

UNIVERSITY of HOUSTON

C.T. Bauer College of Business

Spring 2014

ACCOUNTING GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from the Accounting Internship Faculty Advisor, the student's Academic Advisor, and RCC Career Counselor). **Please read this document carefully as it provides general guidelines for submitting an internship academic credit request and provides information on end of semester requirements for ACCT 4396.**

Key Facts of the Course

- Enrollment in the internship course will be conducted by the Rockwell Career Center after approval by faculty and the academic advising office. Enrollment is not done by the student through PeopleSoft
- The internship must be related to your declared major and be approved by the Internship Faculty Advisor
- The internship must have start and end dates, along with concrete professional development objectives
- ACCT 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 10+ hours worked per week
- Internship course requires payment like any other course at the University of Houston; for exact cost of payment contact the Finance Office located in the Welcome Center
- You must write a term paper to submit to the internship faculty advisor by **Monday, April 28th, 2014.**

Course Prerequisites

- Accounting majors only with junior or senior standing; you must have a degree plan filed
- Students must have a 2.5 GPA at the time of course enrollment request
- Complete ACCT 2331, ACCT 2332
- PPA, IAP and Oil & Gas track students should speak with an Accounting Academic Advisor before applying for ACCT 4396 course credit

Internship Academic Credit Request Approval Process

A hard copy of the following items **MUST** be submitted to the Rockwell Career Center by **Friday, Jan. 10th, 2014 at 5:00PM** in order for your internship academic credit request to be processed:

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| INTERNSHIP CREDIT FORM | <ul style="list-style-type: none">• Get Faculty Advisor's approval signature on this form (make sure to bring along a copy of the offer letter) for credit approval• Meet with Academic Advisor and fill out relevant section• Submit documents to Lauren Ford at the Rockwell Career Center |
| EMPLOYMENT AGREEMENT FORM & DOL FACT SHEET | <ul style="list-style-type: none">• Meet with internship employer and complete this form together• Submit documents to Lauren Ford at the Rockwell Career Center |
| JOB POSTING/DESCRIPTION | <ul style="list-style-type: none">• Submit the job posting and offer letter for your internship |
| RESUME | <ul style="list-style-type: none">• Submit your most recent resume |

All forms are available on the [Rockwell Career Center](#) website.

Please note: We cannot process your request until a hard copy of all documents have been properly filled out and submitted. Any documents filled out incorrectly will not be processed and the student is responsible for correcting/resubmitting a new document. Thereafter, allow at least two to three days for processing.

Holds: Should you have a hold on your [PeopleSoft](#) account, you will not be enrolled in the internship course; the hold must be removed before you may be enrolled.

Re-Enrollment: If you are dropped from the course for any reason, e-mail [Lauren Ford](#) Accounting Career Counselor, requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a second time you cannot be re-enrolled and will become ineligible for internship academic credit for the semester.

Term Paper and Weekly Journal

Once enrolled in ACCT 4396, students are responsible for submitting a term paper to the Internship Faculty Advisor by **Monday, April 28th, 2014**. The term paper must be submitted directly to the Internship Faculty Advisor or be placed in his mailbox located outside of his office; email submissions will not be accepted. Following are term paper guidelines set by the Internship Faculty Advisor (subject to change depending on the Advisor):

The analytical term paper may vary in length, but is expected to be between 5-8 pages, double spaced, not including examples of your work attached. The term paper should discuss and analyze in detail several of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/assignments and discuss/research in detail. Students must be able to articulate through financial analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience as well as demonstrate your knowledge through additional research; samples of work should be attached to the written document.

Students are also responsible for providing the Internship Faculty Advisor with a weekly journal that records what you have worked on during the internship assignment with (a) what, if anything new has been learned during the day and (b) what obstacles were faced and/or accomplished. Weekly journal entries must be e-mailed to the Internship Faculty Advisor by **Monday at 5:00PM** of the following week AND also must be all submitted in hard copy format at the end of the semester along with the term paper. Failure to submit these two items by Monday, April 28th, 2014 will result in a "U" for the course.

Bauer Career Gateway Requirements

Complete the following two items through [Bauer Career Gateway](#) by **Monday, April 28th, 2014**:

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| INTERNSHIP INSIGHTS | The information submitted on this evaluation is used by the Rockwell Career Center for statistical purposes. If consent is given by student, the information is placed on the Internship Insights website to provide fellow Bauer students a useful resource when searching for internships. |
| EMPLOYER EVALUATION | The internship supervisor must complete this evaluation through Bauer Career Gateway for employers . |

Contact Information

If you have any questions regarding the internship academic credit request process please contact:

Lauren Ford | Accounting Career Counselor
Rockwell Career Center | 227 Cemo Hall
lnford@bauer.uh.edu | (832) 842-7143

For academic questions regarding the internship course itself (i.e. term paper, grade), please contact the Accounting Internship Faculty Advisor:

Dr. Michael Newman | Internship Faculty Advisor
Department of Accounting | 390A Melcher Hall
michaeln@bauer.uh.edu | (713) 743-4857