

The Sprott MAcc Internship is a program requirement for MAcc candidates with less than one year of full time relevant work experience.

Your organization’s internship programs may be structured in a number of ways and lengths of time. Some programs are more formally structured than others, depending on company resources. The Sprott MAcc Internship program requires a minimum of 480 hours (equivalent to 14 weeks @ 7 hours per day).

Students consistently rate the following practices as key to a positive internship experience:

- meaningful Master-level work;
- mentorship and guidance by experienced professionals within the organization;
- thorough on-boarding; and
- upfront setting of expectations.

Documentation:

MAcc Interns are required to submit all forms and completed documentation to the MAcc Administrator for review, via CU Learn (ACCT 5199).

- 1) A copy of the *Letter of Offer* is to be uploaded to cuLearn as soon as possible.
- 2) The Sprott MAcc/Employer *Internship Agreement* is the formal agreement between the hiring organization, the intern and the Sprott School of Business. It outlines the responsibilities of each party with respect to internship deliverables, as well as the scope of work, target deadlines and core competencies for the internship. It is also the official record of contact information for use by the employer, intern, and Sprott School of Business.
 - *Completed by the Intern and Supervisor at start of Internship.*
 - *Signed by both the Intern and the Supervisor.*
 - *Uploaded to cuLearn with Letter of Offer.*
- 3) The *Mid-Term and End-of Term Feedback Evaluation* reports are designed to provide a high level overview of the student’s progress, fit and professionalism within their internship placement. These forms are also intended to gather information on areas needing improvement. It is expected that the performance evaluations will be prepared and reviewed with the Intern in a method similar to an annual performance review for full-time employees. These sessions create opportunity for formal mentoring and coaching from work supervisors and are valuable learning tools for the Interns.
 - *To be completed and signed by the Supervisor (A Mid-Term feedback form will also be completed by the Intern).*
 - *Uploaded to cuLearn.*
 - *Due end of 7th week of internship (mid-term report).*
 - *Due last week of internship (end-of-term report).*
 - *Specific due dates will be assigned by MAcc Administrator.*

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- 4) The *Final Project* is an 8 to 10 page report providing an overview of the company, the internship role, linkages back to MAcc academic learning and a personal reflection on the experience. Examples of projects completed may be included though it is requested that proprietary or confidential information be omitted.
- *Due last week of internship (specific due date will be assigned by MAcc Administrator).*

NOTE: A SAT grade in ACCT 5199 is dependent on the submission of each of the documents outlined above, in good order and on time.

On Site Meeting:

The MAcc Intern will facilitate coordination of the on-site meeting, which will be conducted approximately half-way through the Internship. At this time, the MAcc Administrator will meet with both the Intern and the Supervisor. Generally 10-20 minutes with each party is sufficient to review progress. A short report will be completed by the MAcc Administrator as a record of the on-site meeting.

- If the internship is completed outside of Ottawa, a phone meeting may be arranged

Interns register in the course ACCT 5199 Practicum and pay associated full time term fees.

If at any time during the Internship, there are questions or concerns on the part of either the employer or the Intern with respect to the Internship experience, please do not hesitate to contact the MAcc Administrator.

Contact information

MAcc Intern contact information

Name:	
Intern's position or title:	
Home or mobile phone:	Work phone:
Address:	
Work email:	

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Organization contact information

Organization name:	
Supervisor name:	
Position title:	
Office address:	
Work phone:	Alternate phone:
Email:	

MAcc Administrator contact information

Name: Jessica Windle
Work Phone: 613-520-3666
Address: 826 Dunton Tower, 1125 Colonel By Drive, Ottawa, ON K1S 5B6
Email: jessica.windle@carleton.ca

Summary of Internship Placement Objectives *(to be completed by Internship Supervisor)*

<p>1. Intern’s name and position title:</p>
<p>2. Position duties – Provide a brief overview of the position including key deliverables. <i>Where this information has been provided in the letter of offer, refer to that document.</i></p>

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3. Competencies of Position – Please indicate the extent to which each competency will be an aspect of the position by checking the appropriate box.

Competency

- Communicating
- Leading/Motivating (teams, groups, individuals)
- Planning (budget, projects, inventory, people, other resources)
- Organizing (projects, tasks, events)
- Decision making (time, budget, inventory, other resources)
- Delivering/Presenting (to stakeholders/clients)

This will be a MAJOR aspect of the position	This will be an aspect of the position	This will NOT be an aspect of the position

Signatures:

I have read the Sprott Internship Program information and agree to prepare the required documentation to the MAcc Administrator in accordance with designated time lines.

	Supervisor	Intern
Name printed		
Signature		
Date		

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