COURSE TITLE: ACCT 4393-001 Internship Practicum  
ACCT 5399-001 Internship Practicum

INSTRUCTOR: Terra Brown McGhee
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COMMUNICATIONS: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

COURSE PREREQUISITE: Approval from Academic Advisor and Instructor

TIME & PLACE of Class Meetings: N/A. We will not have any class meetings on campus. You are required to set your schedule with your internship supervisor. You must work at least 240 hours during the semester.

DESCRIPTION OF COURSE CONTENT: Practical training in accounting. Analysis of theory applied to real life situations. May be used as an advance business elective only, if permitted by your degree plan. No credit can be given for prior experience or activities.

STUDENT LEARNING OUTCOMES: Student will learn to apply concepts and theories learned in accounting and business coursework to actual accounting situations in a work environment. Student will gain practical experience in accounting.

REQUIRED TEXTBOOK: None.

GRADE DETERMINATION and COURSE REQUIREMENTS:

Grading Policy: The course is graded Pass/Fail. A student must work the required number of hours and submit the required items by the due date to receive a grade of Pass.

If a student does not submit the required items or does not complete the required number of hours (240) during the semester the student will receive a grade of F.

If a student is terminated from a position with cause, the student must either drop the class (before the drop date) or receive a grade of F.
Due Date: August 10th at 5:00. Specific instructions on how to turn in your documents will be provided at a later date. Do not turn in paper copies to instructor’s office or the department office.

Please be sure that all of your documents are formatted to print so a copy can be maintained in your file.

Required Items: Daily Log, Internship Paper, Student Appraisal, Employer Evaluation

Daily Log: Student will keep a daily log comprising a chronological list of all work experience gained in the internship. The log should be typed in Word or Excel. You may submit a pdf of a timesheet used in your job as your daily log, if it includes enough detail. The log should include adequate details of the activities you worked on, not just cryptic abbreviations.

Logs should show the number of hours worked each day or week and a total of all hours worked during the semester (minimum 240 hours).

Internship Paper: A paper demonstrating the knowledge gained in the internship. You may want to consider how your experience relates to courses you have taken or have remaining in your program of work. The paper should be about 5 pages, double spaced, 12 point Times New Roman with 1" margins all around. The paper should address the following questions:

a. Describe the most helpful skills or knowledge that you learned in your accounting courses and how they were or were not relevant to your internship experience.

b. Discuss at what additional preparation could have helped you do a better job as an intern.

c. Discuss the types of technology used during your internship and what you have learned about technology in the accounting profession from your experience.

d. Discuss the experience you gained during your internship that is applicable to the business world and your career.

e. Was your internship experience what you expected? Describe how it met or did not meet your expectations.

Student Appraisal: Students will complete a short survey about their internship experience. The survey is available on Blackboard.

Employer Evaluation: An evaluation from your supervisor is required. This will be sent by the Dean’s office to the email address you listed for your supervisor on Form 3. If contact information for your advisor changes, please notify your instructor.
ATTENDANCE POLICY:
You are expected to work the hours scheduled. Any departures from your scheduled hours should be discussed in advance with your employer. You must work at least 240 hours during the semester. There are no required class times that you must attend outside of your work schedule.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

EXPECTATIONS FOR OUT-OF-CLASS STUDY:
Beyond the time scheduled to work each week, students should plan to spend about 1 hour per week preparing their internship course requirements, including keeping their daily log up to date and working on their term paper.

UNIVERSITY POLICIES:

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://www.uta.edu/aaofao/).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.
**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [http://www.uta.edu/universitycollege/resources/index.php](http://www.uta.edu/universitycollege/resources/index.php).

**Course Schedule**

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

You are expected to work the hours scheduled. Any departures from your scheduled hours should be discussed in advance with your employer. There are no required class times that you must attend outside of your work schedule.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number **817-272-3381**