Carroll University BAE Internship Student Guidelines

1) **Prior to registering** for an internship (ACC480/BUS480), students must meet all of the appropriate restrictions and pre-requisites as described in the current catalog:

   a. **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.

   b. **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.)

2) **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. It may be your academic advisor, but it does not have to be your academic advisor.

3) **The faculty supervisor may help the student find an internship site; however, it is not the responsibility of the faculty supervisor to provide this service.** Students may want to contact Career Services about possible internship sites.

4) **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.

5) **The student may register** for 1-4 hours of internship credit in a semester, and a maximum of 12 hours of internship credit towards graduation. **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. Internships will be graded on an S/U basis.

6) **As part of the internship, the student will represent Carroll University in a professional, ethical and responsible manner at all times.**

7) **To complete the internship,** the student must fulfill all of the requirements and expectations as laid out in the syllabus/learning contract.

3/24/2015