Coles College of Business
ACCOUNTING INTERNSHIPS
Departmental Requirements and Information

Internship jobs must be a strong match to a student’s accounting major. No academic credit will be given for a job where the student is self-employed or where a student would work for an immediate family member.

An existing job may be used for academic credit IF one of the following conditions apply:
1) Student has held the Internship-appropriate job LESS THAN ONE semester OR
2) Student who’s been with an employer more than one semester receives a promotion from the employer OR student begins substantially different duties with the existing employer.

For additional information on International Internships: Contact Emily Dolezal in the Education Abroad Office-WH 202H (eed4339@kennesaw.edu)

To be eligible to intern:
- Must be admitted to the Coles College Professional Program
- Must be a declared accounting major
- Must have an overall adjusted KSU GPA of 3.0 (exceptions may be considered)
- Must be a junior, senior or graduate student
- Must complete Accounting 3100 before doing an internship.
- Position can be full-time or part-time (running all semester in the semester academic credit is desired) working a minimum of 10 hours per week. Internship positions may be paid or unpaid positions.
- Students can earn up to 12 credits working an Internship job (although only 9 hours of internship credit applies to the BBA degree, students pursuing their CPA license may apply the extra hours toward the 150-hour education requirement). Credits apply to the BBA degree only in the “Business Electives” section.
- Based on job responsibilities plus number of hours worked per week, internship credits are assigned ranging from 1 to 12 credit hours.
- Summer internship credits. Because the summer semester is half as long as a fall or spring semester, the maximum number of credits that can be earned during the 8-week summer semester is 9.
- Internship classes are graded on a pass/fail basis. S or U is assigned by the Department Faculty Liaison responsible for the class. Grades are based on assignments, student self-evaluations and supervisor (employer) evaluations.

For additional information, please contact Kathy Hallmark (770-423-6555) or Kathie Wilcox (678-797-2301) in the Coles Career Services Lab (BB 132) or Lori Trahan in the KSU Career Services Center (770-423-6555)

Visit the KSU Career Services website at: http://careerctr.kennesaw.edu

Internship Faculty Liaison: Dr. Rich Clune, BB 210, (770) 423-6514, rclune@kennesaw.edu

(OVER for Online Application Process)
Go to The Career Service Center Website: [http://careerctr.kennesaw.edu](http://careerctr.kennesaw.edu)

1. Click on the STUDENT'S TAB
2. Click on "Co-op/Internship" in the sidebar
3. In the lower sidebar, click on "Application Process"
4. Read over the "Pre-Application Checklist" in the upper right hand corner and have that information ready before beginning the online application
5. Click on "Co-op/Internship Application On-Line" at the bottom of the page to complete the application
6. Notify your Supervisor that he/she will be receiving an email:

   From: "KSU Career Services Center"
   Subject: "Attention: Action Required for Kennesaw State University Student"
   Note: occasionally these emails go to spam, so beware...

7. Your Supervisor must send an email verifying hours worked per week, salary and approving the application before it can be processed.
8. When the application is processed, you will get a release to register, and receive an email with the CRN and information on Registration (please read this email very carefully or YOU MAY NOT RECEIVE THE TOTAL NUMBER OF CREDITS FOR WHICH YOU ARE APPROVED).

**DEADLINE FOR APPLYING:**  One week before classes begin in the semester you want the Internship credit.  Generally this would be as follows:

- **Fall Semester Deadline:**  Beginning of August
- **Spring Semester Deadline:**  Mid-December
- **Summer (8-week) Semester Deadline:**  Mid-May