

<b>DEREE COLLEGE SYLLABUS FOR:</b>		<b>US CREDITS: 0/0/3</b>
<b>AF 4090 INTERNSHIP IN ACCOUNTING AND FINANCIAL MANAGEMENT</b>		
(Updated Spring 2017)		
<b>PREREQUISITES:</b>	Normally the student will have completed 70 credits before embarking on this module. Formal approval by the Department Head / Program Coordinator / Internship Administrator (as appropriate) is required.	
<b>CATALOG DESCRIPTION:</b>	Experiential learning in companies related to the industry. Students gain on-the-job experience and training as they learn to apply knowledge gained in the classroom to real life professional situations.	
<b>RATIONALE:</b>	The internship allows students to get “hands-on” experience and, therefore, constitutes a pertinent learning tool. The internship provides opportunities for the development of practical skills and furnishes students with opportunities to observe and understand connections between coursework and skills needed to perform effectively in a professional environment. In addition, because the internship experience requires a great deal of personal responsibility, it enhances students’ professional confidence and provides an important step in their personal and professional maturation process. The industry placement is in essence the students’ first step towards a professional career.	
<b>LEARNING OUTCOMES:</b>	<p>As a result of completing the Internship, the student should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply vocationally relevant concepts associated with the operational management of accounting and finance resources of the entity in which internship is conducted.</li> <li>2. Formulate a personal development plan based on a critical self-assessment of personal and professional skills and competences, such as timeliness, ability to complete assignments with a minimum of supervision, team spirit, service attitude and initiative demonstrated during an internship-placement in a logistics and supply chain department or organization.</li> <li>3. Relate theories and concepts in accounting and/or financial management with the professional practice in the industry through a critical reflection on the work-based learning internship experience.</li> </ol>	
<b>METHOD OF TEACHING AND LEARNING:</b>	<p>In congruence with the teaching and learning strategy of the college, the following tools are used:</p> <ul style="list-style-type: none"> <li>• Use of Blackboard site, where the Department Head / Program Coordinator / Internship Administrator (as appropriate) posts notes, instructions, timely announcements as well as additional resources in relation to the Internship course.</li> <li>• Office hours: Students are encouraged to contact the Department Head / Program Coordinator / Internship Administrator (as appropriate), where they can ask questions and discuss Internship issues.</li> <li>• The internship in accounting and financial management is consistent with the work-based learning (internship) policies and procedures, as they have been described in the DEREЕ Work-Based Learning (Internship) Policies and Procedures.</li> <li>• Professional seminars and workshops.</li> <li>• Personal Development Planning: The work-based learning internship experience is used as the basis for reflective learning both in terms of the integration of theories with practical experiences and in terms of the development of an experiential portfolio of personal skills and competences.</li> <li>• Work-based learning internship: Minimum 180 and maximum 200 working hours in Accounting and/or Financial Management (within 3-4 months).</li> </ul>	

<p><b>ASSESSMENT:</b></p>	<table border="1" data-bbox="626 79 1422 373"> <tr> <td data-bbox="626 79 1097 163">‘Critical Incident and Intervention’ Report - <b>formative</b></td> <td data-bbox="1097 79 1175 163">0%</td> <td data-bbox="1175 79 1422 163">Individual, bi-weekly, 500 to 600 words per report</td> </tr> <tr> <td data-bbox="626 163 1097 254">Presentation of Internship Experience, Lessons Learned and Reflective Paper - <b>formative</b></td> <td data-bbox="1097 163 1175 254">0%</td> <td data-bbox="1175 163 1422 254">Individual</td> </tr> <tr> <td data-bbox="626 254 1097 310">Reflective paper – 1<sup>st</sup> <b>summative</b></td> <td data-bbox="1097 254 1175 310">60%</td> <td data-bbox="1175 254 1422 310">Individual, 2600 to 3000 words</td> </tr> <tr> <td data-bbox="626 310 1097 373">Personal Development Planning (PDP) Report – 2<sup>nd</sup> <b>summative</b></td> <td data-bbox="1097 310 1175 373">40%</td> <td data-bbox="1175 310 1422 373">Individual, 1000 to 1200 words</td> </tr> </table> <p data-bbox="626 405 1422 520">The formative ‘Critical Incident and Intervention’ Report aims to support students in the writing of the reflective paper. The formative ‘Presentation of Internship Experience, Lessons Learned and Reflective Paper’ aims at providing feedback to the student.</p> <p data-bbox="626 548 1422 632">The Reflective Paper tests Learning Outcomes 1 and 2. The Personal Development Planning (PDP) Report tests Learning Outcomes 2 and 3.</p>	‘Critical Incident and Intervention’ Report - <b>formative</b>	0%	Individual, bi-weekly, 500 to 600 words per report	Presentation of Internship Experience, Lessons Learned and Reflective Paper - <b>formative</b>	0%	Individual	Reflective paper – 1 <sup>st</sup> <b>summative</b>	60%	Individual, 2600 to 3000 words	Personal Development Planning (PDP) Report – 2 <sup>nd</sup> <b>summative</b>	40%	Individual, 1000 to 1200 words
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<p><b>READING LIST:</b></p>	<p><b>REQUIRED MATERIAL:</b></p> <ul data-bbox="626 747 1435 810" style="list-style-type: none"> <li>Griffin M., (2011) <i>Business Internships</i>, Swansea Publishing Group, Swansea, Massachusetts</li> </ul> <p><b>FURTHER READING:</b></p> <ul data-bbox="626 894 1435 1356" style="list-style-type: none"> <li>Gault, J., Leach, E. &amp; Duey, M. (2010) «Effects of business internships on job marketability: the employer’s perspective». <i>Education + Training</i>, 52(1), 76-88.</li> <li>Carson, L. &amp; Fisher, K. (2006) «Raising the bar on criticality: students’ critical reflection in an internship program. » <i>Journal of Management Education</i>, 30(5), 700-723.</li> <li>SurrIDGE, I. (2009). «Accounting and Finance Degrees: Is the Academic Performance of Placement Students Better?». <i>Accounting Education</i>, 18(4/5), 471-485.</li> <li>Cord, B., Bowrey, G., &amp; Clements, M. (2010). «Accounting Students’ Reflections on a Regional Internship Program.» <i>Australasian Accounting Business &amp; Finance Journal</i>, 4(3), 47-64.</li> <li>Brown, C. (2010). «Overcoming Hiring Hurdles.» <i>Journal Of Financial Planning</i>, 23(8), 45-47.</li> </ul>												
<p><b>RECOMMENDED MATERIAL:</b></p>	<p>Additional library sources, including journal articles accessed through the library databases are recommended by the instructor throughout the semester.</p>												
<p><b>COMMUNICATION REQUIREMENTS:</b></p>	<p>Use of proper English, both oral and written.</p>												
<p><b>SOFTWARE REQUIREMENTS:</b></p>	<p>Blackboard, MS Office, search engines</p>												
<p><b>WWW RESOURCES:</b></p>	<p>Useful sources include: N/A</p>												
<p><b>INDICATIVE CONTENT:</b></p>	<ol data-bbox="626 1808 1130 1961" style="list-style-type: none"> <li>The significance of internships</li> <li>Planning, preparing and finding an internship</li> <li>Making the most of the internship</li> <li>Student’s responsibilities</li> <li>Employer’s responsibilities</li> </ol>												

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|  | <ol style="list-style-type: none"><li>6. The role of the internship in the learning process</li><li>7. Creating a portfolio</li><li>8. Preparing the reflective assessment</li><li>9. Completing the internship</li><li>10. Preparing the presentation of the internship experience</li><li>11. Setting the foundations for a career in accounting and financial management</li></ol> |
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