

**Department of Accounting
Internship in Accounting – ACCT 490
Internship Deadlines
Summer 2009 through Spring 2010**

Please refer to the attached Internship Policy Guidelines and Application. In order to receive credit for an internship, you must have the prerequisites indicated in the Policy. In addition, it is the student's responsibility to make sure all the appropriate steps are followed as specified in the Policy.

Summer Quarter 2009 Deadlines (1 credit CRN 30218; 2 credits CRN 30423)	
Friday, June 5	Deadline for submission of requests.
Friday, June 12	Approval notice sent from department to applicant via email.
Friday, August 14	Deadline for submissions of final report from student and employer.
Fall Quarter 2009 Deadlines (1 credit CRN 40908, 2 credits CRN 41329)	
Monday, September 14	Deadline for submission of requests.
Monday, September 21	Approval notice sent from department to applicant via email.
Friday, December 4	Deadline for submission of final report from student and employer.
Winter Quarter 2010 Deadlines (1 credit CRN 10814, 2 credits CRN 11298)	
Friday, December 4	Deadline for submission of requests.
Friday, December 11	Approval notice sent from department to applicant via email.
Friday, March 12	Deadline for submission of final report from student and employer.
Spring Quarter 2010 Deadlines (1 credit CRN 20902, 2 credits CRN 21317)	
Friday, March 12	Deadline for submission of requests.
Friday, March 19	Approval notice sent from department to applicant via email.
Friday, June 4	Deadline for submission of final report from student and employer.

If you have questions, please direct them to:
Professor Sanders, Internship Coordinator, George.Sanders@wwu.edu or 650-4811.

Department of Accounting Internship Policy – ACCT 490: Internship in Accounting

Nature of work: Academic credit will be available for a significant learning experience in the practical application of academic curriculum *beyond* that contained in normal undergraduate coursework. Credit will not be available for routine work, such as bookkeeping. Internship credit will not be available for VITA.

Prerequisites: To be eligible for an internship for credit, a student must:

- Have been accepted as a CBE major
- Have at least Junior standing,
- Have completed Accounting 341,
- Have an overall GPA of 2.75 in 300- and 400-level accounting courses completed, and
- Be registered at Western.

Credit allowed: 1-2 credits – Repeatable to a maximum of 4 credits. Repeat proposals must apply to a unique work-related experience (not the same work or same type of work). Students may not receive retroactive internship credit for work done in the past.

Length of internship: One quarter, with a minimum of 40 hours of *qualifying* work for each credit. (Maximum two credits per quarter. The Internship Coordinator's decision on number of credits is final.)

Grading: S/U. Note that internship credit will not replace a requirement or elective in the accounting program – no exceptions. It is the student's responsibility to make sure that all steps described below are completed. Inability to complete all steps may result in an unsatisfactory grade.

Steps required to receive internship credit: In order to receive internship credit, the student must:

1. Identify an employer or sponsor for the internship.
2. Write a one-page proposal (typed, single-spaced) that includes a description of the nature of the work, its value to the accounting degree program, and a request for the number of credits (1-2).
3. Attach a one-page memo from the employer on employer letterhead that summarizes the work responsibilities of the student, including time to be spent for qualifying work.
4. Attach documentation that the prerequisites listed in the policy statement have been met.
5. Fill out the Internship Agreement form provided by the department.
6. Submit all documentation to the Internship Coordinator no later than the deadline. Refer to specific deadlines for each quarter set by the department.
7. Register for Accounting 490 during the pre-registration period for the quarter in which the internship takes place.
8. Submit a one-page summary of the experience gained at the end of the internship period and attach the employer's assessment of performance. Refer to specific deadlines for each quarter set by the department.

Employer's responsibility: A one-page memo on employer letterhead summarizing the work responsibilities and time commitment of the student must be provided with the student's proposal. The employer also must sign the Internship Agreement, once approval has been granted by the Internship Coordinator. In addition, the employer must provide an assessment of the student's performance at the end of the internship quarter, including information on the quality of work and that the student's responsibilities according to the original application have been accomplished. Refer to specific deadlines for each quarter set by the department and provided in the Internship Agreement signed by the parties.

Approval process: The proposal must be approved by the Internship Coordinator prior to the start of the work-related experience, and prior to the quarter in which the work will be done. See deadlines set by the department. A contract (Internship Agreement) between the student, employer, and Internship Coordinator will be completed upon approval of the proposal.

Date _____

INTERNSHIP AGREEMENT
DEPARTMENT OF ACCOUNTING
WESTERN WASHINGTON UNIVERSITY

Student Name _____ **WWU ID#** _____

Current Address _____

Telephone _____ Email _____

Name of Organization _____

Address _____

Internship Supervisor _____

Title _____ Telephone _____

Email _____ Fax _____

The organization agrees to accept as a student intern for (Quarter/Year): _____

Work Schedule

Start Date _____ End Date _____ Hours/Week _____

Job Description and Learning Objectives (please describe briefly):

Internship Coordinator (WWU) _____ **Telephone** _____

Email _____ Fax _____

Number of credit hours: _____ (*maximum of 2 credit hours*)

Due Date for Final Summary and Assessment: _____

Signatures:

(student intern) (date)

(organization supervisor) (date)

(internship coordinator) (date)

Required attachments: Student's proposal, employer's memo on work responsibilities, prerequisites documentation