

2009 Accounting Internship Program Intern Checklist

If you accept an internship opportunity, then:

- _____ 1. Submit the Internship Placement Form to Rodney Vogt, 9B Calvin
- _____ 2. Attend the *mandatory* Outbound Briefing Meeting

If you are completing an internship during the fall or spring semester as an undergraduate or graduate student and you want to:

- Remain a full-time student and avoid the readmittance process,
- Defer student loans and repayment,
- Keep your six-month grace period with financial aid,
- Remain eligible for your KSU health insurance,
- Retain your KSU e-mail account,
- Enroll with your peers,
- Graduating seniors need to be admitted to a graduate program to receive University Recognition Program status for an internship, and

then you must register with Career and Employment Services to receive either University Recognition or Academic Credit.

To receive **University Recognition**, you must:

- _____ 1. Register with Career and Employment Services
 - Contact Latoya Farris at 785-532-1686 or lfa9248@ksu.edu
- _____ 2. Review your health insurance status (for the internship)
- _____ 3. Review all scholarships rules (Dept. of Accounting requires 12 hours)
- _____ 4. Complete the Career and Employment Services reporting forms
 - See <http://www.k-state.edu/ces/students/urreportingforms.htm>

To receive **Academic Credit (3 hours unrestricted elective, credit/no credit)**, you must:

- _____ 1. Enroll in Acctg 631 (you may *not* be enrolled in any other courses)
- _____ 2. Review your health insurance status (for the internship)
- _____ 3. Review all scholarships rules (Dept. of Accounting requires 12 hours)
- _____ 4. Complete the Career and Employment Services reporting forms
 - See <http://www.k-state.edu/ces/students/urreportingforms.htm>
- _____ 5. Give an oral presentation
 - Scheduled by the College of Business Administration
- _____ 6. Maintain a daily log of your internship experience
 - Submit to Rodney Vogt, 9B Calvin
 - Due on the same day as the CES Final Report
- _____ 7. Prepare a ten-page paper on how your internship experience helped put your academic coursework in perspective
 - Submit to Rodney Vogt, 9B Calvin
 - Due on the same day as the CES Final Report

Enrollment for the summer 2009 and fall 2009 semesters begins March 23, 2009. If you are a **spring 2009 intern**, you must contact your assigned academic advisor **prior** to March 23, 2009 to have the advising flag removed. **You** may then enroll during *your regularly scheduled enrollment time*.