ACCT 5199 (1.0 CREDIT)
INTERNSHIP

COURSE OUTLINE
FALL 2017

Internship Coordinator  Jessica Windle, M.Acc. Administrator
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Calendar Description:

Application of M.Acc. course knowledge and building management skills in a professional environment.

Prerequisite: permission from the M.Acc. Office

A minimum of 480 hours (equivalent to 14 weeks @ 7 hours per day) is required.

Internship Exemption

Students can apply for exemption from the Internship if they have a minimum of one year full-time accounting work experience. Work experience that may be considered:
• Co-op work experience at the undergraduate level;
• Post undergraduate work experience; and
• Relevant experience at other times will be evaluated on a case by case basis

It is the student’s responsibility to provide sufficient proof of employment and responsibility level, so that the M.Acc. Administrator and Director may clearly evaluate the information and make an informed decision.

Students wishing to be exempt from the Internship will be required to complete an Exemption Request form which is available from the M.Acc. office. Those who receive exemption will not register for ACCT 5199.

Please note that receiving exemption from the Internship does not affect tuition fees.
Unpaid Positions

Any student who secures an unpaid Internship is required to complete specific forms for insurance coverage purposes. All student forms are due no later than October 1st (Fall term). Available from the M.Acc. Office.

Deliverables

All deliverables are to be uploaded to cuLearn by the required deadlines.

Sprott MAcc-Employer Internship Agreement & Letter of Offer

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.

Upload a copy of your letter of offer with a scanned copy of the completed Internship Agreement form (available on cuLearn) by Friday, September 15th.

On-Site Meeting

Please schedule an on-site meeting with your employer through the MAcc Appointments tab in the mySprott portal. You can begin selecting your appointment time on Friday, September 15th. Please have your meeting scheduled by Friday, September 29th. The meeting will take place at your employer's office in November. If the available times do not work for you and your supervisor, please contact Jessica.windle@carleton.ca as soon as possible to set up an alternative meeting time.

Internship Performance Mid-Term Feedback Form

Please have your supervisor complete and sign the Mid-Term Feedback Form (available on cuLearn). Please scan and upload by Monday, October 30th.

If your supervisor prefers to send this form directly, please let them know they can send it by email to Jessica.windle@carleton.ca
Intern Mid-Term Feedback Form

This form (available on cuLearn) is to be completed by the Intern. Please scan and upload by Monday, October 30th.

Internship Performance End-of-Term Feedback Form

Please have your supervisor complete and sign the End-of-Term Feedback Form (available on cuLearn). Please scan and upload by Sunday, December 17th.

If your supervisor prefers to send this form directly, please let them know they can send it by email to Jessica.windle@carleton.ca

Internship Final Report

Please provide an overview of the company and your internship role, as well as links back to MAcc academic learning and a personal reflection on the experience. Specific project examples may be included, though proprietary or confidential information must be omitted. The report should be approximately 8-10 pages (double-spaced) and should include specific sections (available on cuLearn).

Please upload your Final Report by Sunday, December 17th.

Evaluation

This course is evaluated on a satisfactory/unsatisfactory basis based on the submission of the above deliverables.

CPA Practical Work Experience Requirement

Please note that the MAcc program cannot guarantee that all of the work experience completed through the Internship will count towards the CPA practical experience requirement, as CPA is the authority on verifying/evaluating the 30 months.

The process of how to start tracking work experience with CPA is outlined here: http://www.cpaontario.ca/Students/ExpReq/1082page17971.aspx