

**CLEVELAND STATE UNIVERSITY
DEPARTMENT OF ACCOUNTING
PROFESSIONAL ACCOUNTING INTERNSHIP**

ACT 490 - ACCOUNTING INTERNSHIP

ACT 690 - PROFESSIONAL ACCOUNTING INTERNSHIP

COURSE DESCRIPTION: Prerequisite: Permission to register must be obtained from the Director of Accounting Internships early in the semester **prior to enrollment** in the course. Requires professional accounting work experience in an organizational environment which extends the curriculum and provides meaningful experience related to the student's area of interest. Term report required.

SPONSORING PROFESSOR: You need to contact an Accounting professor who is willing to oversee your internship and to make certain your proposed internship is acceptable.

INTERNSHIP DIRECTOR: Professor Daniel A. Kaminsky, Department of Accounting (BU 515), College of Business, Cleveland State University, 2121 Euclid Ave., Cleveland, Ohio 44114, Phone: 216.687.2081, Fax: 216.687.9212, E-Mail: actinterndir@csuohio.edu.

Faculty Member Office Phone E-Mail:

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Prof. Laura Rickett	BU 527	216.687.3672	l.rickett@csuohio.edu

INTERNSHIP COURSE REQUIREMENTS

1. RESEARCH PAPER REQUIREMENT: You are required to prepare a research paper on an accounting topic you choose of at least 7 pages. You may choose any relevant topic, but it must be approved by the professor overseeing your internship. You will be required to research this accounting topic using authoritative sources of which no more than three can be from internet sources. You must site these sources in your paper and provide a copy of the sources to your professor. Try to get at least 5-10 sources to read on your subject matter. **Intern students are required to complete a Research Paper at the end of their internship experience.** The report should be a minimum of ten pages in length, one inch margins and be double-spaced. The report should address the following areas: brief description of the internship assignment(2-3 pages), a research paper on a topic related to your internship experience (for example, if you are doing an audit internship – write a paper on an audit topic – SOX 7-8 Pages), and assessment of your internship experience (evaluation forms will be provided).

2. SUCCESSFUL COMPLETION OF THE INTERNSHIP EXPERIENCE:

See attached Forms A & B. Forms A & B must be completed and signed before you can be registered. Also, your Form B **must** have attached a written proposal stating the job, objectives and what will be turned in. An evaluation package will be sent to the employer and student at least 30 days before the end of the internship by the Internship Director. The employer and student must complete these evaluations on the last day of the internship, but no later than the Thursday before finals week, and mail or fax to the Internship Director. **Form B must be completed and returned to the Accounting Department office prior to registering for class.**

FORM B

CLEVELAND STATE UNIVERSITY DEPARTMENT OF ACCOUNTING PROFESSIONAL ACCOUNTING INTERNSHIP

Student must complete and return this form to department office prior to registering for class.

Student Name: _____ ID #: _____

Semester: _____ Number CR. HRS. _____

Course #: _____ (ACT 490 Undergraduate/ ACT 690 Graduate / NC =(Not for Credit)

Employer: _____

Supervisor: _____

Please attach proposal addressing all of the following areas:

I. LEARNING OBJECTIVES OF INTERNSHIP

II. DELIVERABLE(S) – REPORT, READINGS, ETC.

Student: _____ Date: _____

Professor: _____ Date: _____

Chair/Director: _____ Date: _____

Deliverable(s) Received _____ By _____
Date Professor

_____ By _____
Date Chair/Director

Final Grade Submitted _____
Date