

MONFORT

COLLEGE of BUSINESS

University of Northern Colorado

Professional Experience Requirement

Accounting

PURPOSE

- To provide qualified Monfort College of Business students with meaningful on-the-job work experience in a position that expands the student's educational experience and fulfills the Professional Experience graduation requirement.

REQUIREMENTS

- Be a junior or senior business major in good academic standing (minimum GPA of 2.0/4.0, not on academic probation or suspension from MCB)
- Approval from Professional Experience Coordinator *prior* to engaging in experience
- Completion of Student-Employer Agreement
- Completion of two pre-requisite workshops: resume and professionalism/interviewing skills
- Interim memo/e-mail from site supervisor (student meeting required hours, satisfactory performance, etc.)
- Minimum of 50 hours of work needed to meet Professional Experience requirement (may be more if required by employer)

WHAT COUNTS AS A VALID PROFESSIONAL EXPERIENCE

- A valid experience requires skills and knowledge obtained from MCB courses. These experiences can be obtained through employment, volunteer activities or project-based opportunities. Your position should be similar to an entry-level position for a MCB graduate and tied to your career goal and/or major.

ASK YOURSELF

- What advanced skills and knowledge are essential for this position? How will this position enhance my learning in MCB coursework?
- What responsibilities of this position require advanced coursework at an institution of higher education? Am I able to apply my knowledge learned from my upper division coursework to the experience?
- What will I learn or experience from this professional experience position that I have not had the opportunity to learn or experience yet?

A PROFESSIONAL EXPERIENCE *COULD* INCLUDE THE FOLLOWING ROLES

- Supervision
- Employee training
- Responsibilities specific to major
- Research opportunities
- Projects specific to major
- Business to business sales

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POSITIONS THAT WILL TYPICALLY NOT BE CONSIDERED A PROFESSIONAL EXPERIENCE

- Telemarketing
- Cashier
- Customer service representative
- Bank teller
- Community adviser
- Receptionist
- Waiter/host/bartender
- Point of sale representative
- Administrative assistant
- Sales floor personnel
- General laborer

ACCOUNTING PROFESSIONAL EXPERIENCE OVERVIEW

- The goal of a Professional Experience in accounting is to help the student gain valuable experience and skills that will help him/her to obtain employment upon the completion of the degree.
- The requirement is also expected to benefit the UNC community and its constituents through the efforts of the MCB students.
- It is imperative that both the employment and non-employment activities have meaningful, accounting-related endeavors.
- The Professional Experience provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the student's chosen career.
- The Professional Experience is designed cooperatively by the Monfort College of Business faculty, Professional Experience Coordinator, field professionals, and the student to provide an experience that is mutually beneficial to both the student and the business. Businesses and their supervisors become the final link in the development of the student as a new professional. This partnership creates the ultimate educational experience.

ACCOUNTING DEPARTMENT PROFESSIONAL EXPERIENCE GUIDELINES

- MCB has identified the Professional Experience requirement as a minimum of 50 hours that a student has to complete. For the Accounting Department, the Professional Experience can be met through the following:
 - Internship (preferred method of PE completion) – BAAC 492 (1-3 credits)
 - The requirements to meet the internship credit will meet the Professional Experience requirement.

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- Accounting Experience
 - These activities must be approved by the Accounting Chair or his/her designated individual and the activities must be performed in one of the following areas:
 - Cost or management accounting
 - Accounting information systems
 - Tax preparation and review
 - Financial accounting
 - Audit
 - Governmental
 - The activities cannot be part of the duties of a club official or for a student organization (i.e., keeping the books for a fraternity would *not* be acceptable).
 - The activities must be performed for an entity that is external to the university. However, upon approval by the Accounting Chair or his/her designated individual, exceptions may be made for such activities as:
 - Performing monthly financial audits for the athletic department would be acceptable as it is a paid-position conducting accounting activities
 - Preparing tax returns for low income individuals through the V.I.T.A. or other recognized tax preparation program would be an acceptable activity
 - Performing accounting activities for UNC's accounting department or the UNC Foundation
 - A job description will need to be provided to the Accounting Chair or his/her designated individual to be used in determining if the activity qualifies as Professional Experience.

QUESTIONS

- Visit the MCB PE website at <http://mcb.unco.edu/ProfessionalExperience/> for more information or contact the Professional Experience Coordinator at MCB.Professionalexperience@unco.edu. To schedule an appointment with the Professional Experience coordinator, please call 970-351-1844.

****Be sure to check your BearMail account regularly for important updates and announcements.**