

## **Student Guidelines for the Application of ACCT3006 Internship for Accounting Function I and ACCT3007 Internship for Accounting Function II**

### **Objective**

The internship for Accounting Function I and II are require elective (RE) courses for third and fourth year accounting students starting from B7 intake. 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.

### **Eligibility**

<b>Major and Specialization</b>	B7 and B8 intake: Bachelor of Science in Accounting with Specialization in Professional Accountancy B9 intake and onward: Bachelor of Science in Accounting
<b>Time Commitment</b>	Minimum 150 hours and Maximum 300 hours for each course
<b>GPA</b>	Cumulative GPA 2.5 or above
<b>Pre-requisite</b>	ACCT2001 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 FBA Office (E22-3069) 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 150 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. The submission of employer’s evaluation MUST with the official stamp of the company and SEALED envelop.

## **Application deadline**

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

## **Q&A**

1. How do I find companies offering internship?

Students should find the job placement according to their connection or specialization. If the fail to find the placement, Department of AIM will help them for this issue. In addition, the Department of AIM will keep updating a list of company sources.

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. The instructor of the internship will take NO role during this process.

3. Can non-local students apply internship?

Yes, non-local students may take curriculum-related internships endorsed by the institutions they are studying in. The non-local student can ONLY participation in the internship in Macau during the semester period which stated in the University of Macau Academic Calendar.

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 150 hours for one internship course per semester.

6. Can I join the Internship programme if my GPA is lower than 2.5.

Students are not allowed to join the internship if GPA is below 2.5. If GPA is BELOW 2.5, the instructor can use his discretion to allow students to enroll the course ACCT 3006 or/and ACCT 3007. Hence, the student MUST seek for special approval before enrolled into the courses.

7. Can I join the internship during the SUMMER or WINTER breaks.

Students are encourage the internship during the SUMMER or WINTER vacation but they MUST submit their 'Internship Acceptance Form' no later than end of October (for Winter vacation) or end of May ( for Summer Vacation) for both Internship for Accounting Function I" or/and "Internship for Accounting Function II" respectively.

Students MUST attend classes during the semester period even they completed their internship in summer or winter.

8. Can I transfer the number of internship hours from ACCT 3006 to 3007?

No, students may have completed their number of hours more than the requirement stated in the curriculum, CANNOT transfer the exceed hours to ACCT 3007.

9. How can I be evaluation for the internship courses?

Students MUST submit the internship reports during the semester. In addition, employer MUST complete evaluation form with official stamp and put it in the sealed envelop. Students have their responsibility to ensure the sealed envelop returned to the internship instructor.

10. Can I only submit one employer evaluation form for ACCT 3006 and 3007 if I work the same company?

No, you should submit two evaluation forms with the performance of two different periods during the internship.