

**SYLLABUS:**  
**SCHOOL OF BUSINESS ACCOUNTING INTERNSHIP – ACCT 399**

Professor Michael D. Kasperski, MBA/CPA      School of Business      Phone: (716) 375-2634  
Internship & Career Development Coordinator      St. Bonaventure University      E-mail: mkaspers@sbu.edu  
209 Murphy      St. Bonaventure, NY 14778      Fax: (716) 375-2191  
**Office hours:** By appointment or per scheduled hours of the semester

**I. ACADEMIC INFORMATION**

1. Internships in an accounting-related work environment are required in order for students to graduate with a degree in accounting.
2. All accounting internships are non-credit bearing.
3. Students must have successfully completed **AT LEAST** the first two introductory accounting courses. However, students will find their internship to be most beneficial if taken **AFTER** their sophomore year.
4. Interns must work a **minimum of 400 hours**. No more than 100 hours may be acquired from student run organizations (such as being an accountant for the Bona Venture) except for VITA.
5. Students may fulfill the 400 hours' requirement with the same experience or with a number of experiences.
6. Internships can qualify for experience regardless of whether they are compensated or not.
7. Students should officially register for the internship during the semester in which they are **COMPLETING** the internship requirements.
8. Since the required accounting internship program is non-credit bearing, no grade is involved.
9. Internship may be taken during the academic semesters or during the summer months.

**II. OBJECTIVE**

The objective of the Accounting Internship Program is to provide students with a practical accounting working environment which is essential for a more complete understanding of the application of accounting theories, concepts, and procedures. For specific program goals, please see: [http://ms.sbu.edu/program\\_learning\\_goals.htm](http://ms.sbu.edu/program_learning_goals.htm)

**III. GRADING**

All School of Business Internships will be graded on a **“Pass/Fail”** basis. Thus, grades of **“P” or “F”** will be given. Students will be evaluated and given a passing grade based upon the substantial completion of the **procedures** listed below.

**IV. PROCEDURES**

1. Students are required to seek internships on their own and the Internship Coordinator will guide them in finding sources for those internships
2. Meetings between the Internship Coordinator and the intern candidate should take place **PRIOR** to the start of the internship to discuss job interviews, placement possibilities, qualifications, assignments, etc.
3. Students are required to attend a pre-internship Career and Professional Readiness Center Professional Orientation **PRIOR** to interning.
4. A letter indicating the duties and responsibilities of the student intern is required from the participating organizations **PRIOR** to the start of the internship and **BEFORE** the student may register for the internship. Internships will **NOT** be approved **AFTER** the fact.
5. Students are required to attend a **post**-internship Career and Professional Readiness Center Session.
6. Evaluation of the intern's performance is required from the participating organization at the conclusion of the internship experience. **The Internship Coordinator will obtain an evaluation form from the employer at the end of the internship.**
7. Student interns will be required to complete an **“Exit Survey”** at the end of their internship(s)

**(OVER)**

## **V. UNIVERSITY POLICY ON ACADEMIC HONESTY**

Academic dishonesty is inconsistent with the moral character expected of students in a University committed to the spiritual and intellectual growth of the whole person. It also subverts the academic process by distorting all measurements. It is a serious matter and will be dealt with accordingly. A list of unacceptable practices, penalties to be assigned, and procedures to be followed in prosecuting cases of alleged academic dishonesty may be found in the Student Handbook. Students should familiarize themselves with these very important provisions of the handbook.

## **VI. STUDENTS WITH DISABILITIES**

In accordance with University policy, students with disabilities who believe they may need accommodations in this course are encouraged to contact the Disability Support Services Office, Doyle Room 26 at 375-2065, as soon as possible. Documentation from this office is required before accommodations can be made.