Two Assignments: Report and Evaluation

Unit: 4  Course: AC490

There are two Assignments in this unit; be sure to complete both.
1. Management Report
2. Internship/Externship Evaluation

Assignment 1: Management Report Assignment

In business, it is necessary to clearly articulate what activities are being accomplished and what competencies and objectives are being utilized in addition to the goals you are working to complete for the business. Additionally, communicating to leadership and documenting your actions provides you with experience in organizing, planning, leading, and controlling the business giving you a personal sense of accomplishment.

Complete a 2–3-page management report that addresses the following items:

1. What is your position and what are you required to accomplish?
2. What you are working on currently?
3. What are your current challenges?
4. What are you going to do to address your challenges?

Submit your completed report to the Assignment 1 Dropbox.

Requirements to include:

- A copy of your time card with the hours you worked during the week (10 hours of work per week is the required minimum). Outline your schedule.
- Review the list of course outcomes and professional competencies below.
- Answering the questions above, report on your experiences and observations, both positive and negative, connecting practice to the theory of the specific course outcomes and specific professional competencies you practiced this week.
- Discuss how you applied the course outcomes and professional competencies relating them to the theories and concepts from your research.
- Compose a 2–3-page management report (excluding title and reference pages) using APA formatting and citation style.
- Use a minimum of three references to support or refute your observations, thoughts, ideas, etc.
- Submit this to the Unit 4: Assignment 1 Dropbox.
- Also send a copy of the management report to your immediate supervisor (manager, director, VP).
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Assignment 2: Internship/Externship Evaluation

In this unit, you will be evaluated by your site supervisor or your leadership during the program. Email the form (located in Doc Sharing) for the Experiential Learning Evaluation Form to your site supervisor or your leadership during the program to fill out and return to you so you can submit for grading. Request to have the Experiential Learning Evaluation Form executed by the end of Unit 4 and submit to the Assignment 2 Dropbox.

If your site supervisor does not have email access or would like to manually fill out the form, you may download the Experiential Learning Evaluation Form from Doc Sharing. Once it is complete, scan and upload the executed form into the Unit 4: Assignment 2 Dropbox for grading.

NOTE: Interns working in the business are required to get the evaluation completed by your immediate manager, director, or vice president.

Course Outcomes:

AC490-1: GAAP Application: Apply the conceptual framework of the Generally Accepted Accounting Principles to business applications.

AC490-2: Management Tools: Formulate information for assets, liabilities, equities, revenues, and expenses of business entities.

AC490-3: Taxation: Categorize taxation of individuals and businesses.


AC490-5: Communication: Compose communications required for accounting professionals.

Professional Competencies

PC-1: Teamwork: Work in teams to achieve collective goals.

  PC-1.1: Engage in a team setting with professional integrity and respect.

  PC-1.2: Contribute to team goals and objectives through active participation and collaboration.

  PC-1.3: Apply conflict management skills to resolve issues and/or build team alliances.

PC-2: Leadership: Demonstrate leadership knowledge, skills, and abilities to successfully lead teams within one's profession.
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**PC-2.1:** Achieve goals through planning and prioritization.
**PC-2.2:** Formulate innovative solutions for identified initiatives.
**PC-2.3:** Demonstrate integrity through the application of relevant codes of conduct and social responsibility within one’s profession.
**PC-2.4:** Develop an inspirational vision or mission.
**PC-2.5:** Model leadership skills by developing trusting relationships, respect, conflict resolution skills, and civic-mindedness.

**PC-3:** Personal Presentation: Demonstrate professionalism in a variety of situations.
**PC-3.1:** Conduct oneself to reflect the professional characteristics and culture of a given work setting.
**PC-3.2:** Interact with others in a professional manner using appropriate communication and presentation skills.
**PC-3.3:** Convey competence through demonstrating characteristics such as reliability, accountability, and timeliness.
**PC-3.4:** Project a professional image, such as appearance, confidence, and attitude, for a given work environment.
**PC-3.5:** Engage in career development and advancement strategies, including effective networking, mentoring, and creating a personal brand.

**PC-4:** Multiculturalism and Diversity: Leverage the strengths of multiculturalism and diversity for the benefit of the organization and community.
**PC-4.1:** Assess the value of multiculturalism and diversity in a global environment.
**PC-4.2:** Demonstrate an understanding of how one’s perspective toward multiculturalism and diversity impacts an organization.
**PC-4.3:** Apply concepts of multiculturalism and diversity to become an agent of change.

**PC-5:** Communications: Demonstrate professional written and verbal communication to achieve positive results.
**PC-5.1:** Use language that is clear, concise, and organized.
**PC-5.2:** Use appropriate communication for a particular audience.

**PC-6:** Problem Solving and Critical Thinking: Apply critical thinking and problem solving behaviors.
**PC-6.1:** Incorporate data, inferences, and reasoning to solve problems.
**PC-6.2:** Communicate the critical thinking process by which one arrives at a conclusion.
**PC-6.3:** Integrate standards of the field and ethical principles into the problem solving process.
### AC490 Unit 4 Management Report

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<thead>
<tr>
<th>Grading Rubric</th>
<th>Percent</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td><strong>Possible Score:</strong></td>
<td><strong>100%</strong></td>
<td><strong>50</strong></td>
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#### Assignment Checklist (80%):

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<th>Task</th>
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<tbody>
<tr>
<td>1. Listed tasks performed during the 10 hours of internship/externship. Explained ability to complete the task and the professional competency skills used to get the job done.</td>
<td>30%</td>
<td>15.0</td>
</tr>
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<td>2. Identified course outcomes practiced during 10 hours of internship/externship and connected theory to practice related to the accounting profession.</td>
<td>25%</td>
<td>12.5</td>
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<tr>
<td>3. Described experiences and observations while working on the task(s). Noted any observations or experiences of importance in the development of the Final Project.</td>
<td>25%</td>
<td>12.5</td>
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<td></td>
<td><strong>80%</strong></td>
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#### Writing Style, Grammar, and APA (20%)

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<tr>
<td>Grammar and spelling</td>
<td>8%</td>
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<tr>
<td>Responses are concise and direct</td>
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<td>Reference list and citations are provided (minimum 3)</td>
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<td>2.5</td>
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**Gross Project Score:**

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<td><strong>100%</strong></td>
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Less: Late Penalty without Extenuating Circumstances (Enter .2 for 1–7 days late or .3 for 8–14 days late)

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Your Project Score in Percent: 

**Your Project Score — Points:**

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