

## **ELIZABETHTOWN COLLEGE**

Department of Business

### Basic Requirements for Accounting Internships

Before completion of their degrees, students majoring in Accounting can earn credits for pre-approved internship experiences, for either “paid” or “unpaid” internships. All students seeking to receive course credits for accounting internships must have either junior or senior status and a major grade point average of 2.75 or higher. Students may identify appropriate internships on their own, with the help of faculty members or through the Office of Career Services.

Students may take the internship experience for four credits (AC 471) or twelve credits (AC 473). The major difference among these internship credits is the amount of time spent at the internship and the academic work expected. Regardless of the number of credits sought, students need to fill out a Learning Contract for any type of internship and turn it in to faculty supervisor at the beginning of the internship.

Once the internship arrangement is secured and approved by the Business faculty who is facilitating the internship-for-credit program, the faculty member will register the student’s name (Registered By Instructor – RBI) in the appropriate section of the course for the semester in which the internship will be performed. No credit will be given for an internship course on a retroactive basis or for a second internship-for-credit course.

For more specific information, a copy of the Learning Contract and the syllabi for all of the internship courses, please see the webpage of the Department of Business:

<http://www2.etown.edu/business/Internjobs/Coursework/index.html>