

## **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. The major GPA only includes the classes that are part of the 36-hour accounting major core/electives/directed electives/concentration 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 (IBE) major core. The major GPA only includes the classes that are part of the 36-hour IBE 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. The major GPA only includes the classes that are part of the 36-hour finance Major Core.

### **Procedure for Submitting the Internship Application and 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 Application and Agreement form and Contact Information form to the sponsoring organization and ask the supervisor to fill out the top portion of the Internship Application and 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 efa@fhsu.edu. ***Internship credit cannot be granted for work that has already been completed. Please be sure to submit the Internship Application and 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. 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 Application and 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 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 Dr. Dosse Toulaboe  
Fort Hays State University  
Economics, Finance, and Accounting  
600 Park Street  
Hays, Kansas 67601-4099  
Phone (785) 628-5805  
E-mail d\_toulaboe@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 [efa@fhsu.edu](mailto:efa@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 efa@fhsu.edu.

The report should use the following format:

- I. Cover page followed by Table of Contents.
- II. Introduction
- III. 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.