

To be admitted to the Internship for College Credit Program, a student must have successfully completed BUS 302, BUS 302L and passed the Writing Proficiency Exam (WPE) and arranged for a Faculty Sponsor (Accounting or Information Systems full-time faculty member for your major.) The student must obtain a position with an employer or organization to do applicable work in their major for a minimum of 6 weeks with 150 hours or more of work experience.

The requirements for students applying for enrollment in the ACCT 498C or IS 498C Internship course during the Spring 2015 semester are:

1. Submit all of the following documents to the Ernst & Young Center for Careers in Accounting and Information Systems no later than three days before the last date to add a class, Wednesday, February 4, 2015 (<http://www.csun.edu/anr/soc/calendar.html>). Complete all of the requirements outlined on the AIS Internship Form including:
  - Completed Internship Application Form with signature from your Faculty Sponsor (Faculty Sponsor must teach in your major of accounting or information systems).
  - Letter from Employer/Organization – on letterhead outlining description of the internship responsibilities, start and end dates, and signature of Supervisor or Human Resource Director.
  - Current Degree Progress Report (DPR).
  - Current Class Schedule.
  - A 250 - 500 word essay outlining your goals and projected outcomes for the internship experience.
2. After receiving a Class and Permission number from the E&Y Center from Careers personnel, add the class (ACCT 498C or IS 498C) in SOLAR.
3. Meet and/or communicate with your Faculty Sponsor throughout the semester per his/her requirements.
4. Write a 10 - 12 page summary of your internship experience including: discussion of goals achieved, lessons learned, how the experience may affect academic and career path choices, etc. Submit your summary to your Faculty Sponsor by the last day of instruction, **Friday, May 8, 2015**. Make sure that you schedule time to meet with your Faculty Sponsor to discuss your internship.
5. Meet with your Faculty Sponsor so that he/she can assign a grade and sign your copy of the Internship Application Form (see "Final Evaluation" at bottom of form) you previously submitted to the Ernst & Young Center for Careers. (If you do not have a copy of the Form, you may request a copy from the Center.)
6. Submit the signed Internship Application Form and a copy of your summary to the Ernst & Young Center for Careers by **Friday, May 15, 2015**.

At any time during the semester, you may set up a meeting with your faculty sponsor to discuss goals, internship experiences, concerns, etc. In the event your faculty sponsor is unavailable, please contact Luella Jones, Ernst & Young Center for Careers in AIS in JH 2224 or at [Luella.Jones@csun.edu](mailto:Luella.Jones@csun.edu).