Program Eligibility:

The minimum requirements for internships in accounting and finance are:
1. Minimum GPA - overall or major GPA must be at least 3.0
2. For accounting internships – completion of Acct 302; for finance internships, completion of Fin 320.
3. Be admitted to the College of Business
4. Be registered as an accounting major (for Acct 495) or a finance major (for Fin 495)
5. Complete 150 hours of internship work per credit, up to 3 credits per term
6. Have completed at least one full semester (12 credits)

How to Apply:

Submit a complete application (attached) to the Department Chairperson. Upon approval, the Chair will provide registration permission for either Acct 495 or Fin 495. Chair approval is required prior to registering for internship credit.

End of Internship Requirements:

Internship grades will not be assigned until the student completes these two steps:
1. Submit a 2-3 page paper describing your internship experiences and how it helped you achieve your goals;
2. Have your internship supervisor complete an Intern Evaluation of your work and submit it directly to the Department Chairperson. Employers may use either their own evaluation form or the form provided by the Department.
Internship Application
Department of Accounting and Finance

Student Information

Application for (circle one) Accounting (Acct 495)   Finance (Fin 495)

Name _____________________________________________      __________________ _____________
(MI)   BluGold #   (email)

Local Address _________________________________________________________________________
(Street)     (City)   (State)  (zip)

Semester admitted to College of Business (admission required): ____________

If accounting internship, accounting courses completed (Acct 302 required): ______________

Number of credits completed: _____________

GPA Information:    Overall GPA (min. is 3.0): ___________          Major (incl. core) GPA: ____________

Internship Information

Internship dates: Starting: __________    Ending: __________

Employer information: __________________________________________________________________
(Supervisor Name)
__________________________________________________________________
(Company Name)
__________________________________________________________________
(Street address)
__________________________________________________________________
(City, State, zip)    (phone)

Hourly Pay Rate / Salary: $ __________    Hours per week: ________________    No. weeks: __

The University standard is 150 hours of internship work per credit. No more than 3 credits are allowed per school term (fall, spring, summer). Number of credits for which you are applying must comply with this policy. Internships are repeatable for up to 6 credits (total) if the nature of the work on the second internship is substantially different in scope from the first internship.

Number of credits you desire for this internship: _______

Semester you want these credits: _____Fall     _____Spring     _____ Summer

Have you received credit for this internship previously? _____No     _____Yes
Internship Goal Information

All internships provide students with the chance to gain work experience in their chosen field. Internships also help students increase their professionalism, get access to jobs upon graduation and decide if they would enjoy working for the internship employer.

1. What tasks or job duties do you expect to perform as part of this internship? Describe as fully as possible.

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2. Beyond the common goals, what are your specific goals for this internship? What do you hope to learn from the duties you list in #1?

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Your signature Here: ____________________________________________

PLEASE ATTACH A COPY OF A CURRENT DEGREE AUDIT TO THIS APPLICATION.