Spring Accounting Internship Program
Student Guidelines

VILLANOVA UNIVERSITY
VILLANOVA SCHOOL OF BUSINESS
Charlotte and James V. O'Donnell
CENTER FOR PROFESSIONAL DEVELOPMENT

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/or 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

Academic Credit

Six (6) credits may be earned for successful completion of a Spring Accounting Internship. The six credits awarded <u>fulfill two free elective course requirements and do not fulfill major or minor credit requirements.</u> 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 can earn up to 12 credits by taking classes during the summer after SAI and/or during Spring minimesters. Typically, SAI students complete the internship component of SAI by mid-March and have the opportunity to take four distance learning courses offered through two four-week minimesters. The courses displayed below are the only courses available through the minimesters. SAI participants taking more than 18 credits between the spring and summer semesters will be expected to pay out of pocket on a per credit basis for additional credits.

	Available Course Options	DATES	ACADEMIC CREDITS
SAI	Register for the Internship Course Work full-time, 40-60 hours per week	Approximately, January 2nd through mid-March	6 Free Elective Credits
MINIMESTER 1	VSB 3006: Managerial Accounting ECO 3108: Global Political Economy	March - April	Up to 6
MINIMESTER 2	ACC 2340: Accounting Information Systems VSB 3008: Operations Management	April - 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

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

<u>Degree Progress</u>: Spring Accounting Interns may maintain full-time student status. Students receiving financial aid are advised to meet with the Office of Financial Assistance to discuss how SAI may impact your Financial Aid package. Interns remain on track to graduate in four years by completing coursework during the spring semester and/or summer between Junior and Senior year.

<u>Withdraw/Termination:</u> Students wishing to withdraw from the internship course must contact the Asst. Director for Experiential Education and Employer Outreach prior to the spring withdrawal (WX) deadline. If a student withdraws from the internship course, the SAI supervisor will be notified immediately. Students who do not complete SAI course requirements will be assigned a final grade of Unsatisfactory (U). Students who are terminated from their internship by the sponsoring employer during 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 & Registration Process

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

1. Attend preceding spring semester information session conducted by Dr. James M. Emig, SAI Program Faculty Coordinator and Assistant Director of Experiential Education & Employer Outreach to review program timeline, eligibility requirements, application process, and academic course requirements.
2. Attend small group meeting 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 via Handshake
3. Prepare and apply (June - July)
    a. Prepare and refine resume - contact Career Center
    b. Research participating firms
    c. Review and follow SAI Program - Application Instructions emailed by VSB Assistant Director of Experiential Education and Employer Outreach
    d. Update and review Handshake account via https://villanova.joinhandshake.com/
       - Complete Profile
       - Upload resume(s)
       - Review internship descriptions. Apply for SAI positions and complete supplemental application materials, as Appropriate
    e. Complete practice interview through Big Interview
4. Interview (August - September)
    a. Attend on-campus and/or virtual interview(s) in Career Center
5. Attend mandatory SAI Launch Session (October)
    a. Review and provide internship details including supervisor contact information, salary, and internship title
    b. Review academic requirements and professional expectations
    c. Sign SAI Agreement Form
    d. Confirm spring semester and/or summer semester course registration

Registration Deadline

The course registration deadline for the SAI internship course is prior to the start of the internship.