

UD DEPARTMENT OF ACCOUNTING

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

APPROVAL MUST BE RECEIVED BEFORE BEGINNING AN INTERNSHIP.

Email the Department Chair, Dr. Donna Street (dstreet1@udayton.edu), with an adequately detailed employer and job description, along with the semester of the internship and who your supervisor will be, to receive approval.

A MAXIMUM of THREE CREDITS may be used to fulfill “free” or “general” ELECTIVE graduation requirements (*NEVER* for the ACC major elective). 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. ACC497 is offered for one, two, and three credits; number of credits you can receive is based on the number of hours to be worked. Approximately 400 hours of appropriate experience is required for three credits. Up to three additional credits may be granted for a second approved experience, but they will NOT count for graduation requirements. **Regardless of the academic credit decision, always register fall or spring semester experiences with Career Services (EXP 101)** to retain full-time student status for health insurance, etc. purposes. Contact Liz Seager at Career Services: 937.229.2045, eseager1@udayton.edu.

Determine how many “free” elective credits you need for graduation purposes.

Accounting majors start needing six credits, but the final total can vary significantly. For example, if courses are “waived” (e.g., MTH128 or MGT490), additional elective credits must be completed to fulfill the total credits required for graduation. If the combined BSBA/MBA “150 hour” program is completed, you may substitute free electives for MGT490 and/or the ACC elective. Accounting majors often need twelve or more elective credits; consult Sue Trainum (strainum1@udayton.edu), the accounting major academic advisor, if you have questions on this calculation.

Determine the total “free” elective credits you will obtain from other sources such as a changed major, double major or minor, etc. (double majors often need no additional electives). **IF you will not obtain sufficient elective credits from other sources to satisfy requirements, you likely should request credit for your work experience.**

If you do not need additional credits for graduation, you still might find such credits useful. You will need 150 undergraduate credits for CPA requirements, or you may just want to have the experience on your transcript.

*******YOU must complete the steps on the following page on a timely basis if you want academic credit for your professional work experience.*******

STEPS TO OBTAIN ACADEMIC CREDIT (ACC 497) FOR 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, the Chair of the Department, Dr. Donna Street (dstreet1@udayton.edu), **BEFORE** the internship.
- 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. Donna Street, Chair (dstreet1@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.
- 4. Register the work experience with UD Career Services** to retain full-time student status during fall or spring semesters. *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.

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