

WEST CHESTER UNIVERSITY
SCHOOL OF BUSINESS
DEPARTMENT OF ACCOUNTING

Internship Information Form

I, _____, request to be admitted to ACC 400, Accounting Internship.

To enroll, I must have met the following requirements:

1. Secured a position related to accounting (Different from any previous intern experience)
2. Completed the Internship Enrollment Form
3. Met with the Internship Director
4. Become aware of the following requirements:
 - a. The internship may either be 3 credits (for 180 hours) or 6 credits (for 360 hours)
 - b. Have no more than a total of 6 credits of internship (ACC 400) count towards the completion of the Accounting Degree
 - c. Have no more than 12 credits of internship at West Chester University, where internship credits taken beyond the allowable 6 credits will count to the additional 30 credits of the 150 credit hour program.
 - d. Submit written reports at regular intervals
 - e. Receive a copy of the syllabus
 - f. Have the employer complete and evaluation form.

By my signature, I recognize the requirements of the internship and agree to the above requirements.

_____ (Signature)

_____ (Print Name)

ID Number: _____

Please Print:

Company Name : _____

Co-op: YES / NO

Supervisor: _____

Outside of a 40 mile radius of WCU

Number of Credits requested: _____

YES / NO