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). 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 Fall 2015 semester are:

1. Submit all of the following documents to the EY Center for Careers in Accounting and Information Systems no later than three days before the last date to add a class, which is Tuesday, September 8, 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 (incomplete applications will not be processed.)
   - Letter from Employer/Organization – on letterhead outlining description of the internship/job responsibilities, start and end dates, and signature of Supervisor or Human Resource Director.
   - Signed Letter of Understanding – employer and student signatures required.
   - Signed Internship Code of Conduct – employer and student signatures required.
   - Current Degree Progress Report (DPR).
   - Current Class Schedule (for Fall 2015).
   - 250 - 500 words detailing your goals and projected outcomes for the internship experience. Be specific! Consider technical and interpersonal goals.

2. After receiving a Class and Permission number from the EY Center from Careers personnel, add the class (ACCT 498C or IS 498C) in SOLAR before September 11, 2015. Your permission number will only be valid through Friday, September 11, 2015.

3. By the first day of the semester or as soon as you are registered for the class, login to the course Moodle page at http://moodle.csun.edu and review the course syllabus.

4. Attendance is required for each of the four class sessions. Failure to attend all sessions will result in a grade of NO CREDIT. Class sessions will be held on Fridays 6:30-9:30 p.m. on September 11, October 9, November 13, and December 4.

At any time during the semester, you may set up a meeting with Professor Lucy Nalbandian at Lucy.Nalbandian@csun.edu to discuss goals, internship experiences, concerns, etc. In the event your professor is unavailable, please contact Luella Jones, EY Center for Careers in AIS in JH 2224 or at Luella.Jones@csun.edu.
INSTRUCTIONS Submit to the EY Center for Careers in Accounting & Information Systems (JH 2224) the following documentation: a) Completed Program Application; b) Letter from employer confirming your internship (including dates of internship, number of hours per week, duties); c) Signed Letter of Understanding; d) Signed Internship Code of Conduct; e) Current copy of DPR; f) Class schedule for Fall 2015; and, g) Goals and projected outcomes. To receive class credit, you must also officially ADD this internship class (ACCT 498C or IS 498C) after receiving the permission number and before September 11, 2015. Then, attend ALL class sessions.

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<thead>
<tr>
<th>STUDENT'S NAME</th>
<th>CSUN I.D. #</th>
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<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>SEMESTER</td>
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<td>CITY, STATE, ZIP CODE</td>
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<td>ACCT 498C</td>
<td>IS 498C</td>
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<td>PERMISSION #</td>
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<th>EMPLOYER ORGANIZATION</th>
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<td>EMPLOYER STREET ADDRESS</td>
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<td>EMPLOYER CITY, STATE, ZIP CODE</td>
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<tr>
<td>SUPERVISOR'S NAME</td>
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<td>EMAIL ADDRESS</td>
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<tr>
<td># OF HOURS PER WEEK</td>
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<td>INTERNSHIP _____ PAID _____ UNPAID</td>
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HOW DID YOU LEARN ABOUT THIS INTERNSHIP? ____________________________

Briefly describe the nature of the proposed internship: ___________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

STUDENT'S SIGNATURE ____________________________ DATE __________

APPROVAL - INTERNSHIP / CTR FOR CAREERS OFFICE ____________________________ DATE __________
Letter of Understanding

Internship Organization Agreement

This company or agency agrees to engage the student as an intern under the same conditions and rules that govern other employees without regard to race, creed, color, or sex. We also agree to provide work site supervision and a varied work experience related to their major in accounting or information systems. We agree to provide certification when the student has completed the minimum 150 hours of work required for the awarding of academic credit. We agree not to hold California State University, Northridge (CSUN) or any of its employees responsible for any injury, damage or loss the intern may cause to the internship company, its employees, or property. We also understand that CSUN provides no Worker’s Compensation or personal liability coverage for the student.

__________________________________________________________________
Company Name (Please Print)                     Phone number
__________________________________________________________________
Street Address                                         Fax Number
__________________________________________________________________
City, State, Zip
__________________________________________________________________
Name and Title of Company/ Agency Representative     E-mail Address
__________________________________________________________________
Signature of Company/ Agency Representative           Date

Student

I agree to abide by the requirements that govern the David Nazarian College of Business and Economics’ Department of Accounting & Information Systems Internship Program. I agree to enroll in the appropriate ACCT or IS 498C course, perform a minimum of 150 hours of work as assigned by the company and turn in all forms, required papers, and reports to the Internship Director and/or instructor 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, the David Nazarian College of Business and Economics, or the Department of Accounting & Information Systems for any injury sustained while engaged in any activity associated with his internship. I understand that CSUN provides no insurance coverage for me, including Worker’s Compensation or personal liability.

__________________________________________________________________
Name (Please Print)                     Student ID Number
__________________________________________________________________
Street Address                                         Phone Number
__________________________________________________________________
City, State, Zip
__________________________________________________________________
Signature of Student           Date

CSUN

The David Nazarian College of Business and Economics, Department of Accounting & Information Systems will provide guidance and supervision for any requirements with the student’s obtaining academic credit for this internship. We will assist the participating company with all related matters and help appraise the student’s performance.

__________________________________________________________________
Signature of Department Internship Director             Date
Internship Code of Conduct

As an intern you will be expected to act in a professional and ethical manner. Your conduct should make the employer want to host future interns from this college.

The following is expected of you as an intern representing California State University, Northridge, David Nazarian College of Business and Economics, Department of Accounting & Information Systems.

- Remain drug and alcohol-free, and avoid the use of controlled substances
- Maintain confidentiality of work-related projects and personnel
- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions
- Understand what constitutes a permissible work absence and why to notify if absent, be prompt with being on time to work and with assignments; give it your best effort
- Changes in work schedule, supervision, or problems at your site must be reported to the Internship Director
- If you feel victimized by a work-related accident, contact the Director of Internships immediately
- Dress appropriately for the work setting
- Follow through on commitments
- Do not conduct personal business during work hours (cell phones, e-mails, 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
- See to enhance your professional effectiveness by improving skills and acquiring new knowledge
- Abide by any other teams of employment regulations required by the Employer

I agree to the above stated Internship Code of Conduct and will make every effort to abide by it.

Student Signature ____________________________ Date ________________

Internship Supervisor Signature ____________________ Date ________________

*Please contact the EY Center for Careers in Accounting & Information Systems at 818.677.4345 if you encounter any problematic situations with your intern.