

# 2016-2017 ACC 340 Internship Application Form

To be eligible to register for ACC 340 – Professional Practice, you must (1) have a bona fide accounting job, (2) meet the requirements listed on this form, and (3) complete this form in its entirety. Then, turn this form and the appropriate supporting materials in to Mrs. Elizabeth Killy (Internship Coordinator) by **Friday, December 2, 2016**, for a winter internship or by **Friday, April 14, 2017**, for a summer internship. You may not register for ACC 340 except through the Internship Coordinator. The Coordinator will notify you as to whether you have or have not been accepted for registration in ACC 340.

**1. Provide the following information about yourself.**

Applying for:	<input type="checkbox"/> zero credit <input type="checkbox"/> 1-hour workshop credit	
Name (Last, First, Middle Initial)		
Student ID #		
Campus Address		
E-mail Address and Campus Phone Number		
Home Address		
Home Phone Number		
Address where you can be reached during internship		
Phone Number during internship		

**2. Provide the following information about your eligibility for ACC 340.**

You must be an accountancy major and have successfully completed nine hours in accounting (of which at least six are from Miami) by the end of the semester prior to the internship in order to be eligible to register for ACC 340 – Professional Practice. If you do not meet these requirements, you must provide the Coordinator with a letter explaining why you should be exempted.

My registered major(s) is/are:		
Total credit hours I will have earned at the end of this semester is:		

I will have completed the following accounting courses by the end of the semester before the internship:

Course Number	Course Description	Credit Hours	Semester Taken	University Where Taken	Instructor (if taken at Miami)

**3. Provide the following information about your internship employer.**

Company or Firm Name	
Complete Address	
Name of Employer Contact Person	
Phone Number of Contact Person	
Starting/Ending Dates of Internship	
Salary or Wage Rate for Internship	

**4. Attach a copy of the offer letter from your employer.**

The letter should contain the following information needed by the Coordinator in order to assess whether the internship meets accountancy department standards: (1) a description of the nature of the work to be performed during the internship, (2) the duration of the internship, and (3) the manner in which you will be compensated.

**5. Attach a copy of your acceptance letter to the employer.**

**Note: ACC 340 - zero credit only appears on the student's transcript (\$15 processing fee). ACC 340 workshop provides one hour of academic credit after payment of fees and completion of a reflection paper.**

Signed by the student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Completed form and supporting materials should be returned to Ms. Elizabeth Killy, 3072 FSB, or turned in to the department office (3094 FSB). Any questions should be directed to Ms. Killy at [killyem@MiamiOH.edu](mailto:killyem@MiamiOH.edu).