

# STUDENT GUIDELINES:

## SPRING ACCOUNTING INTERNSHIP PROGRAM

### PROGRAM OVERVIEW

The Spring Accounting Internship (SAI) is a full-time paid experience enabling participants to learn accounting, auditing, tax, and/or consulting techniques and objectives while obtaining practical exposure to the accounting/business environment. Participants earn six credits for the internship and the program is designed so that students may complete a total of 12 additional credits during the spring semester and the summer following their junior year, thereby retaining full-time student status.

### PREREQUISITES

To participate in the SAI Program, students must be:

- ✓ full-time, undergraduate with junior standing during internship
- ✓ minimum overall GPA of 2.5
- ✓ accounting major

### ACADEMIC CREDIT

Six (6) credits may be earned for successful completion of a Spring Accounting Internship. The six credits awarded **fulfill two free elective course requirements and do not fulfill major or minor credit requirements.** The maximum number of internship and CoOp course credits that can be used to fulfill graduation requirements is six (6). If a student has fulfilled all his/her free elective requirements, then internship credits are designated extra credits over and above graduation requirements. Internships are graded on a Satisfactory/Unsatisfactory basis.

In addition to the six free elective credits earned for successful completion of SAI, participants have the opportunity to earn up to 12 credits during two five-week minimesters. Typically, SAI students complete the internship component of SAI by mid-March. The first minimester will start at this time, allowing SAI students the opportunity to take two distance learning courses over a five week period. The second minimester will start in mid-April and end in late May, allowing students to take an additional two distance learning courses.

	SUMMARY	DATES	ACADEMIC CREDITS
SAI	Work full-time, 40-60 hours per week	Approximately, January 2 <sup>nd</sup> through mid-March	6 Free Elective Credits
MINIMESTER 1	VSB 3006: Managerial Accounting ECO 3108: Global Political Economy	Mid March – Mid April	Up to 6
MINIMESTER 2	ACC 2340: Accounting Information Systems VSB 3008: Operations Management	Mid April – Mid May	Up to 6
SUMMER SESSION	SAI participants who have taken less than 12 credits during minimesters 1 and 2, can take additional courses during the summer session.	End of May through end of July	SAI participants can take a maximum of 18 credits between the spring and summer semesters

**Credit Approval and Registration:** Eligibility to participate in the SAI Program must be determined and course registration completed **BEFORE** the internship commences. **NO ACADEMIC CREDIT WILL BE AWARDED FOR AN INTERNSHIP RETROACTIVELY.**

Degree Progress: Spring Accounting Interns may maintain full-time student status, thus continuing eligibility for insurance coverage, scholarships and campus housing. Interns remain on track to graduate in four years by completing coursework during the spring and summer between Junior and Senior year. SAI participants enroll in specified minimester distance learning course/s and/or summer courses, taking up to 18 credits between the spring and summer.

Withdraw/Termination: Students wishing to withdraw from SAI must contact the Asst. Director for Internships/CoOps prior to the spring withdrawal (WX) deadline. If a student withdraws, the SAI supervisor will be notified immediately. Students who do not complete SAI requirements will be assigned a final grade of Unsatisfactory (U). Students who are terminated from their internship by the sponsoring employer during the course of the semester may be assigned a final grade of Unsatisfactory (U).

\*Any withdrawals (WX) from a minimester/summer course will be counted toward the 18 credit maximum.

## APPLICATION AND REGISTRATION PROCESS

Eligible students, who are interested in participating in the Spring Accounting Internship Program, must follow these steps:

1. Attend preceding spring semester organizational meeting, conducted by Dr. James M. Emig, SAI Program Faculty Coordinator and O'Donnell Center Professional Development staff to review program timeline, eligibility requirements, application process, and academic course requirements
2. Attend small meeting with VSB Professional Development Staff (The Clay Center at VSB, Bartley 1054) prior to end of preceding spring semester to:
  - a. Discuss curriculum planning and eligibility status
  - b. Discuss academic requirements
  - c. Review recruiting process
  - d. Complete Student Internship Application
3. Prepare and Apply (June - July)
  - a. Prepare and refine resume; contact Career Center
  - b. Research participating accounting firms
  - c. Review and follow "Spring Accounting Internship (SAI) Program - Application Instructions e-mailed by VSB Assistant Director for Internships/CoOps
  - d. Update and review Handshake account via <https://villanova.joinhandshake.com/>
    - Complete Profile
    - Upload resume(s)
    - Review job descriptions and apply for SAI positions and complete supplemental application materials, as appropriate
4. Interview (August - September)
  - a. Complete practice mock through Big Interview prior to SAI interviews
  - b. Attend on-campus interview(s) in Career Center
5. Attend mandatory SAI Launch Session
  - a. Supply supervisor contact information for accepted internship
  - b. Review academic requirements and timeline to receive credit
  - c. Sign Student Internship SAI Agreement
  - d. Complete registration for SAI and minimester courses

## REGISTRATION DEADLINE

The course registration deadline for a spring accounting internship is prior to the start of the internship.



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