Syllabus
ACCT 695 -001 Mod 5
MSA Internship

Instructor: R. Scott Broshears
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Telephone: (703) 993-3006
Email rbroshea@gmu.edu

Additional Contact Information: Email is the preferred method of contact, but you are welcome to try to reach me at my office. You can expect that email will be returned within 24 hours during the week and 48 hours on the weekend. More than likely sooner.

Office Hours: Monday 2:00 - 4:00 pm.
Wednesday 3:00 – 6:00 pm.
(Or by appointment.)

Prerequisites:

- Admission to the Masters of Science in Accounting (MSA) Program
- The Internship must be approved by the instructor to certify that the content is appropriate for the credits earned upon completion of this class.

MSA Program Goals emphasized in this course:

Professional skills: Our graduates will demonstrate professional skills necessary for success in the public accounting profession.

Teaming & Leading - Our graduates will demonstrate the team leadership and interpersonal skills needed to form, lead, and work effectively in diverse organizational teams.

Ethics and Professional Responsibility - Our graduates will understand the importance of ethical conduct and the regulatory environment of accounting.

Professional Communications – Our graduates will communicate effectively to professional audiences in both written and oral forms.

Analytical Decision Making - Our graduates will demonstrate analytical decision-making skills.

Accounting Research - Our graduates will effectively conduct and communicate accounting research.
Honor System and Code: The Honor System and Code adopted by George Mason University will be enforced for this class: www.gmu.edu/departments/unilife/honorcode. In your work on all written assignments, keep in mind that you may not present as your own the words, the work, or the opinions of someone else without proper acknowledgement. You also may not borrow the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement. Please note: Faculty are obligated to submit any Honor Code violations or suspected violations to the Honor Committee without exception.

Business Library Liaison Information:
Jo Ann J. Henson, MLIS Business and Economics Liaison Librarian
Fenwick Library Fairfax Campus: http://infoguides.gmu.edu/business

Disability: If you have a disability and you need academic accommodations, please see me and contact the Office of Disability Services (ODS) at 703-993-2474. All academic accommodations must be arranged through the ODS. Please take care of this during the first two weeks of the semester. More information about ODS is available at http://www.gmu.edu/student/drc

Counseling center: George Mason University has a counseling center that can provide assistance if you find yourself overwhelmed by life, want training in academic or life skills, or the like. More information is available at http://www.gmu.edu/departments/csdc/

Writing Guidelines: Unless otherwise specified, all writing assignments should be formatted as follows: double-spaced, Times New Roman, 12-point font, and 1-inch margins. To cite and reference professional or academic sources, please use APA style. Specific instructions for in-text citations and referencing are found in the Publication Manual of the American Psychological Association 6th Edition or at http://owl.english.purdue.edu/owl/resource/560/01/.

Writing Center: The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing. [See http://writingcenter.gmu.edu]. You can now sign up for an Online Writing Lab (OWL) session just like you sign up for a face-to-face session in the Writing Center, which means YOU set the date and time of the appointment! Learn more about the Online Writing Lab (OWL).
Copyright: Any audio or visual recording of lectures, reuse or remix of course materials, or further dissemination of course content is not permitted without prior written consent of the course instructor and George Mason University unless the recording is part of an approved accommodation plan.

Disclaimer: Any changes to assignments or course schedule will be announced on Blackboard and/or via e-mail. Inability to access the course webpage or failure to read e-mails cannot be an excuse for late submissions or non-completion of assignments.

Resources

Course Web site

The course is available on Blackboard in your Student Portal. Log into the portal at http://mymason.gmu.edu. There is a Courses Tab at the top right. In that tab, there is a list of courses in which you are enrolled. Click on the Course Name to open the online classroom. Please refer to the Courses Support website for more Blackboard help.

Professional Development Books – Choose ONE professional development book to read during the module. This is just a list of possible choices, please email me if you would like to choose a different book. The specific assignment instructions and grading criteria are posted later in syllabus and on the Blackboard course.

1. How to Win Friends and Influence People – Dale Carnegie
2. Good Boss, Bad Boss: How to be the Best and Learn from the Worst – Robert Sutton
3. Lean In OR Lean In for Graduates – Sheryl Sandberg
5. Business leadership: Influence and Lead! Fundamentals for Personal and Professional Growth – Michael Nir
6. The 7 Habits of Highly Effective People – Stephen R. Covey
7. Who Moved My Cheese? - Spence Johnson
8. Leaders Eat Last – Simon Sinek

Provide your selected book for the course by May 13th and your reason for selection.
Grading

Your grade will be assigned based on the number of points you earn on each assignment. Below is the grading scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>A</td>
<td>900 - 1000</td>
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<tr>
<td>B</td>
<td>800 - 1000</td>
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<tr>
<td>C</td>
<td>700 - 800</td>
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<tr>
<td>F</td>
<td>Below 700</td>
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Internship

The internship involves working for an organization that will provide you opportunities to grow as a professional. The ideal internship leverages your baccalaureate education with your recently gained business knowledge and serves to enhance career and job opportunities. Internships require 50 hours of professional work per academic credit earned.

An Internship Agreement specifying the goals of the internship, planned activities and responsibilities, and an indication of the organization's commitment must be completed. A form to use to complete this agreement may be found on the Blackboard site.

EVALUATION

<table>
<thead>
<tr>
<th>Component</th>
<th>Total Points</th>
<th>% Of Grade</th>
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</thead>
<tbody>
<tr>
<td>Journal of Weekly Activity</td>
<td>100</td>
<td>10</td>
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<tr>
<td>Career Goal Statement</td>
<td>150</td>
<td>15</td>
</tr>
<tr>
<td>Self-Reflection Paper</td>
<td>150</td>
<td>15</td>
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<tr>
<td>Professional Development Paper</td>
<td>200</td>
<td>20</td>
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<tr>
<td>Presentation</td>
<td>300</td>
<td>30</td>
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<tr>
<td>Presentation Improvement Plan</td>
<td>50</td>
<td>5</td>
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<tr>
<td>Supervisor Evaluation</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
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Internship Approval Process
Students will have at least 1 meetingconversation with the faculty to approve the internship. The learning objectives and key responsibilities of the internship need to be clearly articulated on the internship contract.

Additional meetings can be scheduled to monitor progress on the learning objectives and internship experience.

ASSIGNMENTS

Journal of weekly activity (10%) Due: Weekly  The purpose of the journal is to document the activities related to your internship weekly. This journal should be kept and used to assist you in writing your Self-Reflection Paper in Week 5 and Professional Development Paper in Week 7. Submit weekly. Specific assignment instructions and rubric are posted on Blackboard.

The weekly journal entries should be about 500 words (double spaced) and could include the following:

- Brief description of the highlights of your internship experience thus far.
- Ways you have applied your class work to your internship work. You may also discuss concepts that were absent but that the organization might benefit from.
- Description of what the internship has taught you about yourself - how you have developed as a professional? Is there an area where you think you could benefit from further development?
- Areas from the book you are reading that you have or could apply to your work.
- Other items you deem important.

Career Goal Statement (15%) Due: Week 2  The purpose of this statement is to articulate your career aspirations and goals. While long-term goals can change, considering what type of career you’d like to have and the skills and abilities you’ll need to get there can help shape your actions today to best prepare you for the future you desire. Specific assignment instructions and rubric are posted on Blackboard.

The Career Goal Statement should be about 750 words (double spaced) and include the following:

- What type of career do you desire?
- What impact do you hope to make through your work?
- What kinds of knowledge, skills, and abilities do you think you still need to learn or hone to be successful?
- In what ways do you anticipate your internship providing these learning opportunities?
- What is your plan for maximizing your professional growth during your internship?
**Self-Reflection Paper (15%) Due: Week 5** The purpose of this self-reflection paper is to report on your work experiences and offer an opportunity to reflect on ways to apply your knowledge and hone your professional skills. Specific assignment instructions and rubric are posted on Blackboard.

The Self Reflection paper should be about 750 words (double spaced) and include the following:

- Brief description of the highlights of your internship experience thus far.
- At least three ways you have **applied your class work** to your internship work. Be specific regarding course concepts you saw in action or uniquely applied in the work environment. You may also discuss concepts that were absent but that the organization might benefit from.
- Description of what the internship has taught you about **yourself** - how you have developed as a professional? Is there an area where you think you could benefit from further development?

**Professional Development Paper (20%) Due: Week 6** The purpose of this self-reflection paper is to report on your work experiences and offer an opportunity to reflect on ways to apply your knowledge and hone your professional skills. Specific assignment instructions and rubric are posted on Blackboard.

The Professional Development Paper should be about 750 words (double spaced) and include the following:

- Lessons learned from the professional development book.
- Description of at least **three** concepts from the book that you either observed or noticed were absent (e.g., effective teamwork) during your internship.
- Be sure to paraphrase and cite appropriately using APA style.

**Presentation (30%) Due: Week 7** The purpose of this video presentation is to provide the opportunity for you to succinctly present the highlights of your internship and how you have developed professionally. This exercise is meant to build your confidence by honing a message about yourself as a professional. This is an important skill when networking or speaking to potential employers.

Be sure the video includes the following information:

- Introduction of yourself
- Highlights of your knowledge and skills gained from internship experience and the MSA program

**Length:** 3-4 minutes

Do **NOT** read from a script. Rather, write out a script to practice from before you record. Be familiar with the content of your presentation enough to speak extemporaneously on your key points, maintaining eye contact with the camera to the greatest extent possible (much like you would if meeting a potential employer who asked you about your experience).

Follow the instructions posted on Blackboard for creating and posting your video.
**Presentation Improvement Plan (5%) Due: Week 8**  You will receive feedback on your recorded video by March 1st. The purpose of this assignment is for you to identify ways you can improve your presentation performance. Specific assignment instructions and rubric are posted on Blackboard.

The Presentation Improvement Plan should be about 500 words (double spaced) and include the following:

- Upon reviewing your last presentation, critique its strengths and opportunities for improvement.
- What improvements could you make with regard to body language, presence, and articulation?
- Evaluate the content. In what ways could you present the content so that it has more impact on the listener?
- What is the role of visual aids in your presentation? Explain your rationale for utilizing them or not.

**Supervisor Evaluations (5%) Due: Week 8**
You will ask your internship supervisor to submit a written evaluation of performance at the end of the semester. The Supervisor Evaluation form will be posted on the Blackboard site and needs to be completed and signed at the end of the internship experience. Please scan the evaluation and upload it to Blackboard.

*A summary of the assignments and calendar are provided below:*
# Course Calendar

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Class and Assignment Schedule</th>
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<tbody>
<tr>
<td><strong>Week</strong></td>
<td><strong>Date</strong></td>
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<tr>
<td><strong>Week 1</strong></td>
<td>May 7</td>
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<td><strong>Week 2</strong></td>
<td>May 14</td>
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<td><strong>Week 3</strong></td>
<td>May 21</td>
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<td><strong>Week 4</strong></td>
<td>May 28</td>
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<td><strong>Week 5</strong></td>
<td>Jun 4</td>
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<td><strong>Week 6</strong></td>
<td>Jun 11</td>
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<td><strong>Week 7</strong></td>
<td>Jun 18</td>
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<td><strong>Week 8</strong></td>
<td>Jun 25</td>
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<tr>
<td>Type of Violation</td>
<td>First Offense</td>
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<td>---------------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
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<tr>
<td>Plagiarism, lying, cheating on an assignment, homework, or including other’s work as your own</td>
<td>An F in the class</td>
</tr>
<tr>
<td>Egregious Violation [e.g., stealing an exam; passing on confidential course material; cheating on an exam, project, or otherwise violating specified rules for an exam or project; etc.]</td>
<td>An F in the class and dismissal from program</td>
</tr>
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