



**RSBC Accounting Cooperative Course Syllabus**  
**Term: Spring 2025**

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**COURSE OBJECTIVES:**

The internship and cooperative courses provided by the School of Business-Camden are experiential learning occurrences that satisfy XPL criteria.

The internship/cooperative requires you to apply the following skill sets:

- Critical thinking: students will learn to identify, analyze, interpret and solve business problems using qualitative approaches where relevant;
- Interpersonal Reaction/Ethics: students will develop skills at the internship that enforce proper organizational skills (teamwork, interpersonal skills, etc.) and ethics;
- Communication: students will learn effective written language skills (very important)

Experiential Learning Outcomes:

1. Students will apply ideas, concepts, and skills developed at the university, departmental or course level(s) to new and different contexts through a 320-hour (minimum) cooperative with a Big 4 Accounting, 2<sup>nd</sup>-Tier, or Regional Accounting firm.
2. Active reflection on the meaning of their experience through written assignment(s), discussion boards, discussion groups, team meetings, sketches, field notes, or similar activities.

You will also be required to apply a series of management tools and skills useful to the industry of your co-op, including but not limited to strategic evaluation and methods and tools to enhance effectiveness and efficiency.

Note from the course objectives and management tools that a significant thrust of this course is on being able to understand the organizational/managerial environment, identify strengths weaknesses and opportunities, develop appropriate actions to address any of those characteristics as assigned, and to articulate all of that clearly and concisely.

**TEXT/READINGS:**

There is no required text but some readings may be assigned.

## **COURSE POLICIES:**

### **Communication**

Canvas will be used to communicate all course material – syllabus, assignments, threads, announcements, grade book, etc. All assignments should be submitted via Canvas. Email can be sent using the Canvas tool or emailed directly.

**Rutgers email** - All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary. Not checking your Rutgers email is not an excuse for missing any communications.

**Professor Communication** - Note that I will make every effort to reply to emails within 24-48 hours. Please do not expect an immediate response. (If you do not hear from me within 48 hours, please re-send your email, as I may have overlooked it.) Feel free to send emails during weekends, but I may not always be able to reply to them until Monday.

## **GENERAL POLICIES**

### **Disability Services/Accommodations**

Rutgers University welcomes students with disabilities into all the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form (<https://webapps.rutgers.edu/student-ods/forms/registration>).

Erin G. Leuthold, MS Ed (856) 225-2717 Rutgers-Camden Disability Services: 311 North Fifth Street, Camden, NJ 08102-1405 Web page: <https://learn.camden.rutgers.edu/disability-services>  
E-mail: [erin.leuthold@rutgers.edu](mailto:erin.leuthold@rutgers.edu)

### **Academic Integrity**

The Academic Integrity policy can be found at <http://academicintegrity.rutgers.edu/academic-integrity-atrutgers>.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:

- properly acknowledge and cite all use of the ideas, results, or words of others;
- properly acknowledge all contributors to a given piece of work;
- make sure that all work submitted as your own in a course activity is your own and not from someone else;
- obtain all data or results by ethical means and report them accurately;

- treat all other students fairly with no encouragement of academic dishonesty.

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments;
- all student work is fairly evaluated and no student has an inappropriate advantage over others;
- the academic and ethical development of all students is fostered;
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

### **Student Code of Conduct**

The University's Student Code of Conduct can be found at <http://studentconduct.rutgers.edu/university-codeof-student-conduct>.

Violations of the Student Code of Conduct are considered serious infractions of student behavior and students who violate the code are subject to penalties relative to the level of the matter. In general, students may not disturb normal classroom procedures by distracting or disruptive behavior, this includes online as well as in-person.

The Code of Student Conduct is more than a collection of University regulations to be abided by – it seeks to promote the University's values and educate. The Code of Student Conduct encourages students to be their authentic selves as they find their place on campus, while also encouraging students to embrace inclusion through discovery, dialogue, and development as they celebrate diverse backgrounds. The spirit of the Code of Student Conduct promotes student engagement both on and off campus, global citizenship, and leadership. It encourages students to uphold the highest tenets of trust, honesty, and integrity, understanding at all times that our actions significantly impact our personal journeys, our communities, and our larger society.

Rutgers–Camden, Rutgers–Newark, and Rutgers–New Brunswick students originate from all corners of the world and travel between many campuses and cities. As our students strive to achieve their goals, they are expected to conduct themselves in accordance with University policies and procedures, but more importantly, the values and spirit that these policies and procedures are founded upon. Violations of the Student Code of Conduct should be reported to the Dean of Students office [deanofstudents@camden.rutgers.edu](mailto:deanofstudents@camden.rutgers.edu) or 856-225-6050. If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111.

### **Etiquette expectations from on-line students:**

The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor.)

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all

students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:

- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as “Dr. ....” or “Mr./Ms. ....” ,not ‘Hey’. Note that I will address you with your first name, unless you prefer that I address you differently.
- When sending an e-mail, you can get better attention by using the following guidelines:
  - use descriptive subject lines, (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought was Spam.)
  - please be as brief as possible by going straight to the point, and if possible, limit the use of attachments

**Never send offensive and insulting messages\*** (this is a violation of the Student Code of Conduct). If you disagree, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to resolve any concerns that you may have to help ensure that everyone’s online experience of this course is beneficial.

- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrong doing.
- Do not start a volley of back and forth e-mails, with copies distributed to every student in the class.
- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any your email communications to be private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others’ personal information (i.e. email, phone numbers, last names, etc.)

## **STANDARDS FOR EVALUATION:**

### **Quality of Writing**

When writing your assignment(s), it is important that you use and apply theory and application from previous and current courses. This could involve drawing from previous and current course readings, lectures, discussions, simulations and even through research done independently.

Grammar and sentence structure will be graded heavily. You must write in complete thoughts. Please structure your paper in a way that makes it easy for the reader. In some instances I have given you the subject headers to be covered in the papers and thus you should be able to use headers and paragraphs to assist with the flow of the paper.

The quality of your writing will count heavily in your projects. Good writing skills are important signs of an effective professional especially a leader or manager. Here is a resource to assist you.

<http://writing.wisc.edu/Handbook/PlanResearchPaper.html#intro>

## COURSE REQUIREMENTS AND STRUCTURE:

**Communication:** The syllabus, resources (articles and examples), announcements, guides, etc. will be posted on the class website in Canvas. Please ensure you have access to the site and check it regularly for updates. Announcements and emails will be sent using the course Canvas site, so please also ensure that you are checking your Rutgers email address. Not checking your Rutgers email and not being on the course website are not excuses for missing any communications.

**Written assignments:** There will be one reflection assignment plus an evaluation that must be completed during the course. These are to be done within the context of the work environment and industry in which you are working. **ALL ASSIGNMENTS MUST BE SUBMITTED IN CANVAS BY THE DUE DATE.** Unless prior arrangements have already been made, 10 points will be deducted for each day (not just each school day) that an assignment is late.

**Office Hours:** I am always happy to schedule office hours by appointment, if necessary. These can be held on the phone or via Zoom. Please never hesitate to reach out to me if you have any questions or concerns. I am here to be a resource to you.

**Group meeting:** If there is interest during the semester, I will facilitate a convening of all students completing this course to share lessons learned, ask questions, and/or offer insight gained through final papers. This could take place midway through the semester to share and ask questions as well as at the end of the semester. If you are interested, please let me know. Otherwise, I will check in about this once the semester is underway.

## GRADING:

- |                               |   |
|-------------------------------|---|
| 1. Reflection - Communication | 90% <b>(REQUIRED FOR COURSE COMPLETION)</b> |
| 2. Intern evaluation          | 10%   |

**ALL INTERNS MUST COMPLETE THE INTERNSHIP TO EARN CREDIT FOR THIS COURSE.**

## MANAGER INVOLVEMENT:

Your reporting manager at the internship will be an integral part of this educational experience as they serve as “co-educator”. I encourage you to use your manager’s expertise and knowledge in helping you grow professionally during this experience.

### Grade Ranges:

Your final numeric score will be converted to a percentage. Course grade will be based on percentage earned.

A = 90% or higher	C = 70% to 74%
B+ = 85% to 89%	D+ = 65% to 69%
B = 80% to 84%	D = 60% to 64%
C+ = 75% to 79%	F = 59 and below (failing)

**Please note:** Your final grade in the course will follow Rutgers’ guidelines. A+ is not allowed and no minuses are allowed so A will be 90-100.

## **COURSE ASSIGNMENTS:**

### **1. Accounting Cooperative Reflection**

**Objective:** To describe the company/department/role in which you are working (assume that the reader knows nothing about it), and to reflect on the practical application of your Rutgers coursework in the accounting industry.

**Due:** Sun., April 20, 2025

**Grading:** 90% of your final grade

**Assignment Details:** You are required to write a 3-page paper (approximately 1,000 words, 12-point font) in which you reflect on your Accounting Cooperative experience. This reflection should include the following components (at minimum):

1. A brief description of the company/industry you work for, including the product or services offered, as well as the department/unit/team you work in
2. A description of the duties and responsibilities that you are expected to perform and how they contribute to the firm/department's objectives
3. An evaluation of how your coursework at RSBC prepared you for these responsibilities. (Please be honest in your evaluation and share which accounting courses were most useful to your success in this role)
4. An evaluation of the most educational aspect of your internship/co-op, including its relevance to your career ambitions
5. A reflection of what you liked the most AND least about your internship/co-op
6. A reflection on how the overall internship/co-op experience has impacted your career goals and aspirations

### **2) Evaluation**

**Objective:** To assess the internship experience

**Requirements:** Complete and submit the online internship evaluation.

*In addition, I will provide your employer with a link to a separate online evaluation form, for them to provide feedback on your performance during the internship. **Your employer WILL NOT have visibility to your responses on this evaluation.***

**Due:** Sun., April 27, 2025

**Grading:** 10% of your final grade