Accounting Internship
ACCT-4370
Summer 2023  Section 48F  3 Credits  05/30/2023 to 08/04/2023  Modified 06/04/2023

Meeting Times

Class Attendance: There is no “in class” component to this course. The course is a distance learning course conducted entirely through Blackboard and by email. Students should interact with the instructor as deemed necessary (e.g., a question arises during the course of the internship or attendance at a college function conflicts with internship work hours and student needs guidance on how to address the matter with his/her internship employer).

Contact Information

Instructor: J. Donald Warren, Jr., PhD, CPA

Office Hours: By appointment (I am available during the summer as I will be in my office. Please send a message to Don.Warren@lamar.edu requesting an appointment.)

Telephone: (409) 880-8062

E-mail: don.warren@lamar.edu

Communications: I prefer to receive my messages in Lamar Mail. My eAddress is Don.Warren@lamar.edu. However, if you send a message via Blackboard, please check the box below which states: Send an email copy to recipients.

In your message, please ensure the subject line reflects the topic of the message, with the body of the message addressing me professionally. If you need an immediate response, please place the word “urgent” in the subject line and call me or text me on my mobile (713-444-6644)—leave a message if I do not answer my phone.

Please check your mail regularly to stay on top of communications with classmates and me. If a student has forwarded her/his Lamar Mail messages to another email account, then the student must be sure to check that account.

Catalog Description

Combined academic and work components allow students to gain experience in the professional field of accounting. Course supervised by a faculty member and appropriate personnel of the approved organization. The student will keep a diary comprising a chronological list of all work experience gained in the internship. The student writes a paper demonstrating the knowledge gained in the internship. The internship course shall not be taken until a minimum of 12 semester hours of upper division accounting course work has been completed.

Course Objectives

Course Objectives: This course provides students with the opportunity to experience practical experience in their chosen field of accounting. Students will be required to participate in the job selection process of a firm (e.g., accounting firm, corporation, governmental entity or non-profit organization) to obtain an internship. During the course of the internship, students should develop employer-valued skills (e.g., teamwork, both verbal and written communications, interpersonal skills, time-management, the importance of networking, etc.). Accounting knowledge obtained in their previous accounting classes will be enhanced through work
experience in the area in which students are assigned in the firm (e.g., accounting, audit or tax). Students will expand their knowledge of the work environment and employer expectations of the performance of accountants in their chosen career. More importantly, students will be exposed to professional role models and/or mentors who will provide students with the necessary support during the internship and examples of behaviors expected from professionals in the workplace.

Student Learning Outcomes

Course Outcomes: After taking this course, students should understand how to

- Apply for an accounting position;
- Evaluate the application of accounting/business theory to practice;
- Assess the importance of working as a member of a team;
- Explain the role of networking with others in their chosen career; and
- Apply the professional requirements in an accounting/business career.

Course Materials

Required Textbook: No textbook is required for this course.

Grading and Assignments

How to Succeed in Internship in Accounting:

Students should present themselves professionally during the internship and comply with instructions for tasks assigned. Students should be on time at the place of internship employment. Journals should be written professionally and submitted timely. They should be reviewed to ensure sentence structure, grammar and spelling are correct. Likewise, the Final Paper should be written professionally and submitted timely. It should also be reviewed to ensure sentence structure, grammar and spelling are correct.

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<tr>
<td>Contract</td>
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<tr>
<td>Journals</td>
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<tr>
<td>Final Paper</td>
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<td>Student Evaluation</td>
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<td>Supervisor Evaluation **</td>
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** Some firms will not complete an evaluation of an intern. In those cases, you will be requested to keep a copy of evaluations provided to you during the internship and provide a copy for use in computing your grade.

Letter Grade Conversion
**Weekly Journal**

*Journals:* Students are required to submit a journal every week. Please see the Journal Template in Course Content in Blackboard under the category Course Templates. Students should not include any confidential information obtained during the course of their internship in the journals. Each journal will be submitted to Blackboard under appropriate journal tab. The file must be a MS-Word attachment and must list the student’s full name, with the number of hours worked during the week plus the accumulated total hours worked in the internship at the top right-hand side of the page. For example, the hours should be shown as follows:

Hours worked during the week of 6/09/2023: 15

Accumulated hours at 6/02/2023: 15

Accumulated hours at 6/09/2023: 30

The journal will contain a description of what the student has learned and accomplished during that week. *Journals SENT VIA REGULAR eMAIL WILL NOT BE ACCEPTED.*

Journals must be at least one full page, double-spaced, using a 12-point Times New Roman font, with one-inch margins for the top, bottom and side of the page. This means it must end at the bottom of the page.

*Due Dates:* All Journals must be submitted each Sunday by 11:59 pm. *Journal 1 is due the first Sunday after you begin your internship.* For example, if you start your internship on Tuesday, May 30, 2023, Journal 1 is due on Sunday, June 4, 2023. If an emergency beyond the student’s control arises (computer problems do not constitute an emergency), please contact me immediately, and I will make a determination of whether or not the situation rises to the level of an emergency. If deemed appropriate, students may always submit journals prior to the due date (e.g., Friday or Saturday prior to Sunday evening).

*Minimum Required Number of Journals:* Students must submit a weekly journal until the total internship hours equal or exceed 120 hours. For example, if your internship begins on May 30, 2023, and you worked 32 hours, you will submit four journals which will exceed the 120 hours due the first week being less than 40 hours. If your first week is 40 hours and you work a minimum of 40 hours each week, you will submit three journals to meet the minimum 120 hours.

**Final Paper**

*Final Paper:* Each student will submit 5-8 page paper (double-spaced) by Friday, April 28, 2023. The paper *must* discuss ALL of the following items. These items *must* be used as the subheadings in your paper. You do not have to number the subheadings. The paper should discuss the following items:

- Describe how this internship helped you develop your career objectives.
- What did you learn about the business you were in, and how did you learn it (e.g., doing work tasks, in meetings, by observing, at outside events like lunches, happy hours, etc.)?
- What did you learn about communication and interrelationships with people? What did you learn about yourself?
- What else did you learn?
- How does what you learned relate to your course work and your major? Mention specific courses. Describe the contributions you made to the business while there.
- Would you recommend this organization for future Lamar University internships?

**At end of the paper, please provide the following information regarding your internship:**

1. Rate on a scale of 1 – 5, with 1 being the lowest and 5 being the highest the following question: Was the internship useful in looking at career options?
   - Whether you were offered a full-time position, and if so, the start date and the entry level salary?
Do not use a cover sheet and number your pages. The paper must be uploaded as a MS-Word attachment under the Assignments in Blackboard under the content item titled, Final Paper.

Students may cut and paste material from their journals to add to the final paper but should be careful about changing the verb tense to the past tense and answer the above questions completely. The minimum length of the paper is five (5) full pages. That means that page five must end at the bottom of the page.

Use 1” margins for the top, bottom and side margins. Use Times New Roman regular font 12. Do not skip extra lines between paragraphs or double-space lists in an attempt to make the paper appear to meet the page requirement. If large margins are used, or extra lines, the paper will be reformatted, and if the page requirements are not met (e.g., paper is less than eight full pages), the grade will be reduced. All lines should be double-spaced and indent the first word of each paragraph. As with the Journals, confidential information should not be included in the Final Paper. The final paper will be graded on content and the use of correct spelling, grammar and sentence structure.

Final Paper and Journal Templates
There are templates for journals and the final paper under Course Content.

eMails
I will respond to eMails in a timely fashion during the work week (Monday-Friday).

Institutional Policies

Academic Honesty Policy
Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include failure of the assignment and/or course up to suspension or expulsion from the university. The penalty may vary by instructor.

Additional information is available on the Academic Policy website (https://students.lamar.edu/academic-support/academic-policies.html).

Course Drop Policy
Students may drop a course and receive a grade of "Q" during the penalty-free period of the semester or session. For drops after this penalty-free period, grades are recorded as "Q" or "F," indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office. Students may drop a course online up to the census day by logging into Self-Service Banner. After the census day, courses must be dropped through the Records Office. For additional help, contact the academic advisor or the Records Office at registration@lamar.edu. Students may not drop a course during the last 20 percent of the term. Students should check the academic calendar at https://www.lamar.edu/academic-calendar for specific dates.

Students with Disability Policy
Lamar University is committed to providing equitable access to learning opportunities for all students. The Accessibility Resource Center (ARC) is located in the Communication building, room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.
If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory, or physical), please contact the ARC at 409-880-8347 or arc@lamar.edu to arrange a confidential appointment with the Director of the ARC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with the ARC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the [ARC website](http://www.lamar.edu/disability-resource-center/).

### Academic Support

Academic Support can be located at [https://www.lamar.edu/students/#acad-supp](https://www.lamar.edu/students/#acad-supp).

There are many areas (i.e., Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

### Student Services

*Lamar University recognizes that students may experience challenges that hinder success in their academics and/or college experience. We believe in giving all students access to resources that allow them to overcome these challenges.* If you are struggling with stress, procrastination, anger management, depression, anxiety, substance abuse and/or eating disorders, please reach out to our counseling professionals at the Student Health Center at 880-8466 to call for an appointment or visit our website [https://www.lamar.edu/students/student-engagement/student-health-center/index.html](https://www.lamar.edu/students/student-engagement/student-health-center/index.html) for more information about our services.

Your information and situation will be treated with the utmost privacy and is protected by Texas law. These services are available to all currently enrolled students at Lamar University and Lamar Institute of Technology.

Information on Student Services can be located at [http://students.lamar.edu/index.html](http://students.lamar.edu/index.html). There are many resources (i.e., Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.

### Academic Continuity Policy

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to check Lamar University's website and login to LU Connect for instructions about continuing courses remotely.

### Emergency Procedures

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at the [Office of Environmental Health/Safety and Risk Management](https://www.lamar.edu/about-lu/administration/risk-management/index.html) webpage.

#### Severe Weather

Follow the directions of the instructor or emergency personnel.

Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.

If you are in a multi-story building and you cannot get to the ground floor, pick a hallway in the center of the building.

Stay in the center of the room, away from exterior walls, windows, and doors.

#### Violence/Active Shooter

CALL - 7777 from a campus phone (Text 409-241-8002 from a cell phone). Note: Calling 911 from either a campus or cell phone will contact the City of Beaumont dispatch rather than the LU police.

AVOID - If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
DENY - Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.

DEFEND - Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Copyright Policy Statement

Copyright is defined as the ownership and control of the intellectual property in original works of authorship, which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

LU Connect Portal

Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University’s homepage (http://www.lamar.edu) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

LU Learn/Blackboard Learning Management System (LMS)

Students will utilize Lamar University’s Learning Management System (LMS), Blackboard, for online courses. For Blackboard technical support go to https://blackboardsupport.lamar.edu.

Phone: 866-585-1738

Phone and chat are available 24/7/365

Exams and quizzes taken within LULearn (Blackboard) may require online proctoring. For additional information about online proctoring, click here and view details under proctoring services.

Network Use

ACCEPTABLE USE

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

UNACCEPTABLE USE

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else’s account, internet address, or other network codes, or attempt to access another user’s files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access (“hacking”) to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university’s Sexual Harassment Policy.

Netiquette (Online Etiquette) Statement

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing emails and when taking part in collaborative and discussion board
activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the Lamar University Acceptable Use Policies when Using Networks. A more comprehensive student code of conduct can be found at https://students.lamar.edu/academic-support/code-of-conduct.html.

GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)

- Always sign your name to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use short paragraphs focused on one idea.
- Use appropriate business language at all times.

Technical Support

Technical Support can be located at http://students.lamar.edu/it-services-and-support/index.html.

Phone: 409-880-2222
Email: servicedesk@lamar.edu

Hours of Operation (CST):
Monday - Thursday 7:30 a.m.-12:00 a.m.
Friday 7:30 a.m. - 7:30 p.m.
Saturday 9:00 a.m. - 6:00 p.m.
Sunday 3:00 p.m. - 12:00 a.m.

Attendance Verification

Students must complete an Attendance Verification Quiz for ALL COURSES - both on-campus and online - in which they are enrolled each term by the third class day to comply with U.S. Department of Education attendance requirements. Failure to complete this quiz by the deadline may result in loss of course enrollment and/or financial aid. The quiz is located in EVERY COURSE through LULearn (Blackboard), even if the course meets on campus.

COVID-19 Statement

As we begin the new academic year, the COVID-19 virus that has challenged us since 2020 persists. Important differences in outcomes are observed, however, as safe and effective vaccines and therapeutic agents that reduce the risk of severe illness are now available. Consequently, we anticipate that our campus community will continue to be impacted by the virus and we encourage all faculty, staff, and students to practice individual safety protocols at their discretion.

We recommend good personal hygiene practices including regular handwashing and/or use of hand sanitizing products when soap and water are not readily available. Please show respect to those who choose to practice social distancing measures and wear face coverings.

Vaccines are available to those who seek them throughout the region and at the Student Health Center. Please self-screen for any signs or symptoms of COVID-19 and seek medical attention if you begin to feel ill.