



Monte Ahuja College of Business
Department of Accounting
Internship Course (ACT 490/690) Policy

1. **Internship for Course Credit** - an internship qualifies for course credit if as evaluated by the employer, it meets the following requirements:
 - a. A minimum of 8 weeks in length or 120 hours over the course of the semester/summer session.
 - b. Supervised by an individual with a college degree or Senior-level experience in accounting or finance.
 - c. Work that is at least 75% professional in nature.
 - d. The employer must agree to complete the Intern Evaluation Form.
2. **Enrollment in the Internship Course (ACT 490 or 690)** - students must send the following items to the CSU Accounting Internship Coordinator, Dr. Ben Hoffman (b.w.hoffman14@csuohio.edu):
 - a. A completed application form (see attached) and have their employer complete the bottom portion of the form.
 - b. A copy of their internship offer letter or similar documentation.
3. **Permission to Enroll** - Once the Internship Coordinator receives and evaluates the above items, they will request that the College of Business advising office provide the student with permission to enroll in the course.
4. **Semester Enrolled** - The student should enroll in the Internship Course during the same semester as their internship (Spring, Summer, or Fall).
5. **Undergraduate – Second Internship** - If an undergraduate student has already taken ACT 490, they have the option of earning course credit for a second internship by taking ACT 496 (as a general elective) if their second internship:
 - a. is with a different firm/company, and/or
 - b. includes new projects, work, etc. as evaluated by the Internship Coordinator