

DEPARTMENT OF ACCOUNTING

UNDERGRADUATE CREDIT FOR
ACC497: ACCOUNTING PROFESSIONAL WORK EXPERIENCE
IS AVAILABLE BY PERMISSION FOR
APPROVED PROFESSIONAL WORK EXPERIENCE

STEPS TO OBTAIN ACADEMIC CREDIT FOR ACC 497: PROFESSIONAL WORK
EXPERIENCE IN ACCOUNTING

1. **Obtain approval** by submitting an adequately detailed **employer and job description**, along with the semester of the internship and who your supervisor will be to the Chair of the Department, Dr. Marsha Keune (mkeune1@udayton.edu), **BEFORE** the internship.

A maximum of 3 credits may be used to fulfill “free” or “general” elective graduation requirements. (For any questions on this, contact Academic Advisor Sue Trainum, MH 108, strainum1@udayton.edu, 937-229-2089.) Grading is pass/fail and regular tuition is charged. You must take and pay for the internship credits in the semester you are working the internship. ACC 497 is offered for 1, 2, or 3 credits; the number of credits you can receive is based on the number of hours to be worked. Approximately 400 hours of appropriate experience is required to receive 3 credits. Up to 3 additional credits may be granted for a second approved work experience, but they will NOT count for graduation requirements.

2. **Register for ACC497** in the semester you are actually doing the internship. You cannot register for this permission course yourself; request to be registered by the Department of Accounting - either by Dr. Marsha Keune, Chair (mkeune1@udayton.edu) or Teresa Wehmeyer (twehmeyer1@udayton.edu).
3. **Submit a Work Report Reflection paper and ensure a performance evaluation is sent** by an appropriate work supervisor. This MUST be satisfied by the time grades are due at the end of the term in which you are registered for the credit. Instructions for the Reflection paper are attached.
4. **Register the work experience with UD Career Services** to retain full-time student status during fall or spring semesters. Contact Liz Seager at Career Services (eseager1@udayton.edu) or 937-229-2045. *Registering for an “EXP” course through Career Services does NOT register you for academic credit.* The latter is via ACC497 and under the control of the Department of Accounting.

DEPARTMENT OF ACCOUNTING**WORK REPORT REFLECTION for PROFESSIONAL WORK EXPERIENCE**
(ACC 497)**REQUIREMENTS AND GUIDELINES**

Note: If you have registered your work experience with UD Career Services as an “EXP,” follow their similar report guidelines. They are compatible with the guidelines below. If your experience is not registered with Career Services, but you desire academic credit, you must follow the guidelines below. (You definitely should register with Career Services if you will not be a full-time student during the Fall or SPRING semesters!)

- **Length:** 3-4 pages, double spaced (12 pt. Times New Roman).
- **Submit** your reflection paper to the Department Chair, Dr. Marsha Keune (mkeune1@udayton.edu) via email attachment, or by dropping off at our office, Miriam Hall 410, by finals week at the end of the term in which you have registered for ACC 497 credit.
- **Place** your name, employer, internship period, and submission date in the top right hand corner.
- **Content:**
 1. Describe in the introductory paragraph your employer, products or services, location(s), etc.
 2. Describe how the area in which you worked fits into the company or operation.
 3. Describe the specific tasks or projects to which you were assigned. Explain your involvement.
 4. Explain the job’s relevance to accounting and the specific accounting related tasks you performed.
 5. Identify learning experiences you had and relate them to classes you have taken or will take.
 6. Suggest recommendations for improvement to the UD Career Center, Department of Accounting, or employer with regard to your professional work experience for the benefit of future students or the employer.
- **Attach** the employer and job description that was submitted to the Department Chair when requesting permission to register your experience for academic credit.