Accounting Internship Agreement Form
ACC 4200

Student __________________________ MSU ID Number _______________________

Phone: (____) ____________________ E-mail: ________________________________

Semester _________________________

Intern Firm __________________________ City ________________________________

Internship Firm Supervisor ______________________________________________

Phone: (____) ____________________ E-mail: ________________________________

Dates of internship (approx.): Start date: ___________ End date _____________

Indicate the grades you received in the following courses:
   Intermediate I _______
   Intermediate II _______
   Tax I _____ or Audit _____ or Cost _____

Eligibility Requirements: A student considering an internship for academic credit for ACC 4200
must meet the following requirements:

1. Student must have completed Intermediate Accounting I, Intermediate Accounting II, and
   either Cost Accounting, Income Tax I, or Auditing. Student must have received a C or better in
   all of these courses.
2. Student must be doing professional entry-level accounting work at least 40 hours per week for
   at least 10 weeks (or equivalent).
3. Internship must be new employment.
4. Student must receive the consent of the Director.

Internship Requirements: A student seeking academic credit (1-6 hours) for ACC 4200 is expected
to meet the following minimum requirements:

1. The Internship Agreement Form must be completed before starting work in order to receive
   credit
2. The intern will maintain a daily/weekly log describing the activities he or she was involved in
during the day/week. The intern's firm/company supervisor should initial the log at the end of
each week to insure that the intern is provided a variety of experiences.
3. Some managerial person of the sponsoring firm will provide a written evaluation of the intern's performance at the end of the internship and will discuss the evaluation with the intern. A copy of the written evaluation will be provided to the Director of the Internship Program.

4. The intern will submit to the Director of the Internship Program a 5-8 page paper describing the internship experience. This should include, but is not limited to the following:
   a. duties performed, activities and/or projects involved, experience gained, and lessons learned,
   b. strengths and weaknesses of the internship, and
   c. ways to improve the internship.

**Grading for Internship:** The student's grade for the internship will be determined by (1) the student's maintenance of a daily/weekly log, (2) the student's performance as evaluated by the sponsoring firm, (3) the quality of the student's written paper upon completion of the internship, and (4) the quality of the research project for graduate credit, if applicable. Students will receive an S or U for their internship grades. *Each component of the above requirements must be completed satisfactory in order to receive an S.*

Failure to comply with any of these requirements by their due dates will automatically result in a grade of U.

I have reviewed and approve the Internship Agreement Form.

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<th>Student's Signature</th>
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<th>Firm/Company Representative's Signature/Title</th>
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<tr>
<th>Michelle Bricka, Director of Internship Program</th>
<th>Date</th>
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For more information, contact Michelle Bricka, Director of Internship Program:

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662-325-3711