

**ADKERSON SCHOOL OF ACCOUNTANCY
COLLEGE OF BUSINESS
MISSISSIPPI STATE UNIVERSITY**

**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 much 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.

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

mbricka@cobilan.msstate.edu

662-325-3711