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: 1-4 credits – Repeatable to a maximum of 4 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: 4 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 (1-4).
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:
- Students earning a Bachelor of Arts, Accounting: Professor Taylor, Audrey.Taylor@wwu.edu
- Students earning a Bachelor of Science, Accounting/MIS or OPS: Professor Drum, Dawna.Drum@wwu.edu
- Students earning a Bachelor of Science, Accounting/FIN or ECON: Professor Smith, Steve.Smith@wwu.edu

Questions? Please contact Morgan Freed, Department Manager, Morgan.Freed@wwu.edu
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):  

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Number of credit hours:  
1 Credit □  
2 Credits □  
3 Credits □  
4 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