

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

An internship for academic credit is designed for a student to gain work experience in their field of study that goes beyond any work experience that a student has already achieved. Internships working for organizations that are owned by family or friends typically will not be acceptable for students to earn academic credit.

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 ECON 467 Internship credit, students must have at least a 3.0 major GPA and completed at least 9 hours in the international business and economics major core.

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

Procedure for Submitting the Internship Agreement for Approval:

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 believes that the internship class fits into your plan of study, take the Internship Agreement form and Contact Information form to the sponsoring organization and ask the supervisor to fill out the top portion of the Internship Agreement form and the appropriate section of the Contact Information form. Be sure that all information is entered on the forms including the description of internship activities. After you and the internship supervisor have completed the forms, please bring them to the Economics, Finance, and Accounting Department in McCartney 201 or e-mail to Linda Kepka at lmkepka@fhsu.edu. ***Internship credit cannot be granted for work that has already been completed. Please be sure to submit the Internship Agreement form to the department prior to the start date of the internship.***

If the internship is approved by the department chair your enrollment in the Internship class will be processed or you will be given instructions on how to enroll in the class. 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. Due dates will be sent to you via e-mail.

A Supervisor Evaluation Form will be sent directly to your supervisor by the department. This is a confidential evaluation so you will not have access to its contents after it is returned to the department. Your grade for the Internship class will be submitted after your reports are turned in and the Supervisor Evaluation Form is returned.

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 _____ total hours of work completed during the internship. The rate
of pay will be _____.

The following is a description of the activities that will be performed by the intern (**please attach
separate sheet if necessary**):

As the internship supervisor, I agree to complete a Supervisor Evaluation Form at the conclusion
of the internship.

Signature of Internship Supervisor

Date

To be completed by student requesting internship credit:

I meet the minimum qualifications to enroll in an internship class and have completed _____
credit hours in my program major core with a major GPA of _____. I am requesting to enroll
in _____ hours of credit for this internship experience in

ACCT 467 ECON 467 FIN 467 (check one).

I have discussed this with my academic advisor, _____.

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 _____
E-mail _____

INTERNSHIP SUPERVISOR:

Name _____
Company Name _____
Address _____

Phone _____
Fax _____
E-mail _____
Company Website _____

DEPARTMENT CONTACT FOR INTERNSHIP:

Address Linda Kepka
Fort Hays State University
Economics, Finance, and Accounting
600 Park Street
Hays, Kansas 67601-4099
Phone (785) 628-5805
Fax (785) 628-4418
E-mail lmkepka@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 lmkepka@fhsu.edu.

Internship: Outline for Final Internship Report

The final report is due **one month after the internship is completed**. Your grade for the Internship class cannot be submitted until after your report is turned in and the Supervisor Evaluation Form is returned by your supervisor. 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 page 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. It may be submitted electronically to Linda Kepka at lmkepka@fhsu.edu.

The report should use the following format:

- I. Cover page followed by Table of Contents.
- 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. Photographs of facility—both outside and inside

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