UWF Department of Accounting & Finance
Internship Student Information Form

Student Name__________________________ UWF ID# 970
UWF email: _________________________@students.uwf.edu Phone # ____________________________

I am currently a:
_____ Freshman (less than 30 hours) _____ Sophomore (30-59 hours) _____ Junior (60-89 hours)
_____ Senior (90+ hours) _____ Graduate student/Masters in Accounting

Expected semester of graduation: ____________Current UWF GPA per SASS audit ______________

How many hours per week does the internship position require the student to work? ______________

Is the internship position paid? ______________
(Compensation in the form of wages and appropriate payroll tax withholding are required, unless the
position is with a not for profit organization.)

Internship Basics

Senior status and a minimum GPA of 2.75 are generally required to participate in an internship for
credit. For accounting majors, the department prefers that the student has successfully completed ACG
3101 and preferably either FIN 3403 or another upper level ACG course. For Finance majors, the
department recommends that the student has successfully completed at least FIN 3403 and preferably
at least one additional upper level FIN course. A 3.0 major GPA is preferred.

If the faculty advisor deems that the student is eligible to participate in a for credit internship, in order
for the faculty advisor to determine if the position is worthy of academic credit, then the student will be
required to obtain additional information from the employer including a job description and the terms
of employment such as the pay rate and working hours. The Department will also require that the
employer sign an Internship Employer Participation Agreement. Once the position is approved for credit
and all paperwork received, then the faculty advisor will request the student’s academic advisor to
register the student for ACG or FIN 4941 for 1 to 3 semester credit hours. For a Fall or Spring semester,
the student must work a minimum of 12 hours per week for 15 weeks to qualify for 3 credit hours. For
additional information as to the number of credit hours and number of working hours required, go to
the following link: uwf.edu/account/internships.cfm

At the end of the semester, the student is responsible for submitting a report and evaluation forms to
the department chair who will review the student’s report and forms and then submit either a
satisfactory (S) or unsatisfactory (U) grade for the course ACG 4941 or FIN 4941.

The student agrees to comply with each of the following requirements:

• Communicate with their academic advisor to determine how the credit can be applied to the
  student’s degree plan (SASS audit)
• Maintain good academic standing during and good conduct standing with UWF
• Comply with all policies of the employer organization
• Notify the supervisor if unable to work as scheduled

• Remain enrolled at UWF during the duration of the internship position

• Notify the faculty internship advisor if the internship ends earlier than planned, if significant changes in responsibilities or learning objectives occur, or if any significant problems arise during the internship experience

• Submit a report and evaluation forms (either electronically or a hard copy) to the department faculty advisor or directly to the department chair at the end of the semester as follows:

   End of Semester Supervisor's Evaluation, Due __________________________

   End of Semester Student's Evaluation of Internship, Due __________________________

   End of Semester Internship Written Report, Due __________________________

__________________________________________  ______________
Student Signature                          Date
UWF Department of Accounting & Finance  
Faculty Advisor Recommendation  

The information below is to be completed by the Faculty Advisor:

Student name ____________________________ UWF ID# 970 ____________________________

Cumulative GPA per SASS ____________________

Advisor recommendation:

____ The student is currently eligible for an internship based on GPA, number of hours completed at UWF, and degree of completion of major.
____ I do not recommend internship eligibility at this time
____ There is insufficient knowledge to determine eligibility at this time

Advisor comments:

Faculty Advisor Signature ____________________________  
Monica Salomon

Date