



**Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES**

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: Philip Korb PHONE: 410-837-5080

DEPARTMENT/DIVISION: Accounting DATE PREPARED: 12/2/10

PROPOSED SEMESTER OF IMPLEMENTATION: fall YEAR: ~~2011~~ 2012

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number:

ACCT 795

Original Program Title:

Original Course Title:

Graduate Accounting Internship

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS	
<input type="checkbox"/>	1. Experimental Course
<input type="checkbox"/>	2. Course Title
<input type="checkbox"/>	3. Course Credits
<input type="checkbox"/>	4. Course Number
<input type="checkbox"/>	5. Course Level
<input type="checkbox"/>	6. Pre- and Co-Requisite
<input type="checkbox"/>	7. Course Description
<input checked="" type="checkbox"/>	8. New Course
<input type="checkbox"/>	9. Deactivate Course
<input type="checkbox"/>	22. Other

PROGRAM ACTIONS	
<input type="checkbox"/>	10. Program Requirements
<input type="checkbox"/>	11a. Undergraduate Specialization (24 credits or fewer)
<input type="checkbox"/>	11b. Master's Specialization (12 credits or fewer)
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or fewer)
<input type="checkbox"/>	12. Minor (add or delete)
<input type="checkbox"/>	13. Closed Site Program
<input type="checkbox"/>	14. Program Suspension
<input type="checkbox"/>	15. Program Reactivation
<input type="checkbox"/>	16a. Certificate Program (UG/G) exclusively within existing degree program
<input type="checkbox"/>	16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
<input type="checkbox"/>	17. Off-Campus Delivery of Existing Programs
<input type="checkbox"/>	18a. Undergraduate Concentration (exceeds 24 credits)
<input type="checkbox"/>	18b. Master's Concentration (exceeds 12 credits)
<input type="checkbox"/>	18c. Doctoral Concentration (exceeds 18 credits)
<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	22. Other


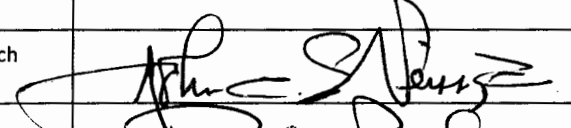
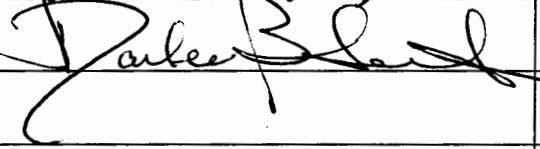
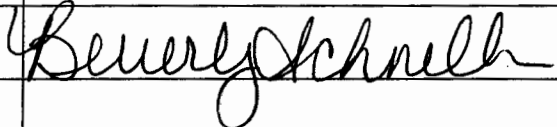
ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O) course definition document (P) full five-page MHEC proposal (Q)
 financial tables (MHEC) (R) other documents as may be required by MHEC/USM (S) other (T)

IMPACT REVIEW (review the list of necessary signatures):

Impacted Entity	Signature	Date
a. Library <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
b. OTS <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
c. University Relations <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
d. Admissions <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
e. Records <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		

APPROVAL SEQUENCE (review the list of necessary signatures):

Approval Level	Signature	Date
A. Department/Division (Chair)		1/11/12
B. General Education (for No. 7, 8)		
C. Final Faculty Review Body Within Each School (Chair)		1/13/12
D. Dean		2/6/12
E. University Faculty Senate (Chair)		
F. University Council (Chair) ¹		
G. Provost and Senior Vice President for Academic Affairs		3/19/2012
H. President		
I. Board of Regents (notification only)		
J. Board of Regents (approval)		
K. MHEC (notification only)		
L. MHEC (approval)		
M. Middle States Association notification	Required only if the University's mission is changed by the action	

¹ University Council *review* (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.



Document O: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: Philip Korb PHONE: 410-837-5080

DEPARTMENT/DIVISION: Accounting DATE PREPARED: 12/2/10

PROPOSED SEMESTER OF IMPLEMENTATION: fall YEAR: ~~2011~~ 2012

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number:

ACCT 795

Original Program Title:

Original Course Title:

Graduate Accounting Internship

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS	
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<input type="checkbox"/>	15. Program Reactivation
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<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	22. Other

For changes to existing courses:

OLD TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>
NEW TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>

DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Students will attain professional accounting experience and work on assigned projects within an workplace accounting environment. They will apply classroom education to practical situations and learn to assess individual strengths and weaknesses in relation to performance in a professional setting;

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

This course will enable students to attain the required professional experience necessary to obtain a CPA license in Maryland and many other jurisdictions.



DOCUMENT P: COURSE DEFINITION

See Course and Program Development Policy and Procedures (<http://www.ubalt.edu/template.cfm?page=257>) for instructions.

1. DATE PREPARED

12-2-2010

2. PREPARED BY

Susan A. Lynn

3. DEPARTMENT/DIVISION

Accounting

4. COURSE NUMBER(S) with SUBJECT CODE(S)

ACCT 795

5. COURSE TITLE

Graduate Accounting Internship

6. CREDIT HOURS

3

7. CATALOG DESCRIPTION

Students will attain professional accounting experience and work on assigned projects within an workplace accounting environment. Requirements include a work supervisor evaluation, a journal detailing the work experience, and a self-assessment of the student's internship experience.

8. PREREQUISITES

Admission to the MS in Accounting and Business Advisory Services Program and permission of the graduate director of the accounting program.

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)

Elective

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)

NA

11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop;

12. FACULTY QUALIFIED TO TEACH COURSE

Philip Korb

13. CONTENT OUTLINE

1. Letter of Understanding - The student's immediate supervisor must provide a letter of understanding indicating the employer's commitment to the internship process for the benefit of both the student and the employer and a brief description of the duties the student will be performing.

2. Reporting Requirements:

a. *Bi-Weekly*- The student shall submit a report every two weeks indicating the accounting tasks performed during that period and the time spent on those tasks.

b. *End of Course*- The student's final report should place an emphasis on what they gained from their overall internship experience, elaborating on the impact of that experience on their future career in accounting. The report should assess the student's strengths and weaknesses in relation to performance in a professional setting.

3. Mandatory Meeting:

There will be one mandatory meeting each semester. At this meeting, students completing their internship will present their reports.

14. LEARNING GOALS

Through the learning experience provided by the internship, the student is expected to:

1. Learn through a practical experience of approximately 175 to 200 work hours.
2. Apply classroom education to practical situations.
3. Assess individual strengths and weaknesses in relation to performance in a professional setting; and
4. Develop appreciation for relevant issues along with the function and dynamics involved in organizations.

15. ASSESSMENT STRATEGIES

Punctuality of biweekly reports

with inclusion of time spent

on tasks: 25%

*Final paper: 25%

*Oral presentation: 25%

Employer evaluation: 25%

*A portion of the grade on these requirements will be based on a demonstration of oral and written communication skills.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

NA

17. SPECIAL GRADING OPTIONS (if applicable)

NA

18. SUGGESTED CLASS SIZE

15

19. LAB FEES (if applicable)

NA
