychiatry) to all FGCU students. Please walk in to the second-floor Howard Hall office any week-day between 8:30 am to 4:30 pm to schedule an initial contact appointment. Visit the CAPS website at www.fgcu.edu/caps for more information. CAPS offers a 24/7 Helpline at 239.745.3277 (EARS).