

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. Students seeking to receive course credits for accounting internships generally must have either junior or senior status and a major grade point average of 2.75 or higher. Exceptions to this guideline need to be specially approved by the internship coordinator. Students may identify appropriate internships on their own, with the help of faculty members or through the Office of Career Services. As noted in the internship section of the college catalog, students may not intern at a company owned or managed, fully or in part, by a family member of the student, nor may the on-site supervisor be a member of the student’s family or working under a supervision of a family member.

Students may take the internship experience for up to 12 credits. The major factors in determining the internship credits that can be awarded are the amount of time spent at the internship and the academic work expected. To be awarded academic credit, students must work a minimum of 40 hours for each credit awarded. They need to register for the internship during the summer or the semester when they are doing the internship. No credit will be given for an internship course on a retroactive basis.

Students should thoroughly review the [Instructions for Completing the Learning Contract](#) document, making note that a *Job Description* needs to accompany the completed [Learning Contract](#). There is also an [Employer Information Form](#) that needs to be completed by the employer. After completion of both of these documents, attach the *Job Description* and submit the forms to the department internship coordinator for approval before the registration deadline (Register by Instructor – RBI). The approved forms will be submitted to Registration & Records and the student will be added to the appropriate section of the course.

Students may engage in multiple accounting internship experiences, but the maximum number of credits that can be awarded for internships in total is 12. Students will not be awarded internship credit a second time for work performed during a different term in the same position at the same company.

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

<http://www.etown.edu/business/internships.html>