



DEPARTMENT OF ACCOUNTING INTERNSHIP INFORMATION

An Internship is an educational plan which integrates classroom experience and practical work experience in industrial, business or government work situations. It allows students the opportunity to translate academic theories and principles to action, to test out career interests and to develop skills and abilities through carefully planned and supervised programs in accounting.

Getting Started

An Accounting Internship for 3-6 credit hours (the norm is 6 credits) may be approved by the Accounting Department Chair when the student meets the following eligibility requirements:

1. The internship must be in the field of accounting.
2. You must have **75** earned credit hours and a minimum grade point average of **2.50**.
3. You must have completed the appropriate accounting courses that match the proposed internship.
4. You must submit all the necessary documents to the Accounting Department Secretary as listed in the “Required Documents” section.

Each credit hour of internship equals **40** clock hours. Thus, a 6-credit internship would require **240** clock hours on the job.

Arranging an Internship

You may secure an accounting internship in one of two ways:

1. You may select an internship site from the internship website <http://bloomu.edu/professionalu>
2. You may locate and secure your own internship site.

Your first step is to contact the Accounting Department of the site where you want to do an internship and ask if they are interested in discussing the possibility of an internship. If you get a positive response, you should secure a date and time for an interview. Be sure to take your resume with you for an interview. If you secure an internship, you must then submit all documents listed in the “Required Documents” section.

Affiliation Agreement

You should check the Internship website to see if an Affiliation Agreement exists for the site where you want to do the internship. The Internship website can be reached through a link on the Professional University’s webpage at <http://bloomu.edu/professionalu> If no Affiliation Agreement is on file in the Office of Academic Internships, you should allow at least 8 weeks for final approval and should be cautioned that all approvals and registration for the internship are contingent on successful negotiation of an Affiliation Agreement between your prospective employer and the Internship Office.

Required Documents

1. **Internship Confirmation Form**: This form must be completed by your internship site supervisor indicating their willingness to accept you as an intern for the proposed time period and clock hours of work. Please be sure to have the on-site supervisor include their email address on this form.
2. **Application**: You must complete Form **R. O. #509**, “Application for Internship” as part of your internship documents. This form is available on the Academic Internship website. <http://bloomu.edu/professionalu>
3. **Internship Proposal**: A typewritten proposal of 2-3 pages, double spaced, is also part of the required internship documents. The proposal should contain the following:
 - a. How this internship will relate to specific courses you have taken;
 - b. How the internship will relate to your career goals; and
 - c. What, specifically, you hope to learn and gain from this experience.
4. **Job Description**: This form will include the duties and responsibilities of your internship.

What to Expect After All Documents Have Been Filed

The Chair of the Accounting Department will evaluate your documents and approve your internship if all of the eligibility requirements and the requirements have been met as listed in the “Required Documents” section. At this point, a faculty internship supervisor will be assigned to supervise you during your internship experience. The faculty supervisor is the prime supervisor, although the on-site supervisor will have a significant impact on your internship grade.

Requirements on the Job

The faculty supervisor will correspond with you at the beginning of the internship to inform you of what is required during the internship. Basically, you will be required to keep daily logs of what you did each day. Your daily logs must be sent to your faculty internship supervisor each day via email. You must also submit a summary paper to your faculty internship supervisor at the completion of your internship.

Evaluation

Your internship grade will be determined based on three components:

1. The quality of your logs;
2. The quality of your summary paper, and
3. Evaluation by your on-site supervisor.

Rev. 6/15



BLOOMSBURG UNIVERSITY
Department of Accounting

INTERNSHIP CONFIRMATION FORM

_____ will be working as an intern in _____
(Student Name) (Department/Area)

Of _____ during the spring/summer/fall _____ semester.
(Company Name) (Year)

(On-site supervisor's signature)

(On-site supervisor's email address)