Internships for Accounting Students

Daniel R. Siciliano
University of Nevada, Las Vegas, danny.siciliano@unlv.edu

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## Internships for Accounting Students

**ACC 400 Internship Introduction**

ACC 400 is the first upper division class for accounting majors and students are introduced to the importance of internships. ACC 400 covers internships and career readiness in the following ways:

1. **An internship panel is hosted with previous student interns and a full day of class discussion is dedicated to the internship process and how to obtain credit for a qualifying internship.**
2. **Professional guest speakers (2-3) present different accounting career paths on different days.**
3. **Students write thank you letters to each speaker. The letters are provided to the speakers.**
4. **Students attend networking events and write papers documenting their experiences.**
5. **In the Communication Project, students create a plan for completing the 2-3 years of coursework required to become a certified public accountant. They also prepare an accounting-tailored resume and cover letter, a video of themselves answering interview questions, a post-interview thank you letter, and a professional Linked In profile.**

**Internship Growth**

Our annual for-credit internships have increased significantly since 2012.

The growth in for-credit internships is related to educating the students in their first upper division class of the benefits that internships provide. Benefits to students include earning competitive pay, obtaining credit for an accounting elective, developing an increased understanding of accounting careers, and building their resume. The internship coordinator meets with students at the beginning and middle of their internships to make sure the internship is going well. Employer feedback and evaluation of student performance is obtained at the end of the internship. Areas of improvement are incorporated into the accounting curriculum (Excel, written communication).

**Resources**

- https://www.unlv.edu/accounting/internships
- Communication Project (attached)
- Partnership with Beta Alpha Psi (student accounting organization) to assist students with resume review and mock interviews. http://www.unlvbap.org/recruiting-season-resources/
- Partnership with Lee Business School Career Services for assistance in the communication of job opportunities, resume review and development of Linked In profiles. https://www.unlv.edu/business/career-services
- Email blasts to all accounting majors

Once an employer contacts the Internship Coordinator with a qualifying job, a summary of the job and application process for the job is sent to all accounting majors. Interested students apply directly with the company.

**Use by Other Departments**

These career readiness activities can be easily customized to other departments and colleges, particularly for professional paths.

The following steps would apply across disciplines:

1. Complete a planning worksheet for how to complete the course of study in the discipline. Consider the role of internships in the plan and when students can obtain credit for internships.
2. Assign students the task of preparing application materials for a relevant job in the field that may include:
   - Cover letter
   - Video interview recording
   - Online professional profile
   - Tailored resume
3. Communication of relevant job opportunities to students
4. Application process for student to earn academic credit for internship to determine that job is appropriate development opportunity
5. Review of student performance at the end of internship
6. Incorporate student development areas (from employer internship evaluations) into curriculum

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