**Department of Accounting Internship Policy**

ACCT 490: Internship in Accounting

**Nature of Work:** Academic credit will be available for a significant learning experience in the practical application of academic curriculum *beyond* that contained in normal undergraduate coursework. Credit will not be available for routine work, such as bookkeeping. Internship credit will not be available for VITA.

**Deadlines:**

* Application materials must be submitted at least one week before classes start for applicable internship
* Student and Employer Report must be submitted during finals week in order to earn credit that quarter

**Prerequisites:** To be eligible for an internship for credit, a student must:

* Be an Accounting Major and have completed Accounting 341
* Have an overall GPA of 2.75 in 300- and 400-level accounting courses completed

**Credit Allowed:** 1-2 credits – Repeatable to a maximum of 2 credits. Repeat proposals must apply to a unique work-related experience (not the same work or same type of work). Students may *not* receive retroactive internship credit for work done in the past.

**Internship Length:** One quarter, with a minimum of 40 hours of *qualifying* work for each credit. Maximum: 2 credits.

**Grading:** S/U. Note that internship credit will *not* replace a requirement or elective in the accounting program – no exceptions. It is the student’s responsibility to make sure that all steps described below are completed. Inability to complete all steps may result in an unsatisfactory grade.

**Steps Required to Apply*:***

1. Identify an employer or sponsor for the internship.
2. Write a one-page proposal (typed, single-spaced) that includes a description of the nature of the work, its value to the accounting degree program, and a request for the number of credits (1-2).
3. Attach a one-page memo from the employer on employer letterhead that summarizes the work responsibilities of the student, including time to be spent for qualifying work.
4. Fill out the Internship Agreement form provided by the department.
5. Submit all documentation to the Internship Advisor no later than one week prior to the beginning of classes.
6. Once your application is approved, you will receive an override to register for ACCT 490.

**Steps Required to Receive Credit:**

1. Submit a one-page summary of your experience gained during the internship period.
2. Employer’s assessment: A one-page memo on employer letterhead summarizing the work responsibilities and time commitment of the student must be provided with the student’s proposal. The employer also must sign the Internship Agreement, once approval has been granted by the Internship Coordinator. In addition, the employer must provide an assessment of the student’s performance at the end of the internship quarter, including information on the quality of work and that the student’s responsibilities according to the original application have been accomplished. Refer to specific deadlines for each quarter set by the department and provided in the Internship Agreement signed by the parties.
3. Turn in both student and employer assessment to Internship Advisor during finals week.

**Internship Advisors:** Professor Taylor, [Audrey.Taylor@wwu.edu](mailto:Audrey.Taylor@wwu.edu)

**Questions?** Please contact Morgan Freed, Department Manager,[Morgan.Freed@wwu.edu](mailto:morgan.freed@wwu.edu)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Internship Application**

Western Washington University

Department of Accounting

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WWU ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The organization agrees to accept as a student intern for (Quarter/Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Work Schedule:

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Hours/Week: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Description and Learning Objectives (please describe briefly):**

Internship Advisors: Professor Taylor, [Audrey.Taylor@wwu.edu](mailto:Audrey.Taylor@wwu.edu)

**Number of credit hours:** 1 Credit  2 Credits

**Due Date Final Summary and Assessment:** \_\_\_\_\_\_\_\_\_\_

**Signature:** *Student Intern* Date

**Signature:** *Organization Supervisor* Date

**Signature:** *Internship Coordinator* Date

**Required attachments:** Student’s proposal and employer’s memo on work responsibilities