

SUFFOLK UNIVERSITY
SAWYER BUSINESS SCHOOL
ACCT 560 - Experiential Component in Accounting

Student Guidelines

In order to receive a Bachelor's degree with a major in Accounting, you must register for and complete this non-credit course, preferably during your junior or senior year. This is a requirement for graduation that must be completed *while you are enrolled at Suffolk University*. In order to fulfill the requirement, you must have an approved record of 160 hours of accounting or tax experience. This experience may be acquired through one or more accounting or tax (a) internships, (b) part- or full-time jobs, or (c) cooperative education positions. You may also participate in Suffolk's Free Tax Preparation Clinic (SBS 555, SBS 556, and SBS 557 – each year will earn you 55 hours).

The steps for completing this requirement are:

1. Complete the Practicum Approval Form for each experience and email it to acct560@suffolk.edu. The Form will be reviewed to certify that the position or positions meet the course standards. You will be notified of the decision. If your position is accepted, move to step 2. If your position is not accepted, you will need to find another position.
2. Complete 160 hours of accounting or tax experience in one or more approved internships/jobs/co-ops (or SBS 555, 556, or 557).
3. Have each of your employers complete and sign the Supervisor/Employer Report. The employers (not the student) must email the completed Report from their email address to acct560@suffolk.edu.
4. Prepare and complete the writing assignment after completion of your internship and email to acct560@suffolk.edu.
5. Once the Supervisor/Employer Report and your writing assignment have been received and approved, you will be cleared to register for the course. You will be informed by the Registrar when registration has been entered.

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Practicum Approval Form

Approval must be obtained **in advance** of registration for the course from the Program Director. Please complete this form and send to acct560@suffolk.edu. The Practicum Approval Form will be reviewed to certify that the internship meets ACCT- 560 standards.

ACCT-560 Accounting Practicum Internship Job Description Form	
Student ID and Name	
When do you plan to Graduate?	
Internship/Practicum Employer	
Company Location (City/State – City/Country)	
Internship/Practicum Job Title	
Internship Work Description and Main Responsibilities	
Supervisor’s Name and Email	
Supervisor’s Job Title	
Job Industry	
Dates of Employment	
Paid or Unpaid Internship	

**SUFFOLK UNIVERSITY
SAWYER BUSINESS SCHOOL
ACCOUNTING DEPARTMENT
SUPERVISOR/EMPLOYER REPORT
ACCT 560 - Experiential Component in Accounting**

The student named below is required to complete 160 hours of accounting or tax work through an approved internship, full- or part-time job, or cooperative education position. We ask that you complete this report and **email it directly** to the Course Coordinator [at acct560@suffolk.edu](mailto:acct560@suffolk.edu). While email is preferred, you may also send the completed form via regular mail to Nitsa Tsiotos, Suffolk University, Sawyer Business School, Accounting Department, 120 Tremont Street, 5th Floor, Boston, MA 02108. If you have any questions, please contact the Accounting Department at 617-573-8652.

Name of Student _____
Name of Employer/Company/Organization _____
Address _____
Telephone _____
Form Signed by _____
Title _____

Briefly describe the responsibilities assigned to the student:

Date of employment/work (from/to):

Days and hours of employment/work (did student work 160 hours?):

Please evaluate the quality of the student's work:

Other comments:

Signature: _____ Date: _____

**SUFFOLK UNIVERSITY
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**ACCT 560
Writing Requirement**

Objectives for the student:

1. To reflect on connections between your SBS education and your practicum experience.
2. To demonstrate an ability to effectively communicate in the work place.
3. To enhance awareness of professional etiquette.

In addition to helping you to develop your technical accounting skills, the faculty of the accounting department have designed your program of study to also help you to develop your skills in the areas of:

- ethical conduct,
- written communication,
- oral communication,
- critical and analytical thinking,
- global awareness,
- Microsoft Excel proficiency, and
- data analytics

Requirements:

Write a letter to your practicum supervisor that includes all of the items listed below. The letter should be submitted to acct560@suffolk.edu using Microsoft Word, use proper business letter formatting, and use appropriate grammar, spelling, and syntax. The letter should not list ‘responses’ to each of the items one by one, but should have the comfortable flow of a business letter that includes the elements listed, in your own words. Upon satisfactory completion of this assignment it is expected that you will submit a signed copy of your letter and a properly addressed envelope to the Department so that the letter can be mailed to your supervisor.

Your letter should accomplish the following:

- Demonstrate your understanding of the company’s industry, and any unique aspects of their business in particular.
- Summarize your duties and responsibilities, and how each duty/responsibility connected to your coursework at SBS. When appropriate, identify specific courses by name, as well as concepts, assignments, and other course activities that informed the duty/responsibility. Please keep in mind the various objectives of the SBS undergraduate accounting program listed above in addition to your technical training.
- Identify one particular duty or responsibility that was challenging for you. Discuss why you found it challenging, and mention specific actions you plan to take to improve your ability to complete this duty/responsibility in the future.
- Thank your supervisor for his/her guidance during your practicum.
- Highlight at least one way in which your supervisor helped you or was proactive in a way that enhanced your experience.
- Discuss how and why this experience has reinforced, or altered, your career plans.

****All letters must meet professional writing standards and should be reviewed by a writing tutor at CLAS before submission. Students will be referred to CLAS if a letter is submitted that does not meet these standards ****