The Jake Jabs College of Business & Entrepreneurship and the Accounting Option congratulate you on considering an internship for credit. We strongly believe that an internship can be an extremely valuable and even a life-changing learning experience. Moreover, an internship is often the pathway to a full-time job upon graduation.

PURPOSE OF AN INTERNSHIP
The purpose of an internship— for credit is to gain valuable experiential on-site learning that enhances your academic studies. Therefore, there are two essential components to a successful internship:

1. A substantive work experience related to your field of study that requires skill and judgment, supervised by a knowledgeable manager who mentors and trains you. Your internship must allow you the opportunity to interact with other accounting professionals and learn about the structure, culture, accounting and finances, and operations of your chosen company.
2. Your thoughtful reflection upon what you are learning and how this learning enhances, and is enhanced by, your academic studies.

It is important that you select your internship work-site carefully to ensure that you will in fact be able to achieve the purpose of an internship. Please consult with Chantelle Mahan, Associate Director of the Bracken Center, 108 Jabs Hall for internship opportunities.

This application packet includes the following documents. Please be sure to read each document very carefully and discuss any questions with your Faculty Internship Advisor.

- Policies and Procedures
- Internship Application Form
- Learning Contract with On-Site Supervisor
- Agreement with Faculty Internship Advisor
- Add/Drop Request
- Internship Performance Evaluation
- Weekly Report and Final Report Topics
ACCOUNTING INTERNSHIP PACKET
POLICIES AND PROCEDURES

PROCEDURES FOR APPLYING FOR AN INTERNSHIP (please check off each as you complete it):

☐ Carefully read all of the documents in the application packet, paying special attention to the Purpose of an Internship and Policies and Procedures.

☐ Complete the Internship Application Form.

☐ With the help of your on-site supervisor, complete the Learning Contract.

☐ Submit two documents, the completed Internship Application Form and the completed Learning Contract, to Chantelle Mahan at The Bracken Center, Jabs Hall 108 at least two weeks prior to the start of the semester in which you plan to obtain internship credit. Late applications will not be considered except in the case of documented extenuating circumstances.

☐ The Accounting Internship Oversight Committee will review your application and will notify you if your application is approved or not approved within two weeks, provided the application materials are complete and submitted by the deadline listed above.

☐ If the Committee does not approve your internship request, you will not be eligible to register for ACTG 498 or ACTG 598 for this specific job position.

☐ If the Committee approves your internship request, you will then select a faculty member to serve as your faculty internship advisor and schedule a meeting to discuss your internship.

☐ Meet with your faculty internship advisor. Bring your approved Internship Application Form, Learning Contract, Agreement with Faculty Internship Advisor form, and an Add/Drop Request form to the meeting. Your faculty internship advisor will discuss with you the learning objectives and the requirements for required weekly reports, final report, and evaluation by your on-site supervisor. With the help of your faculty internship advisor, complete the Faculty Approval Form and an Add/Drop Request Form.

☐ Submit all completed paperwork except for the Add/Drop Request Form to Chantelle Mahan at The Bracken Center, Jabs Hall 108, keeping a copy for yourself.

☐ Register for ACTG 498 or ACTG 598, as applicable, by submitting the Add/Drop Request form to the Registrar’s Office.
POLICIES (please check off each as you read it)

☐ You must be formally admitted to the JJCBE to register for an internship for credit. Pre-business students are not eligible to register for a JJCBE internship.

☐ You must be formally admitted by the Division of Graduate Education as an MPAc student for the semester in which you are registering for ACTG 598 (graduate internship). For example, if you are completing an internship in the summer and plan to begin taking graduate classes in the fall, you must be officially accepted as an MPAc student in the summer to receive credit.

☐ Internship duties and learning objectives must be specific and at a level appropriate for senior-level (ACTG 498) or graduate-level (ACTG 598) accounting course credits.

☐ You must register for internship credits in the same semester in which you work as an intern. For example, you may not do your internship in the summer, but register for the internship in the following fall semester.

☐ If you plan to use ACTG 598 credit to fulfill MPAc degree requirements, you must be officially accepted by the Division of Graduate Education as an MPAc student for the semester in which you register for ACTG 598.

☐ An internship normally lasts for one semester (15 weeks). You must work a minimum of 135 hours during the internship period to receive any MSU credit for the internship.

☐ You may not earn internship credit for continuing employment in a job you already hold unless the duties of your internship are substantially different from your current or previous job duties.

☐ Graduate internship credit (ACTG 598) will not be approved for the same employer for which you have already received undergraduate (ACTG 498) internship credit unless your duties are substantially different.

☐ A maximum of 3 credits for ACTG 498 can be used to fulfill undergraduate degree requirements. A maximum of 3 credits for ACTG 598 can be used to fulfill MPAc degree requirements.

☐ Number of credits - You should decide, in consultation with your faculty internship advisor, how many credits you wish to earn for your internship. Generally one credit can be earned for each 45 hours of internship work. The following are additional considerations in determining the number of credits:
  - An internship may not be for less than 3 credits.
  - An internship serves as one elective course regardless of how many credits you earn.
  - Additional internship hours may result in additional tuition charges. Please contact the Registrar’s Office for information on tuition and fees.
  - The Montana Board of Public Accountants is responsible for determining how internship credits may be used in applying to sit for the CPA exam or for a CPA license in Montana.

☐ Internships are graded pass/fail.
CRITERIA FOR EARNING CREDIT FOR AN INTERNSHIP
Internships are graded on a pass/fail basis. You are expected to demonstrate as much learning from your internship as you do in other upper-level (or graduate) accounting courses in the JJCBE. To earn MSU credit for your internship, you will:

- Fulfill your on-site responsibilities professionally, in accordance with the JJCBE’s PRIDE Code (Performance, Respect, Integrity, Diligence, and Engagement).
- Actively seek to learn about all aspects of the organization in which you are conducting your internship, especially business and accounting functions.
- Consciously strive to achieve the learning objectives you established in your Learning Contract.
- Reflect thoughtfully on your experiences by regularly writing and submitting the required weekly reports and the final report on time. Some faculty members, at their discretion, may require other reports or projects in addition to the required weekly reports and final report.
- Maintain regular contact with your faculty internship advisor throughout your internship to ensure that you are meeting your internship advisor’s expectations and to discuss opportunities and challenges you are facing at your internship.
- Be responsible for meeting all requirements of your internship without prompting from your work-site supervisor, faculty internship advisor, or others.
- Receive an Internship Performance Evaluation from your work-site supervisor. The Internship Performance Evaluation must be received by Chantelle Mahan at The Bracken Center before credit can be earned.

GRADING FOR AN INTERNSHIP
Internships are graded pass/fail. To assess your performance, your faculty internship advisor will evaluate:

- The quality and timeliness of your weekly reports and final report, including demonstration of what you have learned from the internship. You are expected to meet all deadlines, including filing your weekly reports on time and your final report on the Monday of finals week during the semester in which you are completing your internship (unless an alternative schedule has been agreed upon in advance).
- The quality and timeliness of any additional work or project as required by your faculty internship advisor.
- Your faculty internship advisor may assign a grade of Incomplete if the duration of your internship extends beyond the end of the semester. The requirements for completing your work and earning a grade should be discussed in advance with your faculty internship advisor.
REPORTING REQUIREMENTS

Weekly Reports
You are required to submit fifteen weekly reports to your faculty internship advisor and to cobinternship@montana.edu. These reports are designed to help you reflect thoughtfully and continuously on what you are learning during your internship and to place this learning in context. (See Weekly Report and Final Report Topics). All fifteen reports are required, regardless of the length of your internship. If you are not completing a fifteen-week internship, you should establish an alternative submission schedule with your faculty internship advisor in advance. You must submit weekly reports regularly during your internship. Writing these reports at the end of the semester will not allow you to improve your learning and performance during the internship, and may result in not receiving a passing internship grade. Each weekly report must be at least one single-spaced page in length.

Final Report
The purpose of the final report is to help you review all you have experienced and learned in your internship, and to reflect upon how this learning relates to your academic studies and your career interests. Your Final Report should be as long as is necessary to demonstrate true learning from your internship sufficient to earn accounting course credit, but at least 10 pages double-spaced. It is due by 5:00 p.m. on the first day of finals week unless you have previously agreed to an internship that continues after the semester. In that case, it is due according to the schedule you have established with your faculty internship advisor.

EVALUATION REQUIREMENT
Your internship work-site supervisor should use the Internship Performance Evaluation included in this packet to evaluate your performance. Your faculty internship advisor may contact your work-site supervisor for more detailed information beyond what is noted on the evaluation. The evaluation must be Chantelle Mahan at The Bracken Center by 5:00 p.m. the first day of finals week unless you have previously agreed to an internship that continues after the semester. In that case, it is due according to the schedule you have established with your faculty internship advisor.

COMPLETING AN INTERNSHIP
1. File your weekly reports by e-mailing them to cobinternship@montana.edu and to your faculty internship advisor.
2. Maintain regular contact with your faculty internship advisor.
3. Three weeks before the end of the internship, remind your on-site supervisor to complete an Internship Performance Evaluation and to submit it to the Chantelle Mahan at The Bracken Center at cobinternship@montana.edu.
4. One week before the end of the internship, ensure that your on-site supervisor has sent an Internship Performance Evaluation to The Bracken Center.
5. File your final report by 5:00 p.m. on the first day of finals week by e-mailing it to cobinternship@montana.edu and to your faculty internship advisor.