

School of Accounting Internship Guidelines

Internships afford students without substantial previous accounting experience the opportunity to gain direct accounting experience for course credit. The educational value of the internship lies in the student's ability to apply the substantive body of accounting knowledge and skills in a real-world setting under the supervision of an accounting practitioner. An internship should meet the following objectives:

- Assist the student's development of employer-valued skills such as teamwork, communications, and attention to detail.
- Expose the student to the environment and expectations of performance in professional accounting practice, private/public company, or governmental entity.
- Enhance and expand the student's knowledge of particular areas of accounting.
- Expose the students to contacts in the profession, enhancing employment and mentorship opportunities.

Internship Expectations

Normally, the type of work will be equivalent to that of a typical first-year staff accountant. Compensation will be arranged between the employer and intern. The School of Accounting expects for-pay internships.

Three-Unit Internships:

Interns are expected to work a minimum of 20 hours per week or as arranged with the employer and no less than a total of 180 hours for a three-unit internship.

Six-Unit Internships:

Up to six units of academic credit can be earned if the internship is with a professional accounting firm in either assurance services or taxation. To qualify, interns are expected to work fulltime (at least 40 hours per week) for at least 12 weeks and no less than 480 hours in total.

Eligibility

Eligibility for participation in the internship program will extend to Master of Accountancy (MAcc), MBA with Accounting Concentration, and Bachelor of Science (BS) in Accounting students who meet the following criteria:

- Must have no substantial previous accounting experience.
- Must have a overall 3.0 GPA.

- MAcc students must have completed all foundation courses and six 300-level Acctg, FI, or TA prefixed courses.
- MBA with Accounting Concentration students must have completed all foundation courses and six 300-level courses of which two were 300-level Acctg courses.
- BS Accounting students must have completed seven 100-level accounting courses.

Substantial accounting experience includes any previous meaningful, broad-based accounting work in a professional or industry environment. In general, the work performed in an internship must be such that students use skills and knowledge not used before in the workplace. Part-time students may not convert their current employment to an internship.

However, waiver at the discretion of the Dean may be appropriate in certain cases. For example, substantive accounting experience in a private/public company would not preclude an internship with a professional accounting firm.

Placement

The School of Accounting will make every effort to provide eligible students with the opportunity to secure an internship. However, the ultimate responsibility for internship placement rests with the student.

Employers make their own selection of candidates with whom they wish to interview. Offers of employment are arranged directly between employer and student.

Employer Supervision and Training

Most interns have little or no substantial accounting experience. Therefore, internships must include employer-provided training at the beginning of the internship and supervision during the internship period.

Academic Supervision

Students are required to submit weekly activity logs detailing what they have done during the week including employer training and supervision, achievements, and obstacles/issues/problems. In addition, students are encouraged to meet individually with their academic supervisor or Dean at any time should they be concerned with any aspect of their internship.

Brown Bag Lunch Sessions

Students are required to attend two brown bag lunch sessions on scheduled days to discuss any practical and/or technical issues raised during the internship and to debrief their expectations.

Evaluation of Performance

The internship grade will be based upon the following:

- 1) Employer evaluation of the intern.
- 2) Student's submission of weekly activity logs and participation in brown bag sessions.
- 3) End-of-term paper.

End of Term Paper:

Due one week after the internship ends, the paper is a candid written assessment of not only the internship but also how well the overall GGU experience helped the student prepare for the internship.