APPLICATION FOR AN ACCOUNTING INTERNSHIP

PART A: MAcc INTERNSHIP PROGRAM GUIDELINES

1. **Description and Purpose:** MACC 7980 is an internship course that provides student interns in the MAcc program with field learning experiences that are generally unattainable in an academic setting. An internship is a very effective way to gain work experience and make job-related contacts while pursuing the MAcc degree. Career-related work experience for students has become increasingly important for securing a job in today’s competitive job market. Students enrolling in MAcc 7980 will **work at least 150 hours per term** to receive three (3) credit hours upon successful completion of the internship.

2. **Student Responsibilities Prior to the Internship:**
   - The student must: (1) **find an internship position** within an organization; (2) **identify a person within the organization** who will supervise the intern; and (3) **find a professor** who will serve as the academic coordinator for the internship course. The intern, the professor, and the organization supervisor will cooperatively structure a program or project with work activities and responsibilities that provide a learning experience equivalent to an in-class, three-semester-hour course.
   - The student must complete the Department of Accounting MAcc **Internship Agreement Form**, which consists of: (1) student and internship employer information sections; (2) a description of the duties, typed or neatly printed; and (3) signatures of the organization supervisor, the professor, the Department Head of Accounting, and the Career Strategies Coordinator. Once all signatures are obtained, the student intern will **make 5 copies of Part B** of this form and distribute them to the organization supervisor, the professor, the Student Advising Center (for the student’s folder), the Career Strategies Coordinator, and the student. Also, the student will **make 1 copy of Part C** for the organization supervisor.
   - All of the details of the internship, including plans for registering for the course and getting necessary approvals, must be done before the first day of classes in the internship semester.
   - The student must complete a **one-hour workshop** with Ms. Monica Page, Career Strategies Coordinator.

3. **Employer and Organization Supervisor Responsibilities:** (1) The employer may pay the student intern a salary commensurate with his/her training and experience, or the intern may accept an unpaid position; (2) The employer will appoint an immediate supervisor to act as the organization’s representative in structuring, implementing, and reviewing the work of the student intern; (3) **At the end of the semester, by the last day that regular classes meet**, the student’s supervisor will complete the **Intern Evaluation Form** and submit it to the professor.

4. **Student Responsibilities at the End of the Internship:** **By the last day that regular classes meet**, the student will submit a formal project or written report with content, format, and length in accordance with the requirements stated by the supervising professor.

5. **Professor Responsibilities:** The professor will grade the report or project and review the student’s **Internship Evaluation Form** completed by the student’s supervisor to determine the final course grade (S for Satisfactory or U for Unsatisfactory).
PART B: MAcc 7980 INTERNSHIP AGREEMENT FORM

STUDENT INFORMATION – completed by the student

Student’s Name: ________________________________ Student ID#: _____________

Local Address: ________________________________________________________________

City_________________   State______________   Zip________________

Phone: _______________________ Cell Phone: ____________________

E-mail: _____________________________________________________

Semester of Internship: _________________ Year: ___________

Have you had an internship before?   No____    Yes _____   For how many credits? ______

INTERNSHIP EMPLOYER INFORMATION – completed by the student

Employer/Organization Name: ____________________________________________

Name of Organization Supervisor: _________________________________________

Paid or Unpaid Internship: ________________________________________________

Local Address: ___________________________________________________________

City_________________   State________________   Zip________________

Phone: __________________________ Fax: _________________________

E-mail: _______________________________________________________

FACULTY ADVISOR INFORMATION – completed by the student

Faculty Advisor Name: ________________________________________________

Phone: _______________________ Fax: _________________________

E-mail: _______________________________________________________

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**DESCRIPTION OF DUTIES:** (typed or neatly printed) – completed by the student after consulting with the company supervisor

_______________________________________   __________________
Signature of Student Intern       Date

_______________________________________   __________________
Signature of Organization Supervisor     Date

_______________________________________   __________________
Signature of Professor       Date

________________________________________   __________________
Signature of Department Head        Date

________________________________________   __________________
Signature Career Strategies Coordinator     Date
### PART C: INTERN EVALUATION FORM

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<tr>
<th>Name of Intern</th>
<th>Name of Organization Supervisor</th>
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**Purposes:** (a) To serve as input into the grade assigned by the professor for the course; (b) To serve as the basis for an exit interview, if the supervisor desires.

**Instructions:**
Listed below are a number of characteristics that are important for success in business. For each characteristic, place an X mark on the rating scale, under the word(s) that best describes the intern being rated. Your comments and evaluation will be included in determining the intern’s final grade.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Needs Improvement</th>
<th>Acceptable</th>
<th>Above Average</th>
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<tbody>
<tr>
<td><strong>Accuracy</strong> (Correctness of work duties performed.)</td>
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<tr>
<td><strong>Alertness</strong> (Ability to understand instructions and to solve problem situations.)</td>
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<td><strong>Attendance</strong> (Dedication to coming to work on time, conforming to work hours, and avoiding absences.)</td>
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<td><strong>Courtesy</strong> (Politeness of the attention that the intern gives other people.)</td>
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<td><strong>Creativity</strong> (Talent for being imaginative and for finding new and better ways of doing things.)</td>
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<td><strong>Drive</strong> (Extent to which the intern is a self-starter and has a desire to attain goals.)</td>
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<td><strong>Efficiency</strong> (Ability to complete work within the time allowed.)</td>
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<td><strong>Job Knowledge</strong> (Knowledge of the information concerning work duties that the intern should know for a satisfactory job performance.)</td>
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<td><strong>Stability</strong> (Ability to withstand pressure and to remain calm in crisis situations.)</td>
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<td><strong>Value of Services</strong> (Extent to which the intern performed valuable services.)</td>
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<thead>
<tr>
<th>Signature of Organization Supervisor</th>
<th>Date</th>
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