

The Department of Accounting prefers to refer to “internships” as “career learning experiences” because many “internships” turn out to be “work” that includes mundane and “office administration” duties.

The Department of Accounting strongly recommends that students do not seek “career learning experiences” while they are taking the 300-level accounting courses.

### **ACCT 390 – Internship in Accounting (3 hrs).**

Accounting Students may enroll in ACCT 390 (Internship in Accounting – 3 hours) provided they meet the prerequisites: ACCT 300 or equivalent, a minimum of six hours of upper-level accounting courses at WKU, a 2.75 GPA overall, a 2.5 GPA in upper-level accounting courses, and permission of the Chair of Accounting. The career-related learning experience must include relevant and meaningful full-time accounting work experience outside the classroom in a supervised setting with a cooperating business or not-for-profit organization. The course is graded on a pass/fail basis.

The student should not be enrolled in coursework during the period of the career-related learning experience. The student must be willing to take a semester off or find a summer opportunity.

The “Career learning experience” must be a paid position based on market compensation for entry level positions.

In addition, there must be an understanding between the Department Chair and the firm/organization as to the “career learning experiences” for the student.

In collaboration with the firm/organization, the student prepares and submits three or four broad learning objectives prior to the beginning of the “experience” in collaboration with the firm/organization. Upon review and approval of the student prepared learning objectives, the Department Chair communicates with the student and the firm/organization.

The Department Chair may visit the firm/organization during the period of student engagement, but it is not mandatory.

### **Grade Determination**

The student must maintain a contemporaneous log of selected activities each week and link those activities to one of the 3 or 4 LOs.

The log is submitted to the Department Chair at the end of the engagement.

A letter of evaluation from the immediate supervisor of the student is forwarded directly to the Department Chair at the end of the engagement.

A pass/fail grade is determined based on the log and the letter – and if there was an onsite visit, the observations are also part of the grading process.

### **BA 470**

In some cases, accounting students find a “career learning experience” on a part-time basis. BA 470 (College of Business Internship) is available on a 1-3 hour basis. The policy is the same in terms of the requirements except the student is allowed to take some coursework.

## **Gordon Ford College of Business – Internship Opportunity**

Employer: Click here to enter text.

Employer Telephone: Click here to enter text.

Intern Name: Click here to enter text.

Intern Major: Click here to enter text.

Intern Supervisor: Click here to enter text. Supervisor Telephone: Click here to enter text.

Supervisor's Title and Department: Click here to enter text.

Company Full Address: Click here to enter text.

Fax: Click here to enter text.

Supervisor's Email: Click here to enter text.

### **Terms of Internship Agreement:**

Internships are an educational opportunity. An internship consists of services for experience between a student and an employer. Internships help students to determine if they have an interest in a particular career, help them create a network of contacts and in some cases achieve course credit. Some interns find permanent, paid employment with the organizations for which they worked upon completion of the internship.

Interns may or may not be receiving hours of upper-level academic credit from the Gordon Ford College of Business for completing their internship with a participating business. No matter the circumstance, GFCB appreciates the opportunity for students to receive legitimate, real-world experience that is directly related to the student's major. Routine filing, copying and answering phones are important parts of jobs; however these duties and responsibilities should not represent more than approximately 25% of the interns' activities. If an intern is receiving course credit, please abide by the number of hours they must work in order to receive their credit. *Please list the main learning experiences and responsibilities on page 2 of this form.*

I hereby agree to abide by the Terms of Internship Agreement set out above:

---

Employer's signature

---

Date

**Return completed form to:**

**Monica Duvall, Internship Coordinator Gordon Ford College of Business, Western Kentucky University**

Office Phone - 270-745-4136 Fax – 270-745-3893 Email – [monica.duvall@wku.edu](mailto:monica.duvall@wku.edu)

## Internship Learning Experiences and Responsibilities

Please list the primary learning experiences, responsibilities and activities which the intern will experience during the internship.

### Student to fill out this section if proposing Class Credit

Student ID: Click here to enter text.

Hours Completed: Click here to enter text. GPA: Click here to enter

text.

Present Address: Click here to enter text.

City: Click here to enter text.

State/Zip: Click here to enter text.

Permanent Address: Click here to enter text.

City: Click here to enter text.

State/Zip: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

Major Courses completed/currently enrolled in: Click here to enter text.

Semester enrolled for Internship Credit: Click here to enter text.

Anticipated Graduation Date: Click here to

enter text.

Faculty Approval: Click here to enter text.

Date: Click here to enter text.

Faculty Chair Approval: Click here to enter text.

Date: Click here to enter text.

Date Completed: Click here to enter text.

Grade: ☐ P ☐ F

**Thank you for allowing a GFCB student this valuable experience!**

**We appreciate your participation in our Internship Program. If you have any additional questions, please don't hesitate to contact Monica Duvall, GFCB Internship Coordinator.**

**270-745-4136 or [monica.duvall@wku.edu](mailto:monica.duvall@wku.edu)**