Accounting 4396
Internship in Accounting
Woody L. Hunt College of Business
The University of Texas at El Paso
Summer 2024

Contact Information:
Instructor: Dr. Adam Esplin
Email Address: aesplin@utep.edu
Office: Business Administration Building Room # 260C
Office Hours: By appointment

Course Description:
An internship in accounting under the supervision of accounting practitioners. This course may count as a business elective or a free elective but not as an accounting elective in the accounting degree. The course grade counts towards the business GPA, but not the Accounting GPA.

Course Objectives:
The primary focus of the internship experience is to allow you to explore your career interest in a real-world scenario and provide skills to help you succeed in today’s business world.

Specifically, the objectives of this course are as follows:
- To further your ability to work effectively in a real-world setting.
- To contribute to developing your confidence, judgment, and overall competency.
- To contribute to the evaluation of your career objectives.
- To contribute to developing your ethics and interpersonal relations.
- To increase your marketability and value to employers.

Course Format:
All students are expected to attend their internship regularly and adhere to the workplace rules and hours. The duration of your internship should be a minimum of 200 hours. You must complete the requirements detailed in the syllabus to receive academic credit.

Course Expectations:
Each student is responsible for submitting all items on the syllabus to Blackboard.

Required Materials:
1. A course site is available on Blackboard. Access Blackboard at http://my.utep.edu. Items on Blackboard include:
   - Course syllabus and schedule
   - Announcements
   - Grades

2. A computer with internet access is necessary; students must check the website regularly.
3. Maintaining a journal/diary that outlines the tasks you completed throughout your internship is recommended.

**Course Requirements:**

**Internship for Academic Credit Application:**
Submit all components of your internship for academic credit via Blackboard. The application consists of (this should be the same packet you submitted to your advisor to register for the course):

- Completed student and employer portion of the application
- Job offer letter
- Resume
- Unofficial transcript
- You do not need the signed copy from the department chair.

**Syllabus Quiz:**
This is designed to verify that you understand the requirements to receive academic credit for completing an internship.

**Professional Report:**
The professional report consists of the intern report and the employer evaluation. Your grade will be based on the content and presentation of your intern report and the comments from your supervisor. Please submit an internship report and employer evaluation by the deadline to ensure a passing grade.

**Intern Report:**
The intern report must be four pages in length. When writing your report, reference your journal that outlines the tasks you completed throughout your internship. The grammatically correct report should include the following:

- A cover page including your name and internship organization.
  Note: The cover page does not count toward the minimum page requirement.
- An introduction detailing the position/title you held during your internship, background on the company, etc.
- A description of the work you performed for the employer.
- The value of the internship experience overall. What did you learn from this experience? How will this experience affect how you approach your remaining time at UTEP? How will it help you find a job after you graduate?
- The write-up should be double-spaced, 12-pt, Times New Roman font.

Please respect the confidentiality of your employer. Do not identify clients specifically by name.

**Employer Evaluation:**
Employers must submit an evaluation on time.
Grade Calculations:
To receive a final grade for the internship, all items must be submitted by the indicated deadline.

Grade Scale:
After reviewing the Professional Report, I will assign a final letter grade. Completing the requirements alone will not automatically result in an “A” letter grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Student Responsibilities:
To accomplish the learning process, you are required to:

- Check Blackboard frequently for announcements and other information.
- Complete and submit assignments on time via Blackboard.
- Contact me about any questions or issues when they arise. It’s easier to help and work out a solution early on rather than wait until it is too late.

Termination of Internship:
If, for some reason, you find that you are not suited for the internship or you do not feel that you can satisfactorily perform the job you have been given, notify me immediately. You may be able to withdraw from the internship course. However, if you do not withdraw and do not complete the internship, you will receive a failing grade.

Scholastic Integrity
Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Incomplete Grade Policy
Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.
Accommodations Policy
The University is committed to providing reasonable accommodations to students with documented disabilities. Students who become pregnant may also request reasonable accommodations in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

UTEP Resources: Where you can go for assistance
UTEP provides a variety of student services and support. Please refer to the QR code or URL below for a listing of campus resources. [https://www.utep.edu/advising/student_resources/student-success-resource-hub.html](https://www.utep.edu/advising/student_resources/student-success-resource-hub.html)

Schedule:
Failure to submit the report and evaluation by the deadline may result in failing the course.

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Submission Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship for Academic Credit Application</td>
<td>Friday, June 21, 2024</td>
<td>100</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>Friday, June 21, 2024</td>
<td>100</td>
</tr>
<tr>
<td>Professional Report</td>
<td>Monday, Aug. 5, 2024</td>
<td>100</td>
</tr>
<tr>
<td>Employer Evaluation</td>
<td>Monday, Aug. 5, 2024</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total Points**  400