

# ACCOUNTING INTERNSHIP APPROVAL FORM (ACCO 6986)

## Graduate School of Management

**GRADUATE SCHOOL  
OF MANAGEMENT**

Only graduate Accounting, students admitted to the Marquette University Graduate School of Management (GSM) may enroll in Accounting Internship Study (ACCO 6986). Permission to register for a 6986 course must be obtained from the Accounting Program and Graduate School of Management prior to the start of a semester and start of the internship. If approved, this course may fulfill an accounting elective requirement. This course is designed to start and end within the parameters of a semester.

**INSTRUCTIONS FOR THE STUDENT:**

After completing this form and obtaining the signatures of the **instructor** and the Accounting **Program Director**, forward the form to the GSM Office. Once approved, the Graduate School of Management will forward a permission number to the student. The student must register for the course via CheckMarq by the close of registration. Students may not start the position until all documentation and registration is complete.

**STUDENT INFORMATION.** *Fill out this form on your computer before pressing the Print Form button below.*

Name \_\_\_\_\_

Address Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

MUID \_\_\_\_\_ Email \_\_\_\_\_ @marquette.edu

Phone \_\_\_\_\_

**INTERNSHIP STUDY COURSE INFORMATION.**

Select one subject from below that represents the direction of the internship:

- Tax       Auditing       General Accounting

Credit Hours      Term      Session      Year

**3 credits**

Start date       End date of Internship       *Fall, Spring, or Summer*

Internship Site  (Company Name)

Internship Hours worked/week       Total hours for internship (anticipated)

Internship Supervisor

**Department Use**

Instructor Name \_\_\_\_\_ Instructor MUID \_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

ACCO 6986 will be graded as:  IC (incomplete - continuing) - course is not finished at end of term. Student completes internship, course requirements and is graded semester immediately following internship (including summer sessions).       Graded - course requirements completed at end of registration term and grade is applied.

Signature of Dept. Chair/ Director \_\_\_\_\_ Date \_\_\_\_\_

This course applies toward an accounting elective degree requirement:       Yes       No

**For GSM Use**

GSM approval \_\_\_\_\_ Date \_\_\_\_\_

Permission #: \_\_\_\_\_ Date emailed to student: \_\_\_\_\_

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## MSA Internship Outline Form

To qualify, GSM graduate students must be in good academic standing (minimum of 3.000 grade point average and not on academic probation) and have completed at least 6 hours of graduate business course work beyond the foundation courses. All ACCO 6986 registrations are 3 credit hours; only one accounting internship can be taken while enrolled in the program.

All approved Internships must have an approved academic component equivalent to the number of credits for the Internship.

Last Name

First  
Name

MUID

### Proposed Course Outline:

- 1) Complete a 480 hour, full-time internship with a public accounting firm or private industry.
- 2) Keep a weekly log with sufficient details, sent to Dr. Yahr approximately every three weeks.
- 3) Write a ten to twelve page report dealing with answers to both questions specific to the internship and to the MU curricula. A written evaluation of your work must be attached to this paper at the end of the term.
- 4) Write two five page research papers on two major issues that arose during the internship.
- 5) Make a thirty minute research presentation using a case similar to what you have encountered in the internship.

### Grading:

- 1) Completion of the Internship is a prerequisite for the remaining items.
- 2) Grades will be assigned based upon the quality of work performed in items 2 through 5 above. Research presentation and twelve page report are given more weight than the two five page research papers and weekly log.
- 3) Final log needs to be completed shortly after the internship is finished. The papers and presentation will be done later in the semester. All work must be completed prior to the end of the semester of the internship. Work directly with Dr. Yahr regarding deadlines.
- 4) Grading is submitted at the end of the semester. Grades such as "I" Incomplete or "F" may result in academic censure.

### **Required Approvals/Signatures:**

**Student** \_\_\_\_\_

**Faculty** \_\_\_\_\_

**Department Chair/Director** \_\_\_\_\_

**GSM Office** \_\_\_\_\_