

**ENROLLMENT REQUEST
ACCOUNTING INTERNSHIP
ACG 4941**

Name _____ UF ID _____

Email Address _____@ufl.edu Classification _____
(FSOA will only use your UF email address to correspond with you. Check email regularly during your internship.)

1. Please check below the courses you have already completed or have in process:
 ACG 3481 ACG 4352C
 ACG 3482C ACG 4133C
2. Have you met with an advisor to determine whether or not you need these credits in order to graduate? Yes No
3. Have you previously earned credit for an accounting internship? No Yes _____
CREDITS
4. Attach a copy of your offer letter to this form.
5. Internship start date _____ end date _____

NOTE: You are required to start participating in your internship from the first day of classes by checking your emails, participating in the discussion board, etc. regardless if your internship starts later in the term.

6. I would like to register for _____ credits of the accounting internship.

I understand that credit cannot be earned for internships completed in prior terms, and I certify that this internship will be completed during the term indicated below.

STUDENT'S SIGNATURE DATE TERM

*****FOR OFFICE USE ONLY*****

FSOA COORDINATOR'S SIGNATURE DATE

Registered for: _____
CREDITS TERM

REGISTERED BY DATE

ACG 4941 - Supervised Internship

Course Description:

The supervised internship is an opportunity for students to apply accounting concepts learned in class to real-world settings over a prolonged period of time. Students gain practical experience in accounting, auditing, taxation, and business more generally. The internship experience hones existing technical skills, fosters professional development, and enhances teamwork skills.

Course Format:

The course will be delivered by interacting with the instructor and fellow classmates via the use of several discussion boards. These discussion boards are designed to gauge the students' development throughout the internship experience. Weekly posting will help students share common experiences, solicit help when problems develop, and to provide advice to the instructor regarding how well the students' academic background prepared them for their internship. Discussion categories are divided into sets of common experiences students can expect over the course of an internship. The categories tend to follow a natural progression, but students can post messages to any discussion board at any time. (Note that in the summer, internships can begin anywhere from as early as mid-May to as late as mid-June.) For this reason students may be at very different stages of their internship at a particular point in time.

Grading:

The course may only be completed using the satisfactory / unsatisfactory grading method.

Performance Evaluation:

To earn an "S" grade students must actively participate in the group discussions. In addition, each student must e-mail the instructor a one page (single spaced) paper summarizing the student's internship experience for evaluation. This paper is due no later than the last day of regularly scheduled class. Active participation will include logging on the class web site periodically, reading, posting new messages, and responding to messages others have posted. The time spent on this web site is intended to be unstructured and informative. It is not intended to be a burden to the student or otherwise interfere with his / her internship experience.

For those uncomfortable with "active participation" without a more defined set of requirements consider the following minimum participation standards as a safe harbor:

- E-mail you instructor with the start and end dates of your internship no later than the first week of class.
- Log in to the class web site once a week during the course of the semester to read the postings. (Each session is logged and is available to the instructor).
- Post a minimum total of 7 meaningful messages. (An example follows below).
- Respond to a minimum of 3 postings.
- Complete a one page, single spaced paper summarizing your experience for evaluation. The paper is to be e-mailed to your instructor (as a Word document attachment) no later than the last day of regular class.

Sample Posting:

I learned a great deal about how the accounting industry functions. In school, we learn the theory behind the profession, but there are certain nuances that you don't pick up until you are on the job. For me, I was surprised to find that time constraints are a constant pressure in the real world of accounting. I thought these tight time budgets tended to force our audits to be less thorough than they otherwise would. I was disappointed but not surprised by this. It is only natural that the marketplace forces its components to reach a balance between quality and quantity. I wouldn't say that the work we were doing was inadequate, but I will say that it was less than perfect.

Code of Conduct for Postings:

The discussion boards are designed for students to share their experience with the group. It is expected that students will offer differing sets of opinions regarding any topic posted. Dissent is perfectly acceptable. Personal attacks are not. Not all postings need to be directly related to your internship and photos are welcome. Your instructor reserves the right to delete postings as necessary and will privately e-mail you if your postings are too far "off topic." Have fun and use good judgment.

Prerequisite:

The UF Catalog requires: "Applied work in professional accounting. Advance approval is required." To gain approval for enrollment, the Internship Coordinator, your instructor, requires that the preponderance of the internship experience be directly related to accounting.

Credit:

Credit is variable, and students may register from two to four credits per semester. The course may be repeated. Students may receive a maximum of six credits in total for ACG 4941 over multiple semesters. Students are strongly encouraged to seek academic advising to determine if course credit is required in his / her particular case.

Some states accept accounting internship credit for purposes of meeting the educational requirements to sit for the CPA exam. For those that do accept the course, there is typically an upper bound on the number of credits that are accepted. Students are cautioned to first check with the state they intend to seek licensure if they plan to use accounting internship credit for CPA eligibility purposes.