

## **ACTG 598 - Graduate Internship Application Policies & Procedures**

All required application materials must be submitted to the Faculty Services Office in Reid 451 *at least two weeks prior to the start of the semester* in which you plan to obtain internship credit.

### **Policies**

- You must register for internship credits for the same semester in which you are employed as an intern.
- Job duties and learning objectives listed on the application form must be specific and at a level appropriate for graduate-level accounting course credits.
- Internship approval will *not* be granted for a job you have held for a period of time unless the internship is *substantially* different from your current or previous duties.
- Graduate internship credit will *not* be approved for the same employer for which you have already received ACTG 498 (undergraduate internship) credit unless the duties are *substantially* different.
- Internships are graded pass/fail. A maximum of 3 credits for ACTG 598 can be used to fulfill your MPAC degree requirements.
- If you plan to use these ACTG 598 credits 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. For example, if you are working as an intern in the *summer* and planning to begin taking graduate classes in the fall, you must be officially accepted as an MPAC student for the *summer*.
- You must work a minimum of 135 hours during the internship period.

### **Procedures**

1. Included in this packet are all of the internship policies and forms applicable to your request for internship credit, to be completed as described below.
  - A. Accounting-specific forms:
    - ACTG 598 Application Policies & Procedures
    - ACTG 598 Approval Form
  - B. College of Business forms:
    - General information and policies
    - Weekly report topics
    - Work Supervisor's Evaluation
    - Faculty Approval Form
    - Learning Contract
    - Add/Drop Request Form

2. Do not select a faculty internship advisor until after your application has been approved by the Accounting Internship Oversight Committee.
3. You and your on-site supervisor should complete the appropriate sections of the **Learning Contract** and the **ACTG 598 Approval Form** and sign both forms (your faculty internship advisor will sign the Learning Contract form later in the process).
4. Submit the **Learning Contract**, the **ACTG 598 Approval Form**, and any **required attachments** to the Faculty Services Office in Reid 451 at least two weeks prior to the start of the semester in which you plan to obtain internship credit.
5. The Faculty Services Office will forward your application materials to the Accounting Internship Oversight Committee. The Committee will review your application and will notify you if your application is approved or not approved within two weeks.
6. If the Committee does **not** approve your internship request, you will **not** be eligible to register for ACTG 598 for this specific job position.
7. If the Committee approves your internship request, you will then select a faculty member to serve as your internship advisor and schedule a meeting to discuss your internship.
8. Complete the top portion of the **Faculty Approval Form**. Bring this form and a copy of your **Learning Contract** to the first meeting with your selected faculty internship advisor. The faculty member will discuss with you the learning objectives and the requirements for the weekly reports, final report, and exit interview. Your faculty internship advisor will complete the bottom portion of the **Faculty Approval Form** and must sign both the completed **Faculty Approval Form** and the **Learning Contract**.
9. Submit all completed forms to the Faculty Services Office in Reid 451.
10. At this point, you may register for ACTG 598 by completing an **Add/Drop Request Form** and submitting the form to the Registrar's Office.

## ACTG 598 - Graduate Internship Approval Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Official MSU e-mail address: \_\_\_\_\_

Anticipated internship start & end dates: \_\_\_\_\_

Planned number of internship credits: \_\_\_\_\_

Name and location of employer providing internship:

\_\_\_\_\_

Are you currently working for (or did you previously work for) this employer?

Yes  No

Did you previously receive ACTG 498 (undergraduate internship) credit from this employer?

Yes  No

*If you answered yes to either of the above questions, please attach a detailed explanation of how your proposed internship differs substantially from your current or previous duties.*

Policies:

- You must register for internship credits for the same semester in which you are employed as an intern.
- Job duties and learning objectives listed on the application form must be specific and at a level appropriate for graduate-level accounting course credits.
- Internship approval will *not* be granted for a job you have held for a period of time unless the internship is *substantially* different from your current or previous duties.
- Graduate internship credit will *not* be approved for the same employer for which you have already received ACTG 498 (undergraduate internship) credit unless the duties are *substantially* different.
- Internships are graded pass/fail. A maximum of 3 credits for ACTG 598 can be used to fulfill your MPAC degree requirements.
- 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.
- You must work a minimum of 135 hours during the internship period.

*I have read and understand the above policies and will comply with them.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***To be completed by the On-Site Supervisor:***

The above named student will work approximately \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks during this internship.

*I have read and understand the ACTG 598 internship policies.*

Supervisor's signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

***To be completed by the Faculty Services Office:***

Date application received: \_\_\_\_\_

***To be completed by the Accounting Internship Oversight Committee:***

A majority of the Committee \_\_\_\_\_ *approved* \_\_\_\_\_ *did not approve* the proposed internship.

_____	_____	_____ Approved	_____ Not Approved
Christie Johnson	Date		
_____	_____	_____ Approved	_____ Not Approved
Perry Solheim	Date		
_____	_____	_____ Approved	_____ Not Approved
Angela Woodland	Date		

***To be completed by the Accounting Internship Oversight Committee:***

Student notified via official MSU e-mail address of the Committee's decision by \_\_\_\_\_ (name) on \_\_\_\_\_ (date)  
(remaining Committee members and MPAC Director cc'd on e-mail)