

University of North Texas at Dallas

Spring 2024 SYLLABUS

ACCT 4800-0001: Accounting Internship; 3 hrs.

*The syllabus is the governing document for this course
and subject to change at the instructor's discretion.*

Department of	Accounting
Instructor Name	Dr. Pam Thompson
Office Location	FH 316 (Founder's Hall)
Office Phone	(214) 641-0414 (call or text between hours of 8AM-6PM)
Email Address	pamela.thompson@untdallas.edu
Office Hours	On Campus: Monday 2-4 PM, Wednesday 1:30-3:30 PM Virtual office hours: Tues / Thur 9 -11 AM by appointment
Course Format/Structure	Internship
Classroom Location	N/A
Class Meeting Days & Times	N/A
Course Catalog Description	ACCT 4800 – Internship Supervised work in a job relative to student's career objective. May be repeated, but only 3 hours may apply toward degree program credit.
Prerequisites	Student must meet the employer's requirements and have consent of the Accounting Program. Must contact instructor or department to obtain permission to register for this course.
Corequisites	N/A
Required Text	N/A
Access to Learning Resources	UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untdallas.edu/library UNT Dallas Bookstore: Phone: (972) 780-3652; Website URL: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com
Canvas Resources Supported Browsers: <ul style="list-style-type: none"> • Chrome 67 & 68 • Firefox 60 & 61 • Flash 29, 30 (for audio/video) • Respondus Lockdown Browser • Safari 10, 11 	Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: Canvas Student Guide - https://community.canvaslms.com/docs/DOC-10701 For additional assistance, contact Student Assistance (UNT Dallas Distance Learning): DAL1, Room 157 Phone: 972-338-5580

<p>Supported Devices:</p> <ul style="list-style-type: none"> • iPhone • Android • Chromebook <p><i>Note: Tablet users can use the Canvas app</i></p> <p>Screen Readers:</p> <ul style="list-style-type: none"> • VoiceOver (Safari) • JAWS (Internet Explorer) • NVDA (Firefox) <p><i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p>Email: distancelearning@untDallas.edu</p> <p>If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress.</p> <p>If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.</p>
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Course Goals/Overview:

The goal of this course is for students to gain real world practical experience in various positions within the field of Accounting.

Learning Objectives/Outcomes:

At the end of this course, the student will be able to

1. Record the daily tasks of this entry level Accounting position. (Blooms: Knowledge)
2. Recognize the importance of networking with other Accounting professionals and managers. (Blooms: Comprehension)
3. Identify possible career paths in the Accounting industry. (Blooms: Comprehension)
4. Discuss your position and the relationship this position had with others in the organization (and outside the organization if applicable). (Blooms: Comprehension)
5. Analyze your strengths and weaknesses pertaining to the specific learning objectives created with the employer and instructor for this internship position. (Blooms: Analysis)
6. Evaluate your strengths, weaknesses and areas of improvement as related to the Student Mid-Term Evaluation and Student Final Evaluation. (Blooms: Evaluation)

All assignments are submitted via Canvas links			
Assignment forms can be found in the Internship Handbook, the appendices, and in the Canvas modules.			
Week	Date	Assignment	Due
1	01/16 - 01/21	UNTD Affiliation Agreement	1/21/2024 by 11:59 PM
		Internship Information Sheet	
		Weekly Review Assignment	
		Job Analysis Worksheet	
2	01/22 - 01/28	1st draft of Job Related Learning Objectives Worksheet	1/28/2024 by 11:59 PM
		Weekly Review Assignment	
3	01/29 - 02/04	Weekly Review Assignment	02/04/2024 by 11:59 PM
4	02/05 - 02/11	Final draft of Job Related Learning Objectives Worksheet	2/11/2024 by 11:59 PM
		Weekly Review Assignment	
5	02/12 - 02/18	Weekly Review Assignment	2/18/2024 by 11:59 PM
6	02/19 - 02/25	Weekly Review Assignment	2/25/2024 by 11:59 PM
7	02/26 - 03/03	Weekly Review Assignment	3/03/2024 by 11:59 PM
8	03/04 - 03/10	Mid-Term Evaluation Report	3/10/2024 by 11:59 PM
		Weekly Review Assignment	
	03/11 - 03/17	Spring Break	N/A
9	03/18 - 03/24	Weekly Review Assignment	3/24/2024 by 11:59 PM
10	03/25 - 03/31	Weekly Review Assignment	3/31/2024 by 11:59 PM
11	04/01 - 04/07	Weekly Review Assignment	4/07/2024 by 11:59 PM

12	04/08 - 04/14	Weekly Review Assignment	4/14/2024 by 11:59 PM
13	04/15 - 04/21	Weekly Review Assignment	4/21/2024 by 11:59 PM
14	04/22 - 04/28	Weekly Review Assignment NOTE: Contact instructor to schedule the Final Evaluation call with instruction, employer, and student.	4/28/2024 by 11:59 PM
15	04/29 - 05/02	Weekly Review Assignment	5/02/2024 by 11:59 PM
16	05/06 - 05/11	Final Evaluation Report	5/09/2024 by 5:00 PM

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be posted in Canvas. Students are responsible for reading emails and logging into Canvas on a weekly basis.

Work Hours

Students will be required to complete at least 200 work hours for their internship. This will require students to work an average of 10-16 hours a week in an entry-level Accounting related position. Students will need to turn in a supervisor signed/verified time sheet or their pay stubs each week to receive credit.

Weekly Review Assignment

Students will need to complete a two-page review of each task they completed during the week of work. Students will also need to include any one-on-ones with managers or Accounting professionals as well as any training, or cross-training that was completed each week. Weekly Reviews will be submitted through the appropriate assignment link on Canvas.

Final Evaluation Meeting

A final evaluation meeting is scheduled and held prior to the end of the semester with the instructor, the student and student's supervisor. The Final Evaluation Meeting is approximately 30 minutes in length. **The student is responsible for coordinating an agreeable date and time with the instructor and supervisor. The meeting will be held via Zoom or as a conference call.**

GRADING MATRIX

Assignment Category	Assignment Details	Assignment Points	Weighted Percentage
UNTD Affiliation Agreement	On Canvas	50 points	5.00%
Information Sheet	On Canvas	50 points	5.00%
Job Analysis Worksheet	On Canvas	50 points	5.00%
1 st Draft of Learning Objectives	On Canvas	50 points	5.00%
Final Learning Objectives	On Canvas	50 points	5.00%
Weekly Review Assignment	(15 @ 20 points)	300 points	30.00%
Mid-Term Evaluation Report	Supervisor and Practicum Student	150 points	15.00%
Final Evaluation Report & Site Visit (Virtual/Zoom)	Supervisor, Student and Accounting Internship Instructor	300 points	30.00%
Total		1,000 points	100%

Grade Determination:

A = 1,000 – 900 points
B = 899.9 – 800 points
C = 799.9 – 700 points
D = 699.9 – 600 points
F = 599.9 pts. or below

NOTE: Your grade will be determined by the **number of POINTS** you have earned as of the end of the course. Do not rely on any percentages shown in Canvas which may not accurately reflect your grade. Extra credit assignments might lower your percentage but will increase your overall points.

Grading Policies: Grades will be posted within 7 days of the assignment due date unless otherwise notified. Late submissions will be penalized and will not be accepted after 48 hours. Due dates will not be extended, with certain exceptions (see Instructor Policies below).

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDisability@untdallas.edu or at Building 2, room 204.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Incomplete Policy

No grade of “I” (Incomplete) will be given in this course unless there are extenuating circumstances (documented emergencies – See Student Handbook), all work at the time of request has been completed with passing grades and the student has participated in class regularly to date. An incomplete will be given only upon the student’s request **AND** the instructor and Dean’s approval. An incomplete grade must be made up before the end of the

following semester (by the due date established by the instructor) or the “I” will automatically become an “F”.

The deadline to file for an incomplete for the course is the last day in which there is regular instruction for the session (not including finals). You can access more information about [Incomplete Grades in the Academic Catalog under Academic Regulations](#).

In order to receive an incomplete in this course, the [Grade of Incomplete Form](#) posted on the Registrar forms site must be completed, signed and returned to the Office of the Registrar by the deadline posted in the Academic Calendar. For other questions related to grade of incomplete, contact Dr. Dawn Sales, Assistant Provost, at dawn.remmers@untDallas.edu.

Academic Integrity: Updated 8/14/2023

Academic integrity is a hallmark of higher education. You are expected to abide by the University’s code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University’s policies and procedures. [Refer to UNT Dallas' Student Code of Academic Integrity for complete provisions of this code.](#)

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Instructor Policies:

Due dates:

- Due dates are typically set at 11:55 PM each week.
- Most graded work is due on Sunday nights.
- No due date extensions.
- Due dates are somewhat consistent, but you need to be careful to watch them because there are exceptions. You are responsible for managing your due dates and submissions. You are responsible for reviewing your grades weekly in the Canvas gradebook to make sure everything is as it should be.

Missed Work: In general, requests for extensions of time will not be approved. In a very few cases, a member of the course may experience a situation that is unusual and unexpected. In the event that an assignment is not completed by the deadline, a student may request an extension of the deadline by following the steps:

1. Contact the instructor by email within the following time frame: Before the due date or not later than 24 hours after the due date.
2. Provide documentation of the reason the assignment was missed.
3. Instructor will either (1) approve the make-up and provide a new due date, (2) approve the make-up with a deduction (penalty), or (3) deny the extension of time and a grade of 0 for the assignment will be entered.
4. The instructor will be unable to offer an extension on the deadline for the final exam. The registrar's office requires that the final course grades be submitted right after final exams week.
5. The instructor will evaluate extension requests on a case-by-case basis. Requests supported by documentation are more likely to be approved. In the interest of equity to the students who have completed assignments on time, most extension requests will not be approved unless there is ample documentation of an unavoidable reason for the missed deadline.
6. Students who disagree with the decision may consult the [Academic Catalog > Academic Regulations > Policy on Grade Appeals](#)

Note: *Technology issues can occur. That is why you have two attempts for the homework assignments. Don't wait until the last minute.*

Academic Dishonesty:

Students who violate the UNTD Code of Academic Integrity will receive a grade of -0- for the assignment and will be reported to the school at a minimum. In some more serious situations, a student may receive a failing grade for the course. No opportunities for makeup or extra credit will be available.

In order to support the academic integrity of the assessments in this course, algorithmic questions will be used whenever possible for exams, and Turnitin will be used for written/essay assignments. Discussion posts may be run through a plagiarism checker (Grammarly and similar resources). Use of Chat GPT and other AI software is prohibited unless specifically addressed in the assignment instructions. Discussions are to be original work and not written by anyone other than the student receiving the grade.

All work performed and submitted in this class is expected to be your own. Assignments and exams are not group work. Do not assist other students or use any online sites or search engines (e.g., Course Hero, Chegg, Google, Safari, Bing, etc.), technologies (e.g., ChatGPT, language translators, etc.), group chats (GroupMe, texts, emails, etc.) or other tools, and sources that are prohibited. If the instructor permits the use of ideas, images, or word phrases

created by another person or by generative technology, you **MUST** identify the sources in APA 7e format. Do not share **ANY** information about or from assessments with others. It is your responsibility to know the academic integrity requirements for this course. Ignorance is not a defense. If you have any questions, discuss them with the course instructor before submission. Should **ANY** work performed or submitted in this class be suspected to not be of your own hand and creation, at the instructor's discretion, you may be asked to complete an oral exam or alternative proctored assignment, you may fail the assignment, and/or you may fail the class **AS A WHOLE**. All suspected academic integrity violations in this course will be reported to the University and will become part of your permanent academic file. You may also be subject to additional university academic integrity disciplinary measures.

Note: In this course, Grammarly is permitted if you want to check your discussion posts for grammar and punctuation. No CHATGPT type software is permitted in any assignment. Original work only.

Online and Classroom Attendance/Participation:

Attendance for this online, hybrid, or HyFlex course is considered when you are logged in and are active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. (To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Attendance (online in the Canvas course and on campus according to the posted course schedule) and preparation for this course are important to your success. To acquire knowledge and build the required skills for successful completion of this course, students are expected to:

- **Read** and become familiar with the course syllabus/outline plus expectations, including due dates
- **Review** course material and complete the weekly assignments and quizzes.
- **Meet deadlines** for all assignments and required readings. Accounting concepts build upon each other, so it is important you don't get behind.
- **Ask** for clarification about course materials, concepts or course expectations.
- **Analyze** assigned readings and contribute to one another's learning through meaningful discussion.

Emails: Students should email me from the UNTD email, include the course and section

number, and be very specific if asking a question about homework. I can go in and see your specific homework problem in the homework manager with that information. It helps me give you better, faster answers.

Instructor Response Time

Within 24 hours Monday from 8:00 AM – Friday at 8:00 AM. After that, I may respond but please do not count on it.

Grading

In most cases, grades and feedback on assignments will be provided no later than 7 days after the due date of the assignment. For this course, this policy applies primarily to discussion assignments.

Confidentiality of Information Shared by Students

UNTD and your course instructor cannot guarantee the confidentiality of information shared by students in the course environment. Therefore, students should not share any confidential information about themselves or from employers unless explicitly related for public use.

Inclement Weather and Online Classes: Online classes should not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online “Netiquette”:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious

groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

Course Evaluation Policy:

Student evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. In addition, you will have a mid-term course reflection assignment where you give me comments on the course. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.