



GRADUATE SCHOOL
OF MANAGEMENT

ACCOUNTING INTERNSHIP WORK PERIOD APPROVAL FORM (ACCO 6987) Graduate School of Management

EARNED EXCELLENCE



THE BEST BUSINESS SCHOOLS IN THE WORLD
THE BEST ACCOUNTING PROGRAMS IN THE WORLD

Only graduate Accounting, students admitted to the Marquette University Graduate School of Management (GSM) may enroll in Accounting Internship Study (ACCO 6987). Permission to register for a 6987 course must be obtained from the Accounting Program and the Graduate School of Management. If approved, this course may fulfill an accounting elective requirement. ACCO 6987 represents an Internship designed to extend past the end of the registration term. Specific conditions are assigned beyond completion of the Internship and are outlined below. The semester immediately following this registration, the student registers for ACCO 6988, which is the grading period for the internship. Failure to do this may result in an "F" or "UNS" grade for ACCO 6987 which results in academic censure for the student.

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 end of open registration.

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 _____

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: _____

Graduate School of Management

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 6987 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) Student is assigned an IC grade at the end of the internship 6987 registration term.
- 2) Student registers for ACCO 6988 for semester following ACCO 6987 registration
- 3) Student completes internship and requirements listed.
- 4) 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.
- 5) Grades will be assigned to ACCO 6988 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.
- 6) Pending successful completion of 2-5 and Internship requirements and passing grade for ACCO 6988, grade for ACCO 6987 will be changed to SNC (Satisfactory - No Credit). If grade for ACCO 6988 is not satisfactory, both grade for ACCO 6988 and ACCO 6987 may result in academic censure.

Required Approvals/Signatures:

Student _____

Faculty _____

Department Chair/Director _____

GSM Office _____