



CARROLL UNIVERSITY

ACC480 & BUS480 Process

To begin the internship process, students should discuss their internship intentions with a full-time faculty member who would act as the faculty supervisor of the internship. This person can be any full-time faculty member in the Department of Business, Accounting and Economics. The faculty supervisor may assist the student in finding a potential internship, but it is ultimately the student's responsibility to find an acceptable internship site.

Internship Course Descriptions:

- **ACC480: Internship in Accounting - (1 TO 12 hours)** The internship provides students with an opportunity to apply the theories and concepts learned in their accounting courses to work experience in the accounting field under the supervision of an external supervisor and faculty instructor. **Restrictions:** Student must be a declared major or minor in Accounting. **Pre-requisites:** ACC207 and ACC208 and approval of the internship instructor. The students may earn a maximum of 12 credits in ACC480. 40 hours of work are required for each credit. (Grading is on an S/U basis.) With approval of the department chair, a 400 level course offered by the Department of BAE may be substituted for ACC480 when internship placement is not possible.
- **BUS480: Internship in Business (1 TO 12 hours)** The internship in business provides students an opportunity to apply theories and concepts learned in their courses to actual work experiences under the supervision of an external supervisor and faculty instructor. **Restrictions:** Student must be a declared major or minor in one of the programs offered by the Department of Business, Accounting, and Economics. **Pre-requisites:** Approval of the faculty instructor. The student may earn a maximum of 12 credits in BUS480. 40 hours of work are needed for each credit. (Grading is on an S/U basis.)

To register for ACC480/BUS480: The student needs to submit the completed Internship Agreement Form to the faculty supervisor for their signature. After the faculty member has received and signed the Internship Agreement Form, the student will be course authorized by the faculty member to register for the internship online.

- Internship Agreement Form:

<https://docs.google.com/forms/d/e/1FAIpQLSeJHeWzK190jV0HsSOXNM0GjYWZB2MsIFPHOkemgWwNxxwMN6w/viewform>

The student is responsible for selecting the correct number of credit hours when registering for the course online. Each credit requires 40 hours of on-site work. Internship are graded on an S/U basis.

To successfully complete the internship the student must submit the following to the faculty supervisor:

1. Reflective paper (one page per credit hour) applying theories and concepts from the major field of study to the work environment.
2. Log of Hours worked: Each credit of internship requires at least 40 hours of logged work
3. Copy of Thank you note sent to internship supervisor
4. Supervisor Evaluation Form:
<https://docs.google.com/forms/d/18A20GPSJ8AabsihUxx10fMP6-xb1S4ritQh2Umq8Qe0/viewform>
5. Internship Exit Report:
<https://docs.google.com/forms/d/1ism9rjT856Wdsa8xC7xU5OMOMpc9px-53MGUUZsD4g/viewform>

Grading: Internships are graded by the faculty supervisor as Satisfactory/Unsatisfactory. The student must complete ALL of the course requirements at a satisfactory level and receive a satisfactory evaluation from his/her internship supervisor to receive an "S" grade for the course.