COURSE REQUIREMENTS:
SPRING ACCOUNTING INTERNSHIP PROGRAM

Accounting majors participating in the Spring Accounting Internship (SAI) Program for academic credit must complete the following requirements:

- **Time -** The Spring Accounting Internship is a full-time paid experience working in accounting, auditing, tax, and/or consulting areas within a participating firm.

- **SAI Meeting/Launch** – Intern will attend a mandatory group session prior to the Spring Accounting Internship semester.

- **Assignments:**

  All assignments must be typed and uploaded to Blackboard. Handwritten assignments will not be accepted.

  o Learning Objectives - Intern will establish, in conjunction with company Supervisor, 3-4 Learning Objectives as a means of focusing his/her internship experience. The Learning Objectives form will be completed, initialed (by intern and company supervisor) and forwarded to the Clay Center at VSB within the first two weeks of the internship.

  o Daily Activity Log - Intern will maintain a Daily Activity Log in which he/she will record the dates worked, the number of hours completed, nature of projects, tasks, responsibilities, etc., and relationship of activities to the Learning Objectives. The Log will be initialed by supervisor on a regular basis (i.e., once a week).

  o Final Paper - Intern is required to complete a 10-12 page final paper documenting: nature of the internship work (i.e., projects, assignments, responsibilities, etc.) process of meeting Learning Objectives relationship of internship experience to past and/or future academic coursework insights gained in regard to industry, profession, leadership styles, etc. possible professional opportunities and impact on student's career interests appendices may be attached that are outputs of work completed

    Intern must include his/her name, cell number, name of company and internship title on cover sheet.

  o Evaluation - Intern will complete a Student Evaluation to help determine the effectiveness of the internship experience, including assessment of work load, quality of supervision, professional development and the overall quality of the internship experience.

- **Grading** - Internships are graded on a Satisfactory (S)/Unsatisfactory (U) basis. The Faculty Coordinator of the SAI Program evaluates Learning Objectives, Daily Activity Log and Final Paper, reviews Employer Evaluation of student's performance and issues a grade of "S" or "U". If "S" is granted, 6 credits are awarded for the internship. **The 6 credits awarded fulfill two free elective course requirements.**

- **Submission Deadlines** – The completed Learning Objectives form is due via Blackboard within the first two weeks of the internship. Due dates for submitting Daily Activity Log, Final Paper (and supporting documents) and Student Evaluation via Blackboard is: **within 10 days of completion of internship.**

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