

## **Student Guidelines for the Application of ACCT351 Internship for Accounting Function I and ACCT352 Internship for Accounting Function II**

### **Objective**

The internship for Accounting Function I and II are free elective (FE) courses for third and fourth year students starting from the second semester 2017/2018. Each course carries 1.5 credits. These courses provide practical internship opportunities for students to practice accounting knowledge and business management skills in an accounting-related working environment while they are still in university. Students will gain valuable working experience, establish personal networks, and expand career options.

Note: For students prior to B7 intakes (exclusive), this internship course would **NOT** be counted toward FE graduation requirement. Student still need to fulfill four 3-credit unit FE courses in order to graduate.

### **Eligibility**

<b>Major and Specialization</b>	<ul style="list-style-type: none"> <li>• Bachelor of Science in Accounting with Specialization in Professional Accountancy</li> <li>• Bachelor of Science in Accounting with Specialization in Accounting and Information Systems</li> <li>• Other majors are also welcome. However, priority will be given to Accounting major</li> </ul>
<b>Time Commitment</b>	Minimum 75 hours each semester
<b>GPA</b>	Cumulative GPA 3.0 or above
<b>Pre-requisite</b>	ACCT212 Intermediate Accounting I

### **How to begin**

1. Determine the desired company based on your skills, values, and interests. It is best to let the course coordinator know your company preferences so to confirm it can be approved,
2. Prepare your resume and cover letter,
3. Approach your desired company for internship opportunity,
4. Prepare yourself for interview,
5. Student should accept no more than one internship offer per semester.

### **When you receive an offer from a company**

1. An “Internship Acceptance Form” should be completed by both the student and the company and returned to Ms. Kaman AO, Secretary of Dept of AIM, or via email [kamanao@umac.mo](mailto:kamanao@umac.mo) before the application deadline.
2. The Internship Acceptance Form would then be submitted to the designated course coordinator for approval.
3. Upon approval the student should enroll in the course “Internship for Accounting Function I” or “Internship for Accounting Function II” based on the internship semester.

### **How you would be graded**

Upon completion of the internship (a minimum of 75 working hours), students have to submit the ‘Student Performance Evaluation Form’ and the ‘Student Internship Report’ to the course instructor. Grades will be given based on the company assessment, content, and quality of the report.

### **Application deadline**

Student should submit their ‘Internship Acceptance Form’ no later than end of October or May for Internship for Accounting Function I” and “Internship for Accounting Function II” respectively.

### **Q&A**

1. How do I find companies offering internship?  
Students should look for companies based on their specialization. While the Department of AIM will keep updating a list of company sources, students shall also search for companies they desire through their own channels.
2. Will I get paid in an internship?  
Both paid and unpaid internship are available, subject to the negotiation between the student (intern) and the company.
3. Can non-local students apply internship?  
Yes, non-local students may take curriculum-related internships endorsed by the institutions they are studying in.
4. Can I look for internship outside Macau?  
Student can choose to complete their internship within or outside Macau. Students though are required to attend regular classes and activities in the university during the internship period. To minimize influences to their study, students are highly suggested to look for

companies located in Macau for internship.

5. Will the internship schedule conflict with my UM study calendar?

Students are strongly advised to negotiate mutually beneficial working hours with the internship company so as time schedule conflicts are avoided and as long as they can fulfill a minimum of 75 hours per semester.