

TO: Accounting Students

FROM: Professor Jeffrey Casterella, Accounting Department Internship Coordinator

SUBJECT: Accounting Department Internship Program

DATE: December 1, 2010

The Accounting Internship Program is designed to provide a method for obtaining valuable work experience that integrates with classroom learning. It is intended to allow the student to undertake professional level challenges along with encountering an organization's corporate culture. As an incentive for students to obtain a significant internship experience, the Accounting Department offers a three credit Internship course (ACT 487) for successful completion of a professional internship.

Internship course credit will be based upon the satisfactory completion of a minimum of 135 hours of relevant work experience. The accounting department highly recommends that the internship be completed during the summer between the Junior and Senior years. Students must have completed ACT 311 and ACT 312 in order to register for ACT 487. Students completing an internship during the summer must register **prior** to the beginning of the summer semester.

Registration deadlines and submission of required materials for completion of the internship follow the regular schedule for other classes. If either the completed Sponsor Evaluation or the Internship Review Paper is not received by the end of the semester, you will receive an "Incomplete" for the class.

It is expected that a student will obtain an internship position through their own efforts, and that she/he will negotiate the appropriate work expectations and salary with the internship sponsor.

ACT 487 Requirements:

- Have declared an accounting emphasis in the College of Business
- Have junior or better status in the College of Business (course prerequisites for ACT 487 are ACT 311 & ACT 312)
- Student and Sponsor prepare and submit an Internship Sponsor Form
- Receive approval from the Internship Coordinator
- Register for ACT 487
- Internship Sponsor designates a mentor for the intern
- Complete work experience (135 hour minimum)
- Receive a favorable post-internship evaluation from the Sponsor
- Ask the Sponsor to submit a Sponsor Evaluation to the Internship Coordinator
- Complete the Internship Review Paper

While performing an internship, the student will be under the direct supervision of the sponsoring organization and responsible to their employee guidelines for performance and conduct.

Required ACT 487 Milestones:

- Internship Sponsor Form (before the start of the internship)
- Sponsor Internship Evaluation (upon completion of a minimum of 135 hours of employment)
- Internship Review Paper which summarizes the internship experience

Sequence of Events:

It is expected that a student will pursue potential internship opportunities with the same techniques and professionalism needed to obtain a full time career position. Many companies now view internships as a part of their long term recruiting strategy, and the student is encouraged to approach potential sponsors with this in mind. Students should consider that this internship could be their most significant professional employment while in school and that it can be an important accomplishment for their resume. An internship may be with a one person company, or a large international corporation. The important consideration is the quality of the experience. Please note that self-employment will not be considered for internship.

There are many ways in which an internship opportunity may be obtained. Some of these resources are:

- CSU Career Center
- CSU Career Fairs
- CSU Student Employment Services
- Accounting Faculty
- Accounting Department Internship Coordinator
- Industry Career Fairs
- Networking with family and friends
- Internet searches
- Employment agencies

Any questions you may have regarding terms of employment, interview techniques, salary norms, etc., should be discussed with the Internship Coordinator. If you have a question as to whether an employment opportunity will be considered for internship credit, please discuss with the Internship Coordinator prior to beginning work.

Prior to commencing employment, the student and the sponsor should jointly complete the Sponsor Form. The student cannot register for ACT487 until the Sponsor Form is submitted and approved by the Internship Coordinator. For this reason, it is important to submit the Sponsor Form early so the student can avoid any late registration fees. The form should be scanned and/or emailed [or faxed] by the Sponsor to the Internship Coordinator. If the employment is not approved by the Internship Coordinator you will be notified of the reasons via email. After approval from the Internship coordinator, you need to sign up for ACT 487 on RAMweb. Once registered, you will be free to begin working.

Upon completion of the internship (or a minimum of 135 hours of employment) the student should request the sponsor to complete the Internship Sponsor Evaluation. The evaluation should be scanned and/or emailed [or faxed] by the Sponsor to the Internship Coordinator.

Also, upon completion of the internship, the student should submit their Internship Review Paper. The review paper should be emailed to the Internship Coordinator.

Students are encouraged to submit their Internship Review Paper in a timely manner during the semester they are enrolled in the ACT 487 course. **Papers [and Sponsor Evaluations] received during finals week are not guaranteed to be reviewed, and may result in an “Incomplete” in the course, which can affect graduation requirements.** A grade will not be awarded for ACT 487 course until all requirements have been met.

If you have any questions, please let us know.

Professor Jeffrey Casterella
Accounting Department Internship Coordinator
Jeff.Casterella@colostate.edu
970-491-5242 (phone)/970-491-2676 (fax)

Sharon Wilson
Department and Internship Administrative Assistant
Sharon.Wilson@colostate.edu
970-491-5102 (phone)/970-491-2676 (fax)

Internship Sponsor Form
Internship Program Course (ACT 487)
Accounting Department - College of Business
Colorado State University

(The student cannot register for ACT487 until the Sponsor Form is submitted by the Sponsor and approved by the Internship Coordinator. For this reason, it is important to submit the Sponsor Form early so the student can avoid any late registration fees. The form should be scanned and/or emailed [or faxed] by the Sponsor to the Internship Coordinator. A mentor needs to be assigned to the student intern for the duration of the internship. This form should be reviewed with the student intern.)

Date: _____

Student name: _____ **ID#** _____

Student email address: _____

Student phone number: _____

Sponsor organization: _____

Department name: _____

City: _____ State: _____ Zip: _____

Internship mentor: _____

Mentor email address: _____

Telephone: _____ Fax: _____

Date employment started: _____

Estimated date intern is expected to meet the 135 hour minimum employment: _____

(The following questions may be answered on an attached page, if desired):

What are the accounting responsibilities and professional expectations during this internship (attach a position description, if available):

How will you convey milestones and expectations to the intern?

Will the intern be part of a project team(s) (describe):

Do you have a performance review process for interns (describe):

Compensation to be paid:
Hourly rate: \$ _____
Salary: \$ _____

Please attach any additional pertinent information. Scan and/or email [or fax] to the Internship Coordinator at Jeff.Casterella@colostate.edu [fax: 970-491-2676].

Questions may be addressed to:

| | |
|---|--|
| Professor Jeffrey Casterella Accounting Department Internship Coordinator Jeff.Casterella@colostate.edu 970-491-5242 (phone)/970-491-2676 (fax) | Sharon Wilson Department/Internship Administrative Assistant Sharon.Wilson@colostate.edu 970-491-5102 (phone)/970-491-2676 (fax) |
|---|--|

Date Received: _____

Internship Sponsor Evaluation
Internship Program Course (ACT 487)
Accounting Department - College of Business
Colorado State University

(Internship course credit can not be issued until this evaluation is completed by the Sponsor and returned to the Accounting Department. The intern needs to complete a minimum of 135 hours of employment before review. Corporate review forms may be submitted along with this evaluation. For confidentiality purposes, the evaluation must be submitted by the Sponsor)

Date: _____

Student Name: _____

Sponsor Organization: _____

Sponsor Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Intern mentor: _____

Phone: _____ Fax: _____

Email: _____

Student Rating:

Please evaluate the following characteristics for the above named student:

Rating Scale:

- 5 = Excellent
- 4 = Very Good
- 3 = Average
- 2 = Fair
- 1 = Unsatisfactory

| <u>Characteristics</u> | <u>Rating</u> |
|--|---------------|
| Willingness to learn | _____ |
| Relations with others | _____ |
| Speed of completing responsibilities | _____ |
| Ability to perform without supervision | _____ |
| Willingness to receive guidance | _____ |
| Job skills | _____ |
| Reliability | _____ |
| Judgment | _____ |
| Enthusiasm | _____ |
| Courtesy | _____ |
| Over-all performance | _____ |

Was the intern's performance reviewed with them during the internship? (describe):

What characteristics did you like most about this student?

In what ways could the student improve themselves?

Has this student worked a minimum of 135 hours? Yes _____ No _____ (if no, how many hours?)

Please attach any additional pertinent information. Scan and/or email [or fax] to the Internship Coordinator at Jeff.Casterella@colostate.edu [Fax: 970-491-2676].

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Date Received: _____

Internship Review Paper
Internship Program Course (ACT 487)
Accounting Department - College of Business
Colorado State University

This written summary of your internship experience should be presented in “memo” format and be between 2 and 5 pages in length. Both your name and email address should be included in the “from” header on the memo. The sequence of issues to be addressed is as follows:

- **Background**
 - a. Name, location, and mission of sponsor company
 - b. How would you rate the internship experience?
 - c. Describe the interview process
 - d. Did the work location involve you moving to a new location?
 - e. If “out of town”, did the company provide any housing assistance?

- **Project Description**
 - a. Describe the project(s) you worked on
 - b. What were your primary responsibilities?
 - c. Describe the team(s) you worked with
 - d. Describe the role of the team leader in the project(s) you worked on
 - e. How well were goals established and reviewed? On what basis was this assessment made?
 - f. What type of accounting systems (including software) did you work with?
 - g. Was there any travel involved?

- **Project Tools**
 - a. What tools and/or knowledge did this project require
 - b. How prepared did you feel with these tools
 - c. If you worked with a new tool how did you learn it
 - d. Were you offered to attend any company training or seminars – what topics

- **Corporate Culture**
 - a. Describe the “corporate culture” of the sponsor as you perceived it
 - b. Would you consider working with this company full time – why or why not
 - c. Would you recommend this company to other interns – why or why not
 - d. What was the most important lesson(s) you learned about engaging in “real world” projects?
 - e. What was your favorite part of the internship experience – least favorite

- **Suggestions**
 - a. Do you have any suggestions on how the internship experience could be improved

The intern should email the review paper to the Internship Coordinator at Jeff.Casterella@colostate.edu

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