

**Course Designation: ACCT 4903 (3 semester hours) / ACCT 4906 (6 semester hours)**  
**Course Title: GEORGIA INTERN PROGRAM IN ACCOUNTING**

The intern program is designed to give accounting majors an opportunity to experience the professional business environment prior to completion to their collegiate educational requirements. The experience should include responsibilities similar to those of recent graduates in the field. Internships are available in public (with a CPA firm), private industry and governmental accounting. Work in either sector would prove to be a valuable learning experience for the student. Students are responsible for securing their own internship opportunities; likewise, the compensation arrangement is exclusively between the student intern and his/her employer.

**Student Eligibility:**

The student must have:

- Completed Area F, Business Administration, of the Core Curriculum.
- Achieved junior or senior status.
- Completed ACCT 3310, Intermediate Accounting I.
- Achieved a minimum cumulative GPA of 3.0.

The work to be performed and the nature of the job must be, in the judgment of the Georgia Internship Committee, School of Business, clearly and directly relevant to the accounting profession. (Note: Upon approval by the Georgia Internship Committee, the internship is administered by the Associate Dean of Business.)

**Student Requirements:**

1. Obtain a host employer. The NGCSU Office of Placement Services and Cooperative Education (Ext. 1951, Barnes Hall) may be helpful in determining potential employers who are looking for student interns. It is absolutely the student's responsibility to secure appropriate employment. A letter from the host employer should be sent to the Associate Dean (address given at the end of the syllabus). This letter should include an explanation of the student's job responsibilities, the approximate number of hours per week the student is expected to work and the approximate starting and ending dates of the internship employment. This letter should be received by the Associate Dean no later than open registration day at the beginning of the academic semester in which credit is to be received.
2. Complete the NGCSU Internship/Cooperative Education Program Agreement Form. This form is available from the School of Business (Room 124 Newton Oakes Center). Deliver the completed form to the Associate Dean no later than two weeks prior to the first day of classes of the academic semester in which the internship will be undertaken.
3. Write a Planning Essay (one to two pages, printed copy) describing your learning objectives for this experience and explaining a proposed topic for the formal report, which is explained in item 7 below. Deliver the essay with the Program Agreement form (item 2 above).
4. Register with NGCSU for the appropriate course (as agreed upon with the Associate Dean), ACCT 4903 or ACCT 4906. Pay student fees as applicable.
5. Work professionally, cooperatively and respectfully with your employer for the duration of the internship.
6. Maintain a Journal of Activities during the internship. You must document the activities included in each day's work; therefore, students should include an entry to their Journal of Activities for each day's work. Entries should include a brief description of tasks performed. Do not include any client or customer names or any other confidential information in the Journal. If in doubt as to acceptability, check with your employer. The Journal of Activities must be turned in to the Associate Dean no later than two weeks prior to the last day of classes for the academic semester in which credit is to be received.
7. Write a formal report on the topic previously approved by the Associate Dean. (See item 3 above.) The report topic should relate to the work duties as well as outside readings/research. The report should cite outside readings in a clear, concise manner. The report must be at least 8 pages if you are seeking 3-semester hours' credit (ACCT 4903) or at least 15 pages if you are seeking 6-semester hours' credit (ACCT

4906). The report must be grammatically correct and written in a clear, concise writing style. The formal report must be submitted electronically (MS Word or pdf format) to the Associate Dean no later than two weeks prior to the last day of classes for the academic semester in which credit is to be received.

8. Write an Assessment Essay (one to two pages, printed copy) describing the degree of actual accomplishment of your learning objectives for this experience. That is, compare and contrast what you expected to learn from your internship experience with what you actually learned. The Assessment Essay must be turned in to the Associate Dean no later than two weeks prior to the last day of classes for the academic semester in which credit is to be received.
9. Request that your immediate employment supervisor complete the Performance Evaluation of Student Intern form and return it directly to the Placement Office (Career Services). (Note: Career Services will mail the Performance Evaluation form directly to your employer to allow ample time for completion. **The student must be sure the Associate Dean or Career Services has accurate information concerning name and address of immediate supervisor**). The completed Performance Evaluation must be received by Career Services no later than the last day of classes for the academic semester in which credit is to be received.
10. Unless otherwise noted all correspondence should be submitted to:

**Associate Dean  
Mike Cottrell School of Business  
North Georgia College & State University  
Dahlonega, GA 30597**

Note: All credit hours earned through the Georgia Internship will be applied to elective hours only.