

## Internship Application Department of Accounting and Finance

### **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.



