



BACHELOR of SCIENCE in ACCOUNTING

HANDBOOK

Internship & cooperative
training



PNU Main campus - A6 Station

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4 years / 8 levels

123 Credit hours



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1. Introduction:

Since its inception, Princess Noura bint Abdul Rahman University has been keen to take care of its graduates and provide them with knowledge according to distinguished scientific, cultural, and academic foundations that qualify them for the job market. So the university's graduates have proven their competence in different and prestigious locations over the previous years. In this context, Business and Administration College initiated the cooperative training course as an integrated practical program for its students at the eighth level to link the academic theoretical framework with the practical framework. ***This course requires at least 450 training hours at the internship authority***, to be distributed over the days of the week according to the internship authority requirements.

In addition, cooperative training is a program that aims to achieve the highest degree of harmonization between what the graduate is studying and her academic achievement and the practical reality through cooperation with various training agencies, both governmental and private, in accordance with the conditions and regulations set by the university. Accordingly, ***cooperative Training mission*** is “Achieving the highest degree of compatibility between what the student is studying and what is required in the labor market”.

This handbook outlined a cooperative training program, including its objectives, learning objectives, timetable and follow-up procedures. As the field experience represents the applied aspect of accountants and auditors preparation programs and an appropriate opportunity to apply all the theoretical and practical materials that the student has learned in the classroom. So, it is necessary to develop a handbook that unifies field experience and clarifies the desired objectives through explain the method of supervision , the tasks ,and duties of each of the internship

authority's supervisor, the academic internship supervisor, and the trainee student to achieve these objectives.

2: Cooperative training description:

Cooperative training (ACCT 491) is an Accounting Program requirement. It is provided as a core course on year four level eight with six credit hours. This course is provided as only field's experience where students spend all the semester working in the Accounting field. The Field Experience requires students to work as trainees at accounting bodies, financial institutions, or accounting and finance departments at any other bodies. Upon completing all the courses (110 CH), students need to work for 15 weeks and at least 450 hours to complete the course requirements. Among this internship, students will apply the accounting practices and procedures, prepare financial reports, discuss accounting issues, join audit teams, or apply auditing. Along with the accounting and auditing internship, students' skills will improve due to the involvement in the working environment. They learn how to communicate with clients, managers, and colleagues. They improve their problem solving and critical thinking skills. Also, they engage working in teams.

3: Cooperative training importance:

- a. Helping the student to ascertain the extent of her capabilities in building her practical personality through the creativity, development and self-learning provided.
- b. Assisting the student in linking academic knowledge with practical life and putting the first imprint on this path.

- c. A starting point for the trainee student to assume responsibility and job discipline and not to be afraid of proposing ideas and sharing opinions with others.
- d. The trainee student obtains actual information by practicing the work.

4: Cooperative Training's strategy and objectives:

Cooperative training seeks to link the university with society and the labor market, under the supervision of specialists to develop the scientific and practical skills of the trainee student in order to *achieve a set of objectives pursued by the Administration and Business College in particular and the university in general, including:*

- a. Achieving the university's objectives in the cooperative training process and building a bridge of communication between the university and the student, and between the university and the labor market on the other hand.
- b. Linking the student's academic side with the scientific aspect by preparing female university graduates who are able to practice managerial and leadership skills in various business fields that are consistent with the labor market.
- c. Developing the student's understanding of the business needs and striving to achieve this understanding through the combination of successful administrative values and concepts.
- d. Preparing the student to take full responsibility in making proper administrative decisions and enhancing her self-confidence.
- e. Assisting the student in identifying her capabilities to set a proper future career life plan.



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- f.** Continuous feedback contributes to keeping pace with the expectations of the labor market.
 - g.** The pursuit of continuous partnerships and cooperation agreements with local and international training bodies.

Section 5: Internship process

The cooperative internship process includes three main phases; first: pre- internship, second: internship, & third: post-internship. Figure 1 depicted these phases.



1- Pre - internship phase

Figure 1.1 Internship Process

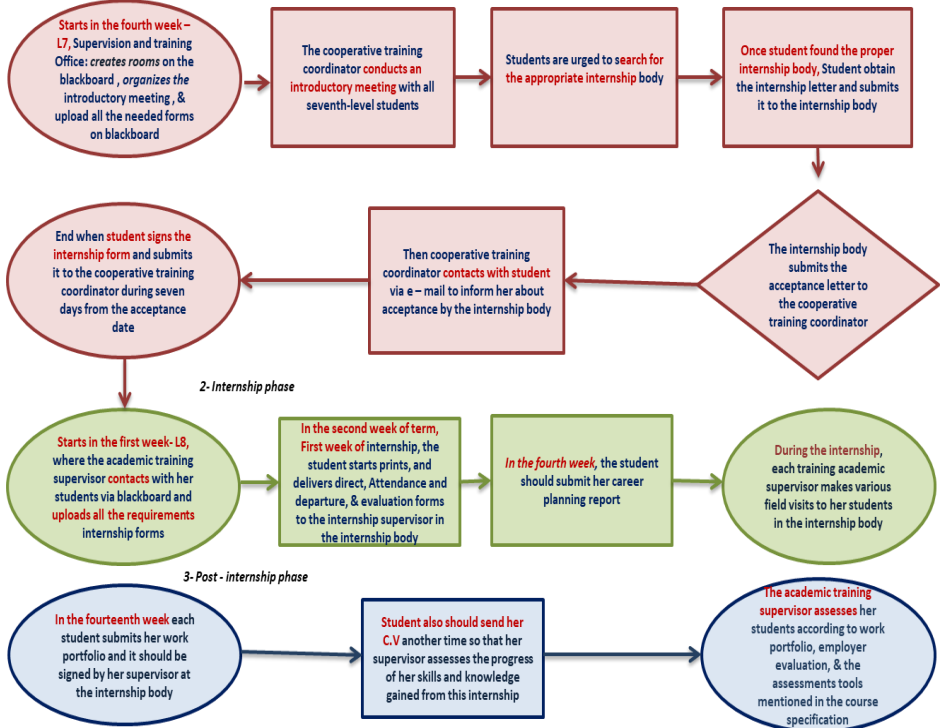


Figure 1: Internship Process

5.1. Pre – internship phase:

This phase can be presented as follows:

- a. It starts in the fourth week of seventh level students**, where the Supervision and internship Office of Student Affairs at the college level creates rooms on the blackboard, by E-Learning Deanship, to communicate with students and make all the appropriate announcements for them. This office coordinates with the training coordinator at the department level to organize an introductory meeting with the seventh-level students and announce it on the blackboard.
- b. The internship coordinator in department conducts an introductory meeting** with all seventh-level students to clarify the procedures and requirements of internship.
- c. It is also important in this stage that** students are urged to search for the appropriate internship authority for them to prepare and gain the ability to search for the appropriate job after graduation **as searching for an internship authority is the main pillar of internship**. On the other hand, some companies communicate with cooperative training coordinator or department to provide internship for student. In addition, the department conducts partnerships with some companies such as AY and KMPG. In this context, cooperative training coordinator announces any training opportunities for the students on the blackboard.

- d. Once the student found the internship authority** she should obtain the trainee internship application form from the blackboard, and submits it to the internship authority, **this form should be stamped** by the affairs of students and signed by the internship coordinator in the department before submitting (Due to the Corona pandemic, that form has become sealed and signed electronically on the blackboard, so the student only prints it).
- e. In the case of the internship authority accepted** the student; this authority submits the acceptance letter to internship coordinator in the department via e-mail to prove the acceptance of the student's training with it.
- f.** Then internship coordinator contact with student via e – mail to inform her about her acceptance by the internship authority.
- g.** Then student should **sign the internship form and submit it to the internship coordinator in the department during seven days from the acceptance date. If the student delays submitting the internship form for seven days from the acceptance date, her internship will be officially canceled.**

5.2. Internship phase:

- a. ***This phase starts in the first week*** of the term in the eighth level, where the academic internship supervisor contacts with her students via blackboard and uploads all the requirements internship forms (Direct, Attendance and departure, & Evaluation forms).
- b. ***In the second week of term, First week of internship***, the student starts the internship actually, prints, and delivers direct, Attendance and departure, & evaluation forms to the internship supervisor in the internship authority. ***During the first week*** for internship student should submit the direct form after it is signed and stamped by the internship supervisor in the internship authority to her internship academic supervisor.
- c. ***In the fourth week***, the student should submit her career planning report, this report will be explained in more details in **point 7.2** In addition, student should submit her C.V with the career planning report.
- d. ***During the internship***, academic internship supervisor makes various field visits to her students to follow their actual performance in the internship authority.

5.3. Post -internship phase:

- a. In the fourteenth week each student submits her work portfolio and it should be signed by her supervisor at the internship authority, this file will be explained in more details in **point 7.3**
- b. Student also should send her C.V another time so that her supervisor assesses the progress of her skills and knowledge gained from this internship.
- c. The academic training supervisor assesses her students according to work portfolio and the assessments tools are mentioned in the course specification as will be explained in detail in **point 8**

6: Internship Responsibilities:

There are five parties involved in the internship process. These parties and their responsibilities can be presented as follows:

6.1 Supervision and Internship Office of Student Affairs at the college level:

➤ Pre - Internship

- a. In the fourth week – L7, creates rooms on the blackboard, by **E-Learning Deanship**, to communicate with students and make all the appropriate announcements for them.
- b. Coordinates with the internship coordinator at the department level to organize an introductory meeting with the seventh-level students and announce it on the blackboard.

- c. Stamps and uploads the trainee training application form on the blackboard.

6.2 Internship coordinator in the department:

➤ Pre - Internship

- a. Conducts an introductory meeting with all seventh-level students to clarify the procedures and requirements of internship.
- b. Contact with student via e – mail to inform her about her acceptance by the internship authority and send the acceptance letter to her.

6.3 Internship authority:

➤ Pre - Internship

- a. Student internship acceptance.
- b. Submits the acceptance letter to internship coordinator in the department via e-mail.

➤ Internship

- a. During the first week of internship, signs the direct form.
- b. Signs and stamps all the requirements internship forms (direct, Attendance and departure, & evaluation forms).

➤ Post – Internship:

- a. Evaluate the student performance at the ending of the internship period.

6.4 Student:

➤ **Pre - Internship**

- a. Search for the appropriate internship authority.
- b. Once the student found the internship authority, she should obtain the trainee training application form from the blackboard, and submits it to the internship authority after it is stamped by the student affairs and signed by internship coordinator in the department.
- c. Should sign the internship form and submit it to the internship coordinator in the department during seven days from the acceptance date.

➤ **Internship:**

- a. In first week of internship, the student starts the internship actually, prints, and delivers direct, Attendance and departure, & evaluation forms to the internship supervisor in the internship authority.
- b. During the first week of internship, student should submit the direct form after it is signed and stamped by the internship supervisor in the internship authority to her internship academic supervisor.
- c. In fourth week, student should submit her career planning report.

➤ **Post – Internship:**

- a. Submit the work portfolio, reflective journal, & employer evaluation.

6.5 Academic Internship supervisor:

➤ Internship

- a. Contacts with her students via blackboard and uploads all the requirements internship forms (direct, Attendance and departure, & evaluation forms).
- b. Makes various field visits to her students to follow their actual performance in the internship authority.

➤ Post - Internship

- a. Evaluate the students' performance at the ending of the internship.

Table 1 summarized these responsibilities as follows:

Table 1: Internship Responsibilities

Party	Responsibilities		
	Pre - Internship	Internship	Post - Internship
1- Supervision and Internship Office of Student Affairs at the college level	<p>a. In the fourth week, creates rooms on the blackboard, by E-Learning Deanship, to communicate with students and make all the appropriate announcements for them.</p> <p>b. Coordinates with the internship coordinator at the department level to organize an introductory meeting with the seventh-level students and announce it on the blackboard.</p> <p>c. Stamps and uploads the trainee training application form on the blackboard.</p>	-	-
2- Internship coordinator in the department	<p>a. Conducts an introductory meeting with all seventh-level students to clarify the procedures and requirements of internship.</p> <p>b. Contacts with student via e – mail to inform her about her acceptance by the internship authority and send the acceptance letter to her.</p>	-	-
3. Internship authority	<p>a. Student internship acceptance.</p> <p>b. Submits the acceptance letter to internship coordinator in the department via e-mail.</p>	<p>c. During the first week for internship, sign the direct form.</p> <p>d. Signe the requirements internship forms (direct, Attendance and departure, & evaluation forms).</p>	<p>e. Evaluate the student performance at the ending of the internship period.</p>
5- Academic Internship supervisor	-	<p>a. Contacts with her students via blackboard and uploads all the requirements internship forms (direct, Attendance and departure, & evaluation forms).</p>	<p>c. Evaluate the students' performance at the ending of</p>



		b. Makes various field visits to her students to follow their actual performance in the internship authority.	the internship.
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7: The required forms from the student:

These forms can be explained according to the internship phase as follows.

7.1 Forms required pre- Internship:

These forms include

- a. **Trainee training application form:** student submits it to the internship authority. [Click here](#) to this form.
- b. **Acceptance letter:** internship authority submits it to the internship coordinator in department via email to confirm student acceptance.
- c. **Internship form:** this form includes student pledges to abide by the following: ([Click here](#) to this form)
 - Attending the internship period according to the specified schedule and not being absent without an excuse.
 - Continuous communication with the academic internship supervisor through periodic meetings, e-mail, or phone calls if necessary.
 - Regulations and regulations stipulated by the internship authority.
 - The legal veil, the veil and the uniform during the training period.

- To be an honorable example for Princess Noura University at the internship authority.
- Professional ethics and respect for officials in the internship authority and not to offend or insult them in any way.
- Student should fill and sign it. Then submits it to the internship coordinator during 7 days from acceptance date otherwise her internship will be cancelled officially by the internship authority.

7.2. Forms required during Internship:

- A direct form:** includes personal information of student and internship authority data. ([Click here](#) to this form)
- Attendance and departure form.** ([Click here](#) to this form)

- ❖ All forms must be signed and stamped by the internship authority before they are submitted to the department in the college.
- ❖ The direct form must be submitted during the first week of training to the academic internship supervisor at the department, after the student has attended, signed and stamped by the internship authority.

c. Report Career planning:

The requirements and contents of this report will be provided to the students via the black board along with the evaluation criteria. This report includes the following items:

- Self-Knowledge and Career Exploration
You must complete Holland Code Career Test and reflect on the results. You can find the test in the following link:
<https://www.truity.com/test/holland-code-career-test> . Attach the results in the Appendices.
- Develop a Personal Brand.

- Build Skills for Any Career.
- Career Portfolio/Resumes & cover letter.
- Networking & Job Search Strategies.
- Interviewing.

To get more details about this report [click here](#).

7.3. Forms required post Internship:

a. **Work portfolio:**

It contains documentation of all tasks and skills that were acquired during the training period. All instructions required for writing the completion file must be observed.

- ❖ This file must be signed or stamped by the supervisor in the internship authority before handing it to the academic internship supervisor.

To get more details about this portfolio [click here](#).

- #### d. **Reflective journal:** Includes description of the internship experience in all aspects (analysis and linkage, its reflection on the student, objectives and results) that were mentioned in the evaluation items.

To get more details about this journal [click here](#).

- #### e. **Employer Evaluation Form:** Attach the internship authority evaluation form signed and stamped in a closed envelope.

- ❖ No evaluation form will be received for the student without placing it in a closed and stamped envelope by the internship authority in addition to the Attendance and departure form.

To get more details about this form [click here](#).

8: Student / Trainee Evaluation:

Each academic internship supervisor evaluates her students according to different assessments tools as explained in the [course specification](#). Table 2 summarized these tools as follows:

Table 2: Trainee Evaluation

	Assessment Methods	Week	Grade
1	Preparation Phase Evaluation : • Career Planning Report .	Week 4	5%
2	Tutor Evaluation : • Work portfolio (25 %) • Reflective journal (5 %)	Week 14	15%
3	Employer Evaluation: Evaluation of field visits.	Week 15	80 %
Total Grade			100 %



9: Internship instructions:

- a. Commitment to attend the introductory meeting for cooperative training that the college holds.
- b. Carrying out training at the internship authority from the first day of the internship.
- c. Discipline and maintain attendance and departure dates, avoid absence, and respect work schedules according to the internship authority's system.
- d. Awareness of the laws and regulations of the work system.
- e. Commitment to implementing the directives and actions provided by the supervisor / him in the internship party and adhering to the training program prepared for it.
- f. Accepts advice and guidance from the supervisors on her internship party.
- g. Maintaining the confidentiality of information and other matters.

10: Internship ethics:

- a. Not to divulge the secrets of the internship authority he is aware of, and to pay attention to work ethics.
- b. Take care of the internship authority's property and deal honesty and sincerity with it.
- c. Commitment to good conduct and behavior during the internship period and representation of the trainee student to the university for higher representation.
- d. Inform the academic internship supervisor of any problems that the trainee student may face during internship.
- e. The student should document her daily activities in internship and take the necessary photos and what is necessary to prepare the final report for internship.
- f. Commitment to deliver all requirements, tasks and final reports required from the trainee student to the academic internship supervisor on time.

For further assistance, contact the Accounting
Academic Advising Unit:
CBA-ACC-AAU@pnu.edu.sa

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For unsolved issues, Contact the Department
Chairperson: **CBA-ACC @pnu.edu.sa**

Internship

For **Cooperative Training** inquires,
contact the **Accounting Department
Internship Unit**



CBA-ACC-I@PNU.EDU.SA

Psychological and social counseling

For **psychological and social**
counseling, visit the **CBA Psychological**
and Social Counseling Unit

Special Needs Students



For **special needs students**, the



university offers the **Support Services**



Center & Universal Access Program



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