

ACC 493 Accounting Internship

Course Description:

Semester: Fall of every year. Spring of every year. Summer of every year.

Credits: Total Credits: 1
1(0-0)

Reenrollment Information:

A student may earn a maximum of 3 credits in all enrollments for this course.

Prerequisite: (ACC 201 and ACC 202)

Restrictions: Approval of department.

Description: Professional internship in public, industrial, or governmental accounting under faculty supervision.

Enrollment Instructions

- To enroll in ACC 493, students must send an email to accintern@broad.msu.edu. Please indicate in your email where you will be working (organization, city and state/country), what you will be doing, and the time period. For example: I will be doing an audit internship with Maner Costerisan in Lansing, Michigan during the spring 2020 semester. Please include a copy of your offer letter as an attachment.
- All Broad students are allowed a maximum of three credits of internship. You can enroll in ACC 493 three times. Each internship is a single credit. To enroll in it again, it must be a **different** experience, in a **different** semester. It is possible to intern at the same firm, but it must be a different job in order to enroll again in ACC 493. Alternatively, you have the option of taking BUS 491 which is a three-credit online course. BUS 491 must be taken the semester of the internship and is online. Details can be found at <https://broad.msu.edu/undergraduate/curriculum/internships/>.
- You will receive an email indicating approval or disapproval of your enrollment request. If approved, you will be given an override and then you must enroll yourself in ACC 493 via the regular enrollment system.
- Grading is pass (P) or no pass (N). A paper/report regarding your experience is required. Paper guidelines are on the back.
- Enrolling in ACC 493 is not required. It is an **OPTION** for students who wish to receive a credit for their accounting related work experience.
- According to the Michigan State Board of Accountancy, credits earned via an internship cannot be counted toward your accounting credit requirement for CPA certification. If you are meeting the 150 hour rule without getting a MS in accounting, in your 150 credits you are required to have 30 credit hours of accounting. The State Board of Accountancy in Michigan does not accept ACC 493 credit in meeting the 30-accounting credit requirement.
- If this is the only class you will be taking for the semester, you can delay enrollment to the following semester when you will be enrolling in other classes. However, if you need to be enrolled for insurance, visa, or student loan reasons, you should not delay your enrollment. For questions, check your loan/insurance agreement for details. International students should see an advisor in OISS if they have questions.
- The Registrar's Office codes all students in ACC 493 as a full-time student. This does not mean that you are eligible for financial aid as a full-time student. Need-based aid is based upon the number of credits paid for and ACC 493 is only one credit. Students should meet with a financial aid advisor if they have questions or concerned about financial aid and the impact of taking a semester off to do an internship.

ACC 493 Paper Requirements

Length

- 5 pages, double-spaced

Submission

Papers should be submitted on D2L. In fall and spring semesters, papers are due by 12:00pm (noon) Friday of finals week the semester in which you are enrolled in ACC 493. For summer semester papers are due on Thursday, the last class day of **full** summer semester classes by 12:00pm. To submit your paper in D2L:

1. Choose **Assignments** under the **Assessments** tab.
2. Click on **ACC 493 Papers**
3. Toward the bottom you will see **Submit Assignment**. Click **Add a File** to browse for the file you want to submit. You can attach files from your local computer or storage device, a personal locker, a group locker, or ePortfolio.
4. Enter any **Comments** you want to submit with the file.
5. Click **Submit**.

Format and Content

Top of first page

- Include your name, student ID, email address, semester

Company Overview

- Name of company/firm/organization
- Briefly describe the organization (what is the business?)
- Work location
- Supervisor name, title, phone and email address

Position and Description of Duties

- Your position title
- The area in which you worked (what segment of the organization is it in, what is its primary role)
- How you found the internship
- Your specific duties

Summary of Experience (spend the majority of your time with this section, should be at least 2/3rds of your paper)

- Accomplishments
- The aspects of your job that you liked/disliked and why
- What did you learn about this type of work and the accounting career field?
- How did your work relate to the courses you have taken or will take?
- How did this internship have an impact on your career choice (e.g. confirmed your positive feelings about your major choice, made you question your choice of major, made you realize you might want to stay in this field but explore other types of organizations in which to work etc.)?
- How might this experience help you in your future?
- Any other comments you would like to make regarding your experience.