

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.

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?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

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