

UD DEPARTMENT OF ACCOUNTING

EARNING ACADEMIC CREDIT FOR PROFESSIONAL WORK EXPERIENCE (ACC497)

Undergraduate credit: **ACC497** “Professional Work Experience” is available by permission for approved professional work experience.

- A **maximum of 3 CREDITS** may be used to fulfill general “elective” graduation requirements. These credits **do not count towards an accounting major elective**. Grading is “pass-fail” for the course and is charged as a regular undergraduate tuition charge.
- Regardless of the academic credit decision, **ALWAYS** register for the semester experiences as a “Co-Op” credit through UD Career Services (COP 103) to retain full-time student status for health insurance, etc. purposes.
- Determine how many “**free**” **elective credits you need for graduation** purposes. This amount varies from student to student. Some lower level courses may have been “waived” or some may be deferred until the 150-hour Program (ACC elective and MGT490). CONSULT your advisor on this calculation.
- In some cases, if you have a changed major or are a double major, you may not need ALL 3 credits. If you will NOT obtain sufficient elective credits from other sources to satisfy requirements, you should request credit for your work experience. If you do NOT need 1, 2, or 3 credits for graduation, you still might find these credits useful for CPA requirements or to have the experience on your transcript. For advising, please see the Accounting Advisor, Katy (Huling) Hoepf, in MH 108, 229-2089, khuling1@udayton.edu.
- **Registration:** Sections of ACC 497 are offered for one, two and three credits. If a second work experience is completed you may receive up to 3 more credits, but they will NOT count for graduation requirements. You may register for ACC497 credit in a term LATER than when work is performed. You should register for the credit when it will not increase your tuition. For example, if you are taking 15 credits in the fall semester following a spring co-op, you should apply the 3 credits in the fall (when being charged a “flat” tuition amount) as opposed to being charged for them in the summer. Courses taken in a term when part-time, the summer, and in graduate school are billed on a PER CREDIT basis.

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

1. You must obtain **approval** by submitting an adequately detailed description of your employer and job details to the Chair of the department, Dr. Donna Street (dstreet1@udayton.edu). This may be waived if you have already worked for this employer in the past.
2. Registration for ACC497 must be done through a request to the Department Chair (cannot be done on your own through Porches). Determine what section and term you want the credits to apply to for your Degree Works.
3. Don't forget to register the work experience with UD Career Services to retain "full-time" student status during the semester you are working. This "Co-Op" course is not the same as the ACC497 credit, it is COP 103, Co-Op Work Term.
4. After the Professional Work Experience has been completed, submit a reflection paper (see Requirements and Guidelines) and ensure a performance evaluation is sent by an appropriate work supervisor. These requirements **MUST** be submitted to the Department Chair and satisfied by the time grades are due at the end of the term in which you register for credit.

REQUIREMENTS AND GUIDELINES FOR STUDENT WORK REPORT FOR PROFESSIONAL WORK EXPERIENCE (ACC 497)

Note: If you have already registered with UD Career Services as a “Co-Op” follow their guidelines for this report; they are compatible with the directions below. If your professional work experience is not registered with them, but you desire to receive academic credit, simply follow the guidelines below to fulfill your work report criteria (ACC 497).

You should submit your reflection paper to the Accounting Department Chair, Dr. Donna Street, via email (dstreet1@udayton.edu) by the END of the term in which you have registered for the ACC497 credit.

Length: 3-4 pages, double spaced, in 12 pt. Times New Roman

Header: your name, employer, internship period, and submission date in the top right hand corner

Content:

1. In the introductory paragraph, describe your employer, the products or services they provide, locations, etc.
2. Describe how the area in which you work fits into the company or operation.
3. Describe the specific tasks or projects to which you were assigned and explain your involvement.
4. Explain the job's relevance to accounting and any 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 your employer with regard to your professional work experience for the benefit of future students or the employer.

Attach this report along with the employer and job description that was submitted to the Department as part of the process of obtaining permission to register your experience for academic credit.