

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

Assignments

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

1. **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 should be connected to the NACE Career Readiness Competencies. This form will be completed, initialed (by intern and company supervisor) and submitted via Blackboard within the first two weeks of the internship.
2. **Daily Activity Log** - Intern will record dates worked, number of hours completed, the nature of projects, tasks, and responsibilities, and how it meets the Learning Objectives and connects to the NACE Career Readiness Competencies. The Log will be initialed by supervisor on a regular basis (i.e., once a week).
3. **Final Paper** - Intern is required to complete a 10-12 page final paper documenting:
 - Describe the nature of the internship (i.e., responsibilities, projects, assignments, etc.)
 - What were your learning objectives at the start of your internship and how did you achieve them?
 - How did the internship relate to your past/future coursework?
 - Reflect on insights gained regarding the industry, profession, leadership styles, etc.
 - How can/will you apply your learnings to experiences in the future?
 - Did your internship experience help to focus or clarify your career goals? How so?
 - Read an excerpt about Career Readiness. Select 3 career competencies and discuss how you utilized and refined these competencies during your internship. Be sure to cite 2-3 sample behaviors you practiced during your internship as well.
4. **Evaluation** - Intern will complete an Evaluation to help determine the effectiveness of the internship experience, including assessment of work, quality of supervision, professional development, NACE career competencies, and overall quality of the internship experience. In addition, if there were any changes in terms of placement, supervisor or other, students should update their Experience Form in Handshake.

Expectations

- **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 Launch:** Intern will attend a mandatory group session prior to the Spring Accounting Internship semester.
- **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 completion of internship, or May 1st.**