

380906: Internships in Accounting, Internal Audit, and Taxation

MGMT-X 423.42

Summer 2021 Section 1 4 Credits 06/21/2021 to 09/05/2021 Modified 06/09/2021

Description

This internship provides practical experience in a variety of accounting or taxation job functions within public accounting, private industry, or the nonprofit environment and offers an opportunity to apply the material previously studied in your accounting or taxation courses. Students intern with sponsoring companies for a minimum of 120 hours and must secure their internship assignment and submit all required paperwork by September 13.

Objectives

To provide an opportunity for students to gain practical experience in a variety of accounting- related job functions in either the private or public sector.

1. Review general ledger accounts and prepare journal entries
2. Accounting and/or tax research
3. Assistant in the preparation of the clients financial reports
4. Review and analysis of financial information
5. Prepare accounting or spreadsheet software reports
6. Assign special accounting related projects
7. Assist in organizing and maintaining financial records

Deliverables

Interns are expected to:

1. Course Specific
 1. Submit a resume with cover letter providing the internship sponsor with appropriate background information including education, business experience (if any), areas of expertise, additional skills (such as languages spoken, software competency), and reason for enrolling in the internship
 2. Sign a confidentiality agreement with UCLA Extension and the sponsoring firm
 3. Call the Internship Instructor at (931) 728-0442 to discuss internship specifics within eight (8) days of the beginning of the course .
 4. Complete all Internship Specific requirements, earning a grade of B or
1. Internship Specific
 1. **Participation:** Meet all time commitments with the sponsoring firm providing prior notice to the sponsor of any special circumstances that The internship sponsor will be making special arrangements to accommodate your internship, such as scheduling work evenings or weekends. The intern's commitment to successfully completing the 10-week internship is critical to the long-term success of Internship in Taxation course offering.
 2. **Weekly Journal:** Upon commencement of the internship, please keep a weekly journal in an MS-Word file or something similar where you write a short paragraph or two at the end of each week telling what you learned that week in your internship and recording any observations and questions you may have for the instructor. Please keep this journal/MS-Word file handy

so the instructor can review it at the end of Weeks 5 and 10. Also, please e-mail the instructor anytime at drduncan@cafes.net with any questions, observations and comments that you have.

It is the intern's responsibility to provide constructive feedback regarding the internship to the instructor on a regular basis. You can e-mail the instructor anytime at drduncan@cafes.net or call her anytime at (931) 728-0442. **Due Date –Weeks 5 and 10.**

6. **Internship Progress Report:** Submit a brief (two-page maximum) Internship Progress Report to the instructor by week 6 of the The progress report should include a brief summary of the intern's job responsibilities, progress toward the intern's academic and career objectives, and intern's assessment of the internship experience to that date. **Due Date - week 5.**
7. **Internship Final Report:** Submit the Internship Final Report on last week of the The report should include the following: (1) brief description of the internship (who, what, where, how), (2) pre-internship expectations/objectives compared to actual internship experience, (3) what the intern did and learned, and (4) what the intern considers to be the single greatest insight taken away from the internship. The instructor has no expectation as to length nor is this a take home final "final", project, or paper. The final provides the instructor a way to assess whether or not the internship provided good value for the time invested by the intern during the internship process. **Due Date – week 10.**

✓ Evaluation

Criteria

Course grades will be based on the following:

1. Initial internship interview with the Instructor, as noted below in I(c) (Participation).
2. Successful completion of the internship, as noted below in II(a).
3. Keeping a weekly journal as noted in II (b) below.
4. Internship Progress Report, as noted below in II(c).
5. Internship Final Report, as noted below in II(d).
6. Instructor and sponsor evaluation at internship (Participation)

Type	Weight	Topic	Notes
Weekly Journal	25 points		
Internship Progress Report	25 points		
Internship Final Report	25 points		
Participation	25 points		

Breakdown

Please note that **ALL COURSE GRADES ARE FINAL.**

Grade	Range	Notes
A	90-100%\	\90-100 points
B	80-89%	80-89 points
C	70-79%	70-79 points
F	0-59%	0-69 points
S (Satisfactory)	80-100%	
U (Unsatisfactory)	0-79%	

* Course Policies

Internship Program Responsibility

1st Step: Course requirements and Internship Forms

Please review and print the attachments which includes syllabus, student application, sponsor application, approved UCLA extension sponsors and internship agreement.

2nd Step: Secure an Internship sponsor

- *Approved Sponsor List:* Students may select potential sponsors from the UCLA Extension sponsor list (contact Yvette De La Cruz)
- *Bruin View Job Board:* Certificate students may sign up for the Bruin View Job Students may enroll for this service for \$50/6 months by logging into "MY Extension" and clicking on "Career Spot".
- *Create your own Internship:* Students may create their own internship by securing the company of their Many organizations do not have a formal internship programs and others have simply not considered hiring an intern. If you know the type of experience you are seeking and the type of organization in which you would like to get this experience, then simply approaching them may be a viable option.
- *Instructor Assistance:* If you would like the internship instructor Deidra Duncan to assist you please email her at drduncan@cafes.net. You may also telephone her at (931) 728-0442.

3rd Step: Checklist for Completing Required Paperwork

Once you have secured an internship the following forms must be completed and submitted prior to starting the internship.

Checklist: Forms required for Internships acquired from UCLA Extensions approved sponsor list:

- Enroll online at www.uclaextension.edu. Please use the registration number listed on your internship agreement. This step will put you on "permission to enroll status". Once all the paperwork is submitted and approved you will be notified that you may now go online and pay for the class.
- Student Application
- Internship Agreement-signed by you and the employer

Checklist: Forms required for internships acquired from Bruin view job board or from your own research:

- Enroll online at www.uclaextension.edu. Please use the registration number listed on your internship agreement. This step will put you on "permission to enroll status". Once all the paperwork is submitted and approved you will be notified that you may now go online and pay for the class.
- Student Application or Transcript
- Sponsor Application
- Internship Agreement-signed by you and the employer

Here are the current deadlines to submit Internship Agreements and Sponsorship Applications:

Final Step: Mail or drop off all original signed documents

We will accept only the *original signed documents*. To ensure timely processing of your application please make sure all documents are filled and signed as required.

2 Options:

- You can bring them in person to the address
- You can mail them to the following address:

Greg Gonzalez
UCLA Extension
Department of Business and Management
10960 Wilshire Blvd.
17th Floor
Los Angeles, CA 90024

Once your internship is approved you will be notified by email of the next steps to finalize your enrollment.

Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at:

<https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Service for Students with Disabilities Office at (310) 825-7851 or by email at access@uclaextension.edu. For complete information see:

<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>
(<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see:

<https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except *Incomplete* may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, 1145 Gayley Ave., Los Angeles, CA 90024; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at

<http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

Additional Items

Protecting Privacy and Data During Live Instruction

Live meeting sessions for this class, when applicable, are being conducted over Zoom. As the host, the instructor may be recording live sessions. Only the host has the ability to record meetings, no recording by other means is permitted. Recorded sessions will be posted in the Videos area of this class unless otherwise notified. Due to privacy, recordings are not available for download and are only accessible via Canvas for the duration of the class. If you have privacy concerns and do not wish to appear in the recording, do not turn on your video and/or audio. If you also prefer to use a pseudonym instead of your name, please let the instructor know what name you will be using so that the instructor knows who you are during the session. To rename yourself during a Zoom meeting, click on Participants, click on your name, click on More, click on Rename. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to the instructor only (and not to "everyone"). Additionally, chat may be used and moderated for live questions, and saving of chats is enabled. If you have questions or concerns about this, please contact the instructor via Canvas Inbox.

Pursuant to the terms of the agreement between Zoom and UCLA Extension, the data is used solely for this purpose and Zoom is prohibited from re-disclosing this information. UCLA Extension also does not use the data for any other purpose. Recordings will be deleted when no longer necessary. However, recordings may become part of an administrative disciplinary record if misconduct occurs during a video conference.

Course and Instructor Evaluation

UCLA Extension values your feedback on course and instructor evaluations. We ask all students to take a few minutes to complete an end-of-course evaluation survey. Updates to the course and instruction are influenced by your feedback. Understanding your student experience is essential to ensure continuing excellence in the online classroom and is appreciated by your instructor and the UCLA Extension academic leadership.

Your participation in a survey is voluntary, and your responses are confidential. After instructors submit grades, they will be given an evaluation report, but this report will not contain your name.

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
 - What are the basic computer specifications for Canvas? - <https://community.canvaslms.com/docs/DOC-10721>
 - Which browsers does Canvas support? - <https://community.canvaslms.com/docs/DOC-10720>
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as **access to the online environment of a specific course is limited to 30 days after the final course date**, as listed in the course catalog.

If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on **Help** (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

UCLA Extension Instructional Design and Learning Support

The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: support@unexonline.zendesk.com
- Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

Campus Safety Escorts

For students taking classes held on the UCLA campus and in and around Westwood Village, the UCLA Police Department provides a free walking escort service every day of the year from dusk until 1 a.m. Community Service Officers (CSOs) are available to walk students, faculty, staff members and visitors to and from anywhere on campus, in Westwood Village, and in the village apartments. CSOs are uniformed students who have received special training and are employed by the UCLA Police Department. To obtain an escort, please call (310) 794-9255 and allow 15 to 20 minutes for your escort to arrive. For complete information, see: <https://www.ucpd.ucla.edu/services/community-service-officers-csos/evening-escorts> (<https://www.ucpd.ucla.edu/services/community-service-officers-csos/evening-escorts>)

Schedule

Assignments:

When	Module Title	Notes
Week 1	June 24-30, 2020	<p>Respond to instructor by e-mail at drduncan@cafes.net after receiving 'welcome letter' from instructor to make initial contact with instructor.</p> <p>Talk with instructor by telephone in Week 1 or Week 2 to touch base.</p> <p>Begin work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 2	July 1 - 7, 2020	<p>Talk with instructor by telephone in Week 1 or Week 2 to touch base My telephone number is (931) 728-0442. But, I will be contacting each student to see if I need to call them.</p> <p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 3	July 8 - 14, 2020	<p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 4	July 15 - 21, 2020	<p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 5	July 22 - 28, 2020	<p>Submit a brief (two-page maximum) Internship Progress Report to the instructor as noted in Part II (b) above.</p> <p>Also, submit for review the MS-Word file of the weekly journal that you have been keeping each week.</p> <p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 6	July 29 - August 4, 2020	<p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 7	August 5 - 11, 2020	<p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>
Week 8	August 12 - 18, 2020	<p>Continue work with sponsor and company.</p> <p>Keep in regular contact with instructor at drduncan@cafes.net or by telephone at (931) 728-0442.</p>

When	Module Title	Notes
Week 9	August 19 - 25, 2020	Continue work with sponsor and company. Keep in regular contact with instructor at tdrduncan@cafes.net or by telephone at (931) 728-0442.
Week 10	August 26 - September 2, 2020	Submit the Internship Final Report as noted in Part II (4) above. Finish up work with sponsor and company. Keep in regular contact with instructor at tdrduncan@cafes.net or by telephone at (931) 728-0442.