



A Guide to Recruiting the NIU Accountancy Graduate

NORTHERN ILLINOIS UNIVERSITY
COLLEGE OF BUSINESS

Department of Accountancy

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MESSAGE FROM THE CHAIR

I am pleased that you are interested in recruiting accountancy students from Northern Illinois University. We have a long and rich tradition of providing outstanding students to companies and firms throughout this region. In recent years, we have graduated approximately 200 B.S. and 100 M.A.S. accountancy students each year. Not only are we one of the largest accounting programs in the country, we are also one of the finest. Our programs continue to be ranked among the elite in the nation by both *Public Accounting Report* (where both our graduate and undergraduate programs are ranked in the top 20) and *U.S. News and World Report* (where we are ranked 23rd in the 2008 Annual America's Best Colleges edition - our highest ranking ever).

Recruiting students can often seem like a complex and intimidating task. However, Northern Illinois University provides many resources to help make this process efficient and rewarding for both the recruiter and the student. We have prepared this guide to assist you in successfully recruiting our majors for both permanent positions and for summer or spring internships.

Thanks for your interest in our students and please let us know if we can assist you in any way.

A handwritten signature in blue ink, appearing to be "John De..." with a large, stylized flourish at the end.

DEPARTMENT OF ACCOUNTANCY

MISSION STATEMENT

In support of the mission of the College of Business, the Department of Accountancy at Northern Illinois University strives to enhance the profession of accountancy through quality teaching, research, and professional service. We seek to prepare students for successful business careers through teaching excellence in our undergraduate and graduate programs. We strive to develop both academic and professional research that will improve accounting education and/or facilitate accounting professionals in providing quality services to the business community. We also endeavor to advance the profession by providing service to professional organizations and assistance to firms and business professionals.

The purpose of this Employer Handbook is for companies/firms to have a guide to describe opportunities to support the Department of Accountancy and connect to tomorrow's NIU professional accountant.

The Department of Accountancy values the relationships with companies/firms, alumni, and friends of the department. Their support is a valuable resource and enhances the student educational process.

Contact Information:

Department of Accountancy
DeKalb, IL 60115
815-753-1637
Fax: 815-753-8515

WHY YOU SHOULD RECRUIT ACCOUNTANCY MAJORS AT NIU

The Department of Accountancy has produced excellent accounting students for several decades, which has led to many national rankings for our program. These outstanding rankings are due to the strong commitment to excellence by our faculty, and the strong support that the business community and alumni provide for us.

We provide a **total package** for the students, which enhance their professional and career development. These opportunities include:

- ◆ Bachelor of Science in Accountancy that prepares graduates for positions in industry, public accounting, government, and nonprofit organizations.
- ◆ Three special areas of study in the Master of Accounting Science program (Financial Reporting and Assurance, Managerial Accounting Systems, and Taxation).
- ◆ A Master of Science in Taxation degree for students specializing in the tax area (Located at the NIU Hoffman Estates campus).
- ◆ An Internal Auditing Program that is in partnership with the Institute of Internal Auditors.
- ◆ Review courses for the CPA, CIA, and CMA examinations.

HOW TO RECRUIT ACCOUNTANCY MAJORS AT NIU

I **Develop Relationships with Students**

There are a variety of ways corporations and public accounting firms can make contact and develop professional relationships with our students. These activities are opportunities for students to be involved beyond the formal classroom setting and to network with accounting professionals in industry and public accounting firms. These important connections help to enhance a student's understanding and preparation for a professional career and connect him/her to the first professional job. It is also a way for the company/firm to advertise its unique environment and develop a connection to the student.

It is critically important that corporations/firms designate a representative to serve as your contact person with the Department of Accountancy and inform us of this contact person's name, address, and e-mail address. We in turn can keep you informed about activities and opportunities that may interest you.

1. Student Organizations

Our student organizations encourage a professional orientation while having fun performing a variety of services to the Department, the University, and the community as a whole. In addition to regular student meetings, examples of activities that you may participate include golf outings and picnics. Companies/firms interested in participating as speakers or event hosts may contact any of the following organizations:

- ◆ *Beta Alpha Psi (BAP)* - A national honorary, scholastic, and professional accounting fraternity whose purpose is to promote the study and practice of accounting; to provide opportunities for self-development and association among members and practicing accountants' and to encourage a sense of ethical, social and public responsibilities. The chapter arranges to have professionals give presentations on various aspects of the accounting profession. The fraternity also organizes tours of firms, social events, and community service activities. Students normally pledge during the first semester of their junior year. **Companies/firms interested in participating as speakers or event host may contact Professor Donald Tidrick (dtidrick@niu.edu or 815-753-2200).**

- ◆ *Association of Latino Professionals in Finance and Accounting (ALPFA)* - A leading national professional association dedicated to enhancing opportunities for Latinos in the accounting, finance, and related professions. ALPFA is open to professionals and students of all races and majors who share our values, mission, and principles. ALPFA NIU's purpose is to develop the professional skills of its members by providing activities and events that promote growth and personal development, build relationships with business professionals, as well as create awareness of the accounting and finance professions within our communities. This is accomplished by presentations from global business leaders, national networking conventions, mentorship programs, community service, and a variety of cultural/social events. **Companies / firms interested in participating as speakers or event host may contact Professor Natalie Churyk (nchuryk@niu.edu or 815-753-6210).**

- ◆ *National Association of Black Accountants, Inc. (NABA)* – The premiere professional association for developing and promoting greater participation by African-American and other minorities in the accounting-finance professions. The goals of the association are to promote and develop the professional skills of our members; to encourage and assist minority students in entering the profession; to provide opportunities for members to fulfill their civic responsibilities; to ensure long-term financial stability, and provide adequate resources to implement chapter, regional and national programs; and to represent the interests of current and prospective minority accounting professionals. These goals are achieved through the use of guest speakers and a variety of other activities. **Companies/firms interested in participating as speakers or event host may contact Professor Natalie Churyk (nchuryk@niu.edu or 815-753-6210).**

- ◆ *Student Accountancy Society (SAS)* - A pre-professional organization sponsored by the Department of Accountancy. The purpose of the Student Accountancy Society (SAS) is to promote a professional interest and attitude toward the study of accounting to encourage scholarship; to promote closer affiliation between the business world and the accountancy student; and to encourage active involvement in leadership roles. SAS seeks to aid its members in becoming the student leaders of today and the business leaders of tomorrow by encouraging members to actively participate in all areas of the organization and the Accountancy Department. SAS meets on Wednesday evenings at which time students have the opportunity to hear and to ask questions of representatives from the Accounting profession and other internationally respected business leaders. SAS is open to all declared Accountancy majors or any student who is interested in learning more about leadership, the profession of Accountancy, and the business world. **Companies/firms interested in participating as speakers or event host may contact Professor David Sinason (dsinason@niu.edu or 815-753-6501).**

2. Meet-The-Firm Night—**Early September**

Companies and firms who hire Northern Illinois University Accountancy graduates come to the Duke Ellington Ballroom in Holmes Student Center in early September to meet junior and senior accountancy majors and discuss available career opportunities. Firms can set up displays and other recruiting materials on tables provided by NIU. Accountancy majors attend this event to learn about different career opportunities, find leads to accountancy careers, and to handout resumes if graduating within one year. Companies/firms interested in participating should contact the Department of Accountancy in July for specific information.

3. Meet-The-Intern Night—**Early November**

Companies and firms who hire interns come to the Duke Ellington Ballroom in Holmes Student Center in early November to meet with upper-level accountancy majors about academic internship opportunities. Students, who meet the requirement for an academic internship, bring resumes to give to interested employers. Companies/firms interested in participating should contact the Department of Accountancy Internship Coordinator (Tamara Phelan) for more specific information.

4. Academic Internships

The objective of the academic internship is to provide students with a supervised program of employment and academic experience to assist the student in determining career paths and objectives while obtaining academic credit. The internship provides:

- ◆ practical application of accounting experience.
- ◆ development of competencies in operational tasks in the accounting field.
- ◆ exposure to the physical, academic, and environmental requirements of a professional accounting career.
- ◆ development of the intern's communication skills – written, oral, and listening.
- ◆ experience with interpersonal skills needed for success.
- ◆ opportunity for the employer to evaluate the future employability of the intern.

Employer Guidelines – The intern employer is expected to provide the intern with a meaningful professional experience and proper supervision. The internship employment period is a minimum of 11 weeks of full-time experience with the average internship period covering 13 weeks. A report evaluating the intern's performance is completed during the internship experience.

Student Internship Requirements – Academic internships are available for both undergraduate and graduate students for both the **spring and summer semesters** (and, to a limited extent, fall semester). The students are required to have earned a minimum of 21 accountancy hours of credit in specific courses to be eligible to participate. The primary focus of the academic portion of the internship is the development of communication skills. The interns prepare several written projects and also make an oral presentation.

The spring internship period is early January through late March, which allows the spring interns an option to take academic credit courses during April/May. The summer internship period is mid-May to mid-August.

The academic internship course allows the intern to earn academic credit to meet the requirements for an undergraduate or graduate degree, while allowing the intern to graduate in a normal time frame.

Interviews take place at Career Services (in NIU's Campus Life Building), immediately after the fall semester ends. Companies/firms will be selecting Summer 2009 and Spring 2010 interns in December 2008. The Department Internship Coordinator facilitates the distribution of resumes and scheduling of interviewees through NIU's eRecruiting on-line system.

Companies/firms who are interested in participating in the December internship interviews should contact the Department of Accountancy Internship Coordinator, Tamara Phelan (tphelan@niu.edu or 815-753-6208) by September.

For further information about Accountancy academic internships, please visit www.cob.niu.edu/accy/internships.asp.

5 Communicating Job Opportunities to Students

Information about part-time or full-time positions or internships may be sent to students through the Department's e-mail server. If you have a job posting you would like distributed to our students, please send a description of the position (preferably a Microsoft Word document), along with information about your company and contact person to Rowene Linden, Assistant to the Chair (rlinden@niu.edu). In addition:

- ◆ *Full-Time Positions* – Utilize the Victor eRecruiting System with Career Services.
- ◆ *Internships* – Utilize the Academic Internships information above.

II. **Additional Support for and Exposure to the Students**

If you are interested in providing support to the Department, contact the Chair of the Department of Accountancy.

1. Scholarships

The Department of Accountancy awards scholarships to many upper-level accountancy students. Financial support is provided by the public accounting firms and companies that recruit our students, and by the Department of Accountancy. Other scholarships have also been established by individual donors that have a strong desire to support the Accountancy Department and the College of Business. The awarding of these scholarships is generally

based on a student's accountancy and cumulative grade point average. Extracurricular activities and leadership roles may also be considered. All scholarships are awarded at the beginning of the fall semester at the Accountancy Awards Banquet.

2. Financial Support for the Fifth Year

Students who wish to sit for the CPA examination must have successfully completed at least 150 semester hours of acceptable credit. The majority of NIU students who wish to sit for the CPA examination continue their education by earning a graduate degree. The Department of Accountancy offers two graduate degrees: Master of Accounting Science (M.A.S.) and Master of Science in Taxation (M.S.T.). Some firms provide financial support for the fifth year if the student has agreed to work for the firm. Public accounting firms who hire students after earning the Bachelors degree and paying for the fifth year of education are able to secure that student's employment early in the recruitment process.

3. Professorships

Our excellent faculty form the foundation for our program. Professorships allow the Department to reward and retain these excellent faculty. Professorships provide a salary supplement to faculty members to enhance their overall compensation package.

III. Summary of How to Recruit

It is clear there are many ways to recruit Accountancy majors and we are available to help you though the process. The best way to make contact with our students is through our student organizations, our Meet the Firm and Meet the Intern Nights and our internship program.

WHO YOU NEED TO KNOW

I. Career Services

Firms/companies advertise positions anytime of the year. However, the optimal opportunity to recruit the best students is to come to campus in late September/early October to interview students for permanent job placement. The company/firms are generally seeking students who will graduate by the end of the fall term or the next spring or summer term. Career Services coordinates the distribution of resumes and scheduling of interviews through the NIU's eRecruiting on-line system.

Companies/firms interested in hiring Northern Illinois University Accountancy majors should contact Career Services (815-753-1641). Companies/firms may also post positions for experienced accountants through the Career Services alumni posting system. NIU alumni may throughout their career check the NIU Career Services eRecruiting system for job openings.

II. Accountancy Department Internship Coordinator

Ms. Tamara Phelan
815-753-6208
tphelan@niu.edu

III. Accountancy Department Chair

Dr. Jim Young
815-753- 1250
jyoung@niu.edu

PROFESSIONAL CERTIFICATION REVIEWS

The Department of Accountancy supports the Certified Internal Auditor (C.I.A.), Certified Management Accountant (C.M.A.), and the Certified Public Accountant (C.P.A.) professional examinations by providing review courses. These professional examination reviews enhance our students' effectiveness in achieving professional certifications. For further information about these reviews contact:

- **C.I.A.** - Professor David Sinason (dsinason@niu.edu or 815-753-6501)
- **C.M.A.** – Donna Mann (dmann@niu.edu or 815-753-2406)
- **C.P.A.** – Debra Hopkins (cpareview@niu.edu or 815-753-6207)

INTERNAL AUDIT PROGRAM

The Sarbanes-Oxley Act has placed internal audit in the forefront of the Accountancy profession. CPA firms and corporations alike have been increasing internal audit staffs at an unprecedented rate. NIU is a member of the Institute of Internal Auditor's Internal Auditing Education Partnership. To receive an IIA certificate of completion, a student must have a NIU B.S. or M.A.S. degree in accountancy, and complete specific coursework. For further information about this program, contact

Professor David Sinason (dsinason@niu.edu or 815-753-6501).

GENERAL INFORMATION

I. Student Profile

- ◆ Number of B.S. students admitted fall 2007-summer 2008: 206
- ◆ Number of graduate students enrolled in fall 2007:
M.A.S. - 154 M.S.T. - 83
- ◆ Graduates August 2007-May 2008:
B.S. - 179 M.A.S. - 104 M.S.T. - 45
- ◆ Profile of Graduates:

	B.S.	M.A.S.	M.S.T.
Female	46%	47%	45%
Male	54%	53%	55%
Minority	33%	24%	31%
- ◆ Student placement for the last three years:

	B.S.	M.A.S.
Public Accounting:	22%	82%
Corporate Accounting:	18%	14%
Graduate School:	53%	0%
Other:	7%	4%
- ◆ Students participating in internships:

	B.S.	M.A.S.
Spring/Summer 2008	112	43

II. Accountancy E-mail System

The e-mail system allows the department to send announcements about meetings, scholarships, internships, permanent jobs, and other important information to the student through the Northern Illinois University e-mail system. Companies/firms wanting to post pertinent information about internships or permanent job openings may send a Word document to **Rowene Linden** at rlinden@niu.edu and she will forward the message to the accountancy student body. Please make sure you have a contact person on the announcement in case students have questions.

B.S. Academic Internship Timeline

Junior Year												Senior Year												M.A.S.											
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
- Meet the Firm Night (Beginning Sept.) - Meet the Intern Night (Beginning of Nov.) - Interview on-campus after semester is over for summer and spring internships - 2nd and 3rd interviews continue - Should know if obtained internship. See advisor to review plan of study - Summer Internship - ACCY 473												- Spring Internship - ACCY 473 - Short Course for spring interns (April-May) - May Graduation																							

M.A.S. Academic Internship Timeline

Senior Year												Graduate Program																							
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan							
- Meet the Firm Night (Beginning Sept.) - Meet the Intern Night (Beginning Nov.) - Interview on-campus after semester ends for summer or spring MAS Internship - 2nd and 3rd interviews continue - Should know if obtained internship - MAS Summer Internship - ACCY 673												- MAS Spring Internship - ACCY 673 - 2 Short Courses (April-May) for spring interns																							



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