Stan Ross Department of Accountancy
Zicklin School of Business
Baruch College
Internship Course for Undergraduate Accounting Students

Acc 5100, Bus 3001/2/3/4/5/6 (1 credit each) Pass/Fail

Contact Information

Zeljko Sockovic
Office Location – VC 12-225
Phone Number – (646) 312-3234
E-mail Address – Zeljko.Sockovic@baruch.cuny.edu

Synopsis

This course consists of a supervised internship of up to SIX semesters. These 1 credit courses are designed to provide undergraduates with the opportunity to participate in a coordinated and supervised internship program. The 1 credit feature makes it easier for students to negotiate credit-bearing internships with employers and spread the internship over six semesters, if necessary. Students thereby gain practical experience in an accounting workplace.

Prerequisites

Students must have attained Junior status and have accepted an offer for an accounting internship in order to register for the Internship Course and have taken or are currently taking an Accounting 3000 level class.

Guidelines for Registration

The procedure for registering and completing the internship is available on the Accountancy Department Internship Website. Also available is the Internship Agreement to be signed at the outset by the student, the employer and myself. The student should fill out the Permit to register form and supply a copy of the internship offer. F-1 students need to fill out the CPT application.
Course Evaluation

At the end of the semester, the student prepares an internship report (see below for details). A Student Performance Evaluation Form is filled out by the Employer (Form 2) and finally, the Student Evaluation of Internship, also to be completed at the end of the internship (Form 3).

Detailed Course Description

This course provides undergraduate accounting students with the opportunity to undertake fully coordinated and supervised internships. A tri-lateral contract, once signed by the student, myself, and the employer, allows the student to register and proceed with her/his studies. At the end of the internship, the employer and the student complete final internship assessment Forms, giving all parties performance feedback. Additionally, students must complete an Internship Report (to be described in detail below) to receive credit for the course. All course documents (including the course description and the post-internship assessment Forms) are accessible and downloadable from the Accountancy Department’s Internship website.

Internship Report

Acc 5100 or Bus 3001/2/3/4/5/6 are 1 credit classes and grades are awarded on a Pass/Fail basis. In order to receive a passing grade, students are required to submit a Final Internship Report in paper (in my mailbox) or electronic (via e-mail) formats. Students registered in one of the 1 credit courses are expected to write a detailed review of their internship experience that covers 4 to 6 pages (double spaced, 12-point Times New Roman font). Questions addressed in the Report should include, but not be limited to, the following:

- What were your duties during the internship?
- How would you describe your training and supervision during the internship?
- What interaction did you have with other parties (i.e. employees, other interns, clients, etc.)?
- What type of feedback were you provided with both during and after your internship?
- What were the most challenging aspects of the internship?
- What aspects of the internship did you find least satisfying?
- If you were to accept full-time employment with your internship firm how would your responsibilities have differed?
- What academic concepts and theories were you able to apply during your internship?
- Would you recommend your internship to other students (please provide a detailed statement)?
Grading

Grades will be given based on the successful completion of the internship as well as the academic requirements of the department. The employer’s report (Form 2) serves as input to the final grade, as does the student’s evaluation of the program (Form 3). Both forms must be submitted in a timely manner upon completion of the internship. Finally, the Internship Report must be turned in with the required forms and is graded as an academic paper. Students taking Bus 3001/2/3/4/5/6 or Acc 5100 internship courses on a Pass / No Pass basis will be given a passing grade upon completion of all required forms and the Internship Report.