

Internship Requirements for Accounting, Finance, and International Business and Economics Majors

Minimum Qualifications:

For ACCT 467 Internship credit, students must have at least a 3.0 major GPA and completed at least 9 hours in the accounting major core.

For ECFI 467 Internship credit, students must have at least a 3.0 major GPA and completed at least 9 hours in the finance or economics major core.

Procedure for Enrolling in an Internship:

Review internship requirements and discuss the internship opportunity with your academic advisor to see if it fits into your plan of study. For three hours of academic credit, 200 hours of internship work is normally required.

If your advisor approves of the internship, take the Internship Agreement form to the sponsoring organization and ask the supervisor to fill out the top portion of the form. After you and the internship supervisor have completed the form, please bring it to the Economics, Finance, and Accounting Department in McCartney 201 for the chair's approval. If the Internship Agreement is approved by the department chair your enrollment in the Internship class will be processed.

You will then need to complete the Internship Contact Information form and return it to Linda Kepka, McCartney 201, Department of Economics, Finance, and Accounting before the start date of the internship.

After beginning your internship, you will need to submit your Midterm Report to the Department of Economics, Finance, and Accounting two weeks after the midpoint of your internship and your Final Internship Report no later than one month after the internship is completed.

Your grade for the Internship class will be submitted after your reports are turned in.

Internship Agreement

To be completed by sponsoring organization:

_____ offers an internship to _____.
(Sponsoring organization's name) (student's name)

The internship supervisor will be _____.

The location of the internship is _____.

The internship will begin on _____ and end on _____
with approximately _____ hours of work completed.

The rate of pay will be _____.

The following is a description of the activities that will be performed by the intern:

As the internship supervisor, I agree to complete an Internship Evaluation Form at the conclusion of the internship.

Signature of Internship Supervisor

Date

To be completed by student requesting internship credit:

I am requesting to enroll in _____ hours of credit for this internship experience.

Signature of Student

Date

To be completed by the chair of the Department of Economics, Finance, and Accounting:

As the chair of the Department of Economics, Finance, and Accounting, I approve the Internship Agreement outlined above.

Signature of Chair

Date

Internship Contact Information

Please fill out this form and return it to Linda Kepka in McCartney 201 or mail it to the Department of Economics, Finance, and Accounting at the address below.

INTERN: Give contact information for duration of the internship.

Name	_____
Address	_____

Phone	_____
Fax	_____
E-mail	_____

INTERNSHIP SUPERVISOR:

Name	_____
Company Name	_____
Work Address	_____

Work Phone	_____
Work Fax	_____
Work E-mail	_____
Company Website	_____

DEPARTMENT CHAIR:

	Carl Parker
Work Address	Fort Hays State University
	Economics, Finance, and Accounting
	600 Park Street
	Hays, Kansas 67601-4099
Work Phone	(785) 628-5805
Work Fax	(785) 628-4418
Work E-mail	cparker@fhsu.edu
FHSU Website	www.fhsu.edu/efa

Internship: Student Midterm Report

The Midterm Report is due **2 weeks after the midpoint of the internship period**. Include your name, course number, name of the organization sponsoring your internship, the location of the organization, and date of the internship on the cover sheet of the midterm report.

The Midterm Report should answer the following questions in detail:

1. What are your job responsibilities in your internship?
2. Describe the different job activities that you have completed or were involved with to date.
3. How has the internship sponsor worked with you to expand your knowledge of accounting or financial concepts related to the sponsor's organization? Explain.
4. What has been the biggest surprise to you regarding the professional practice of your internship sponsor?
5. What other learning experiences would you like to have in the time that remains for your internship? Have you discussed this with your supervisor?
6. Evaluate your professional strengths and weaknesses based on your work experience thus far in the internship.
7. Based on your internship experiences thus far, what would you like to learn in your remaining time at Fort Hays State University?

This should be a formal report and will be graded on content, presentation, grammar, spelling, etc. It may be submitted electronically to Linda Kepka at lkepka@fhsu.edu.

Internship: Outline for Final Internship Report

The final report must be typed, referenced, and bound. Two copies of the report should be submitted to the Department of Economics, Finance, and Accounting no later than **one month after the internship is completed**. Your grade for the Internship class cannot be submitted until after your report is turned in. Include your name, course number, name of the organization sponsoring your internship, the location of the organization, and date of the internship on the outside cover of the final report. This report will be graded on overall content, presentation, grammar, spelling, etc. so be sure to proof your report before submitting it.

The report should use the following format:

- I. Cover page followed by Table of Contents. (Use tabs to separate sections in Final Report)
- II. Introduction
- III. Progress report (midterm report)
- IV. Organizational structure and characteristics of the business
 - A. Location and physical facility characteristics
 - B. Business information
 1. History
 2. Staff
 3. Staff benefits
 4. Organizational flow chart
 - C. Company's philosophy regarding their business
 - D. Scope of services provided
 - E. Short and long-range objectives
- V. Relationships and interactions of organization
 - A. Working relationships between employee/clients
 - B. Client profile
 - C. Policies for dealing with clients
 - D. Complaint handling
 - E. Relationships with other professionals, e.g., CPAs, attorneys, bank managers
- VI. Internship activities

Summary of your internship activities, what you learned from your internship, and how the experience has influenced your career plans.

VII. Recommendations

- A. What were the strengths of your internship experience and in what areas would you recommend changes to improve the experience for others?
- B. Would you recommend that another student apply for an internship with this business? Support your answer.

VIII. Appendices

All material in appendix must be referenced at some point in the text of the report.

IX. Photographs of facility—both outside and inside

You and your supervisor should be in at least one picture.