

Belk College of Business
Accounting Internship Application and Proposal
(ACCT 3400)

Step 1. Student Information (Complete online, print, sign and turn into the Accounting Department)

Name: _____ Banner#: _____

Telephone: _____ Email Address: _____

* I would like to receive credit for: Fall ___ Spring ___ Summer I ___ Summer II ___

Step 2. Academic Information

Please initial next to each statement that is true.

_____ I have completed ACCT 3312 with a "C" or better.

_____ I have not had a prior work history with this internship company

_____ I have not had a prior work history in a position similar to this position.

If you answered false to any of the above, please explain below.

Step 3. Internship Company Information

Company: _____ Supervisor Name: _____

Supervisor Title: _____ Phone: _____ Email Address: _____

Company Address: _____

Start Date (mm/dd/yy): _____ (You will not receive credit if you begin your internship before it has been approved by the Accounting Department.)

End Date (mm/dd/yy): _____ No. hours/ _____

Step 4. Format for Internship Proposal

Your typed internship proposal must provide a formal description of your position, and should be submitted with this application.

In your proposal (approximately two pages), you should:

1. Describe the organization you will be working with and how your role fits within the organizational structure.
2. Describe the activities that you will undertake.
3. Outline the insights, skills, and competencies that you expect to gain through the internship.
4. Define how the internship would complement your academic work and contribute to your overall career objectives? Be specific.

I certify that all the information that I have given on this application is true and correct. I understand that once my application has been reviewed and approved by the department, I will receive an email at the address I have provided. I am responsible for registering for ACCT 3400 through the WEB System. I understand that there will be no late-adds for ACCT 3400, and that if I am not registered by the last day to add a class, my permit will be deleted from the system and I will not be able to register for this class.

Student Signature

Date

Step 5. Approvals

- Approved
 Denied
 Revise and Resubmit

Accounting Department Chair

International Student/Scholar Services

Please Note: If you are not a U.S. Citizen, do not possess Alienation Registration Card, or are on a student visa, the Office of International Programs must sign above.
 Approved Not Approved