Qualifications Required:

- Completed BUS 302 and BUS 302L;
- Successfully completed the UDWPE;
- Obtain an Accounting or Information Systems internship position with an organization;
- Internship duration/span: minimum of 6 weeks;
- Internship hours: minimum of 150 hours of work must be completed during the semester that you are enrolled in the course;
- Current employer internship: you must take on new responsibilities at your current workplace during the semester that you are enrolled in the course.

To Apply:

Submit all the following documents to the Accounting and Information Systems Department (BB 3123) no later than three (3) days before the last date to add a class for the semester: Tuesday, February 6, 2018.

1) Signed Internship Application Form.
2) Signed Student Acknowledgement of Attendance Dates.
3) Signed Internship Code of Conduct.
4) Letter from organization on company letterhead, providing a description of the internship/new job responsibilities, start and end dates, and signature of the Supervisor or Human Resource Manager/Director
5) Current Degree Progress Report (DPR).
6) Class schedule for the semester you plan to take this course.

To Enroll:

- Receive a permission number via email from jaime.blechman@csun.edu.
- Register for the course using your permission number in SOLAR before 5:00pm PST on Friday, February 9, 2018.

(Note that your permission number will not be valid after this date. Failure to register by this date could result in additional fees.)
Instructions: Submit to the AIS Department Office (JH 3123) the following documents: a) Internship Program Application; b) Student Acknowledgement of Attendance Dates; c) Internship Code of Conduct; d) Letter from employer confirming your internship; d) Current copy of DPR; 3) Class schedule for Spring 2018. To receive class credit, you must also officially ADD this internship class (ACCT 498C or IS 498C) after receiving the permission number by Friday, February 9, 2018; and attend all classes.

<table>
<thead>
<tr>
<th>STUDENT’S NAME</th>
<th>CSUN I.D. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREE ADDRESS</td>
<td>SEMESTER</td>
</tr>
<tr>
<td>CITY, STATE, ZIP CODE</td>
<td>PHONE/CELL</td>
</tr>
<tr>
<td>CSUN EMAIL ADDRESS</td>
<td>@my.csun.edu</td>
</tr>
<tr>
<td>ACCT 498C</td>
<td>IS 498C</td>
</tr>
</tbody>
</table>

EMPLOYER ORGANIZATION

EMPLOYER STREET ADDRESS

EMPLOYER CITY, STATE, ZIP CODE

SUPERVISOR’S NAME | PHONE

EMAIL ADDRESS

# OF HOURS PER WEEK | START DATE | END DATE

INTERSHIP PAID UNPAID

HOW DID YOU LEARN ABOUT THIS INTERSHIP?

Briefly describe the nature of the proposed internship:

List a minimum of 6 goals you plan to achieve during your internship: (Include both technical and interpersonal goals)

1) 
2) 
3) 
4) 
5) 
6) 

STUDENT’S SIGNATURE DATE

INTERNSHIP DIRECTOR APPROVAL SIGNATURE DATE

AIS Internship Form Spring 2018
Student Acknowledgment of Accounting and IS 498C

I agree to abide by the requirements that govern the David Nazarian College of Business and Economics Internship Program and have received a copy of these requirements. I agree to enroll in the appropriate internship course, perform 150 hours of work as assigned by the company and turn in all forms, required papers, and reports to the Internship Director at the required times. I understand that failure on my part to complete any requirement in a timely manner will result in the assignment of a no-credit grade. In accepting this internship, I acknowledge full release of any liability on the part of the company/agency, California State University, Northridge, and the David Nazarian College of Business and Economics for any injury sustained while engaged in any activity associated with this internship. I understand that CSUN provides no insurance coverage for me, including Worker’s Compensation or personal liability.

I, ____________________________, acknowledge that attendance in all 4 sessions is mandatory to receive credit for Acct 498C/IS 498C. The following are the class dates for Spring 2018 semester:

- February 16, 2018
- March 2, 2018
- April 20, 2018
- May 4, 2018

Student Signature: ____________________________ Date: ________________
Internship Code of Conduct

We expect students from the David Nazarian School of Business and Economics that are participating in internships to receive college credit to act in a professional and ethically responsible manner while conducting internship work. Your conduct should make the employer want to host future interns from this college.

- Follow through on commitments
- Do not conduct personal business during work hours (cell phones, e-mail, internet)
- Keep a positive attitude
- Keep an open mind, avoid jumping to conclusions, and try to make informed judgments
- Be observant – see how people organize their ideas and respond to situations
- Communicate – keep people informed in a useful succinct way, listen, and ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior, and attempt to improve performance
- Accept constructive criticism and continuously strive to improve performance
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge
- Abide by any other terms of employment and regulations required by the Employer
- Be professional

Read Carefully:

I understand that I am representing California State University, Northridge at the internship site. I agree to act in a responsible manner and abide by all rules and regulations that govern said internship site.

Student Signature: ____________________________ Date: __________________

AIS Internship Form Spring 2018
Internship Completion Form

Instructions: Once your internship is complete, have the below form filled out by your internship supervisor. Upload completed form to Canvas.

Student’s Name: ____________________________________________________________

Company Name: ____________________________________________________________

Supervisor’s Name: ___________________________________ Supervisor’s Title: __________

Email Address: _____________________________________________________________

Phone Number: ____________________________________________________________

Start Date: ___________ End Date: ___________

# Of Completed Hours of Service (time span over 6 weeks):

__________________________________________________________________________

Job Duties:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Any Other Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Supervisor’s Signature: ___________ Date: ___________

Name of Company: ___________________________________________________________________

Title: ___________________________________________________________________

AIS Internship Form Spring 2018