



DEPARTMENT OF ACCOUNTING

Illinois State University

Internship Employment Verification Form

ACC 298/398/498 is an internship whereby a student typically works anywhere from 10 to 18 hours per week for 15 weeks during a regular school term, or 20 to 40 hours per week during a summer session, for a business firm. Each firm appoints a supervisor to direct the student in his/her research or work assignment.

Since the student will receive university credit for his/her work, the cooperating business should expect the student/intern to be a productive and well-motivated employee. The intern is seeking additional understanding of the practice of business, generally, and finance, in particular.

Internship Information

Student Intern _____ Home Phone _____

E-mail _____

Name of Employing Firm _____

Address _____

City _____ State _____ Zip _____

Supervisor _____ Title _____

Phone _____ E-mail _____

Intern's hours per week: _____ times # of weeks _____ equals estimated total hours: _____

Start date _____ End Date _____

Rate of pay (if applicable) _____/hr. _____/wk. _____ Other

Please provide a position description of the intern's duties (refer to [position description](#) on the internship website). By signing this form, the intern and the supervisor agree to the terms of the written description.

Student Intern

Supervisor

RELEASE OF CLAIMS

The undersigned Employer and Student Intern hereby release and forever discharge ILLINOIS STATE UNIVERSITY, its employees and subdivisions from all claims and demand of any nature arising from this internship or any activities related to this internship.

Student Intern Signature_____ Date_____

Employer Signature_____ Date_____

ISU/ACC Coordinator Signature_____ Date._____

Each person should retain a copy. Please return a copy to:, Harlan Fuller, Accounting Department, Campus Box 5520, Illinois State University, Normal, IL 61790-5480. Fax: (309) 438-8431.

Email: hjfulle@ilstu.edu