

VITA/TCE INTERNSHIP
IRS Volunteer Income Tax Assistance (VITA)
and
Tax Counseling for the Elderly (TCE) Program

Internship Course Syllabus for
ACCT 497, BUS 496, ECON 497

Faculty Mentor
Prof. Maas

Office: 406 CPS
Phone: 346-3268
Fax: 346-4215
E-mail: wmaas@uwsp.edu
Web Page: <http://www.uwsp.edu/business/Maas/index.htm>

Course Description: Supervised training work program in IRS Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) Program.

Course Prerequisites: Consent of the Internship Director (Dr. Mullins).

Course Objectives:

- To provide a significant educational experience by providing hands-on learning in the field of Federal and Wisconsin income tax law and tax return preparation.
- To integrate the classroom experience with job experience.

Course Requirements:

The Faculty Mentor will be Prof. William Maas, unless The Internship Director (Dr. Mullins) approves a different faculty mentor. There will be three (3) credits given for the internship. There is no compensation for the internship. This internship opportunity is available to a maximum of three (3) students, but don't let that prevent you from applying.

Grading: A student's grade will be based on the following:

- 1 Satisfactory completion of the training and seminar requirements, 25%.
- 2 Attendance at scheduled tax preparation sessions, 25%.
3. Review form submitted by the VITA mentor, 20%.
- 4 Presentations - the internship group will give a one hour group presentation (incorporating visual aids) to the A330 tax class the last week of April on a topic selected by the A330 tax instructor, the internship experience, lessons learned, pitfalls

and traps to be wary of, most common mistakes made, and the benefits derived from the internship. All interns must participate equally. 10%

5. Each intern must prepare a two page (typewritten, complete, professional, and well written) letter with specific suggestions to improve the VITA Program for the taxpayers and future VITA interns. This letter will be due by April 23rd. 10%
6. Each intern must send a weekly one or two paragraph e-mail to Prof. Maas indicating questions, issues, or recommendations the intern has based on experiences of the previous week. Interns must keep copies of the e-mails and pertinent notes from the starting to the ending dates for use in preparing requirements 4 & 5 above, and submit the e-mails and notes at the time of final completion of the respective requirements. The grades may be curved based on each interns overall performance. This Syllabus is tentative and may be changed by providing interns with notice of the change. Any requirements not completed by the due date may result in a grade reduction, and any requirements not completed by the first day of Finals Week of the internship semester will result in a failing grade for such requirements. 10%

Internship Program: Detailed Guidelines

Eligibility for Internships:

- You must be a declared Accounting, Business, or Economics major or minor, or you must have significant coursework in Accounting, Business, or Economics.
- You must be a student in good standing within your major and/or minor.
- You may not take an internship in a semester in which you have a credit overload.

Credits: You will receive 3 credits. (Note: you may volunteer for VITA/TCE without the internship but there will be no credit and your participation will not be monitored or graded.)

TENTATIVE

CALENDAR

<u>Date(s)</u>	<u>Time</u>	<u>Location</u>	<u>Description</u>	<u>Est. Hours</u>
Before 1/22/09	flexible	on-line	IRS Link & Learn training Basic Training	3.5
1/20	T 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
1/22	R 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
1/27	T 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
1/29	R 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
2/3	T 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
2/10	T 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
2/17	T 5:30 – 7:00 PM	UWSP	Tax/Software Training	1.5
2/16 to 4/12	Sat. 10 AM – 4 PM	Stevens Point Public Library	VITA/TCE Tax Preparation 6 hours per week	54
No hours the week of Spring Break 3/14 and 3/21				

VITA/TCE Internship Program – Basic Requirements Checklist

PRIOR TO INTERNSHIP

- Submit Internship Application Form to Prof. Maas. An application must also have the following:**
 - ___ One-Page Goals Statement
 - ___ Photograph of Yourself (this makes identification by the Director, Mentor, and VITA personnel easier)

Please submit this information by **noon of November 11, 2008 (slide under my door)**

- Registration Form** – Director signed, take to Registration
-

Please note that this Information and Syllabus only applies to the VITA/TCE internship program.

Internship Requirements:

Prior to the Internship:

- Obtain approval *prior* to actually beginning the Internship, i.e. no credit *before or after the fact*.
- Your Internship application consists of the following:
 - ⇒ A completed Internship Application (see last page of this document).
 - ⇒ A one-page statement of your goals. In this statement you must clearly define your academic, learning, and work objectives.
 - ⇒ A Photograph of yourself.
- After your application has been approved, you *must* register for the internship. You *must* register for the internship during the semester you do the work.

Types of Internships

- **ACCT 497:** Accounting major/minor internship.
 - ⇒ May count as an elective in Managerial Accounting.
 - ⇒ May count toward your Managerial Accounting major/minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.
- **BUS 496:** Business Administration major/minor internship.
 - ⇒ Counts as an elective in Business Administration.
 - ⇒ Counts toward your major or minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.
- **ECON 497:** Economics major/minor internship.
 - ⇒ Does not count as an elective in Economics.
 - ⇒ Does not count toward your Economics major/minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.

For more information:

Internship Director:

Dr. Mullins

CPS 436

Division of Business and Economics

University of Wisconsin--Stevens Point

Stevens Point, Wisconsin 54481

Work: (715) 346-3906

Fax: (715) 346-4215

E-mail: gmullins@uwsp.edu

Home Page: <http://www.uwsp.edu/business/mullins/Index.htm>

Internship Faculty Mentor:

Prof. Maas

CPS 406

Division of Business and Economics

University of Wisconsin--Stevens Point

Stevens Point, Wisconsin 54481

Work: (715) 346-3268

Fax: (715) 346-4215

E-mail: wmaas@uwsp.edu

General Information	BUS 496, ACCT 497	ECC
Class Standing Required	<ul style="list-style-type: none"> • Junior or Senior student in good standing. • Preferred completion of Theoretical/Conceptual Requirements for major (see Catalog) • Completed BUS 380. 	<ul style="list-style-type: none"> • Sophomore – Senior • Preferred completion Requirements for major • Preferred completion coursework in Management Economics.
Deadline for Applying/Registering for Internship	No later than last add date for the semester the intern is doing the work.	No later than last add date doing the work.
Start Date of Internship	No later than last add date for the semester the intern is doing the work.	No later than last add date doing the work.
Semesters for Internships (could include intercessions, e.g. holiday breaks)	Any	Any
Credit Range – determined by Internship Director based on the potential internship/work experience level, hours performed per week, etc.	1-3	1-3
Credits count towards Business Administration Major	Yes – 3 credits maximum (may be from more than 1 internship but not exceeding 3 total credits for all).	NO – general elective credit
Credits to apply to non-business majors/minors	At discretion of that department	At discretion of that department
Requirements prior to granting internship	<ul style="list-style-type: none"> • Pre-internship Goals Statement • Application for the internship. • A photograph of yourself. 	<ul style="list-style-type: none"> • Pre-internship Goals Statement • Application for the internship • A photograph of yourself
Work Site Mentor Requirements	Written reports with telephonic confirmation/review <ul style="list-style-type: none"> • Final performance report • Telephonic conference during internship as needed 	Written Reports <ul style="list-style-type: none"> • Final performance report • Telephonic conference
Faculty Mentor Requirements	To Be Determined in consultation with Internship Director and intern	To Be Determined in consultation with intern
Registration: Completed internship application; Written approval of Internship Director; Complete normal registration process	Yes	Yes

Please note that this Information and Syllabus only applies to the VITA/TCE internship program. A different syllabus and information applies to other internships.

IRS VITA/TCE
INTERNSHIP APPLICATION
DIVISION OF BUSINESS AND ECONOMICS
(Bus. 496/Bus. 497/Acct. 497/Econ 497 – Circle One)

Internship Dates: _____ Year (Jr., Sr., etc.): _____ Total Credits: _____

Name _____ Student I.D. No. _____

Major(s) _____ Minor(s) _____ In-Major GPA _____

Note: the internship will **only** be available to students that have completed the A330 (Individual Tax) course before the internship begins.

I (circle one): **completed** OR **have not taken** A330 (Individual Tax)

I (circle one): **completed** OR **am currently enrolled in** OR **have not taken** A331 (Business Tax)

Current Address: _____ CITY/ST/ZIP _____

Address During Internship: _____ CITY/ST/ZIP _____

Telephone (Current) _____ During Internship _____

Faculty Mentor will be Prof. Maas unless otherwise approved by the Internship Director, Dr. Mullins.

Faculty Mentor (if applicable) _____ Telephone _____

Previous Internships: None _____ Yes (attach a description**).

Acknowledgement of Internship Information and Release Authorization: By signing this document, I acknowledge that I have read and understood all of the information herein presented. Additionally, I agree to adhere to the requirements of the internship. Further, I authorize the Director and Faculty Mentor to seek information concerning my work record and/or student status from any UWSP campus office, including, but not limited to: Records and Registration, Student Conduct, Advising, Protective Services. I also authorize the internship director to use any other references whether listed or discovered during the Internship eligibility evaluation process to determine my qualifications for this Internship, and speak with IRS VITA/TCE program volunteers, administrators, and directors regarding my participation in the program.

_____ Date _____

(Your signature)

(Print your name)