

KUST Internship Program

Accounting Department

General Rule;

Students are eligible to participate in Internship Program (IP) if they complete the core courses and 70 Credit Hours.

❖ Core Courses of Accounting Department

- ✓ Financial Accounting, (ACC1300)
- ✓ Managerial Accounting, (ACC2305)
- ✓ Intermediate Accounting, (ACC2310 or ACC2311)
- ✓ Cost Accounting or Financial Statement Analysis, (ACC3325 or ACC3330)
- ✓ Professional Communication

❖ Instruction for Eligible Students

- Internship is an academic requirement in KUST. All junior students must enroll in it prior to, and as a pre-requisite for, their graduation projects
- **Ordinarily**, the student must be of Junior or Senior standing, with no less than 75 successfully finished credit hours.
- The student must have successfully completed all core courses for up to junior level in her/his department. Core courses are designated by the departments.
- Students are required to spend no less than 200 hours, within 6 weeks, at the applied setting. Note that the 200 hours must be spent working on tasks for the internship site. Completing tasks for the academic portion of the internship (e.g., writing in the journal, identifying and completing readings, researching and writing the final paper) do not count toward the required 200 hours for an internship.
- Students must attend orientations, workshops intended to prepare them for success in their internship experience, or provide sufficient evidence that they have the required skills and documents.
- A student can apply for any position posted by the internship program, or help find leads. In case of finding business leads, the program would post the new openings and would not prevent competition between students to win the new opening.
- After application and submitting CVs, students are asked to attend interviews by the companies they applied for. Ordinarily the student has the right to choose between internship offers given to her/him, but must inform the Internship program and the other businesses that s/he received offers from.
- Students must demonstrate the highest work ethics and professional attitude during internship.
- Professionalism does not mean accepting cruel, harsh or illegal treatment from the work site.

- Students are required to bring a journal to the workplace and document start & end time of their daily work, the duties assigned to them every day, level of completion of the duties, and the areas of academic help the student identified for finishing what was not done. The student's work supervisor must sign the journal on daily bases.
- If a student could not successfully complete a task that her/his academic supervisor can help with, s/he must meet with the academic advisor to get help.
- At the end of the internship program the student is required to fill out two forms; one evaluating the internship site and the second to evaluate her/his academic advisor.
- At the end of the program students are required to present a minimum of 6 page report on a scientific subject that they were exposed to during their internship. The goal is that the internship paper would be developed in the coming semesters to their graduation project.

❖ **Instruction for Companies and Government**

- Fill out a form indicating the number of available openings for internship with your company, the nature of the duties that would be assigned to students, and the scientific backgrounds needed for successful completion of the duties.
- If approved, the Internship openings will be offered to all students eligible for internship.
- CVs of all students interested in the internship positions offered by your company will be sent to you from Komar University. We ask you to interview all applicants, or make a shortlist and interview the shortlisted candidates for the internship positions.
- After accepting an intern, please make sure that the intern has a safe working environment and is equipped with what s/he needs to successfully finish the duties assigned to them.
- Students are required to bring a journal to the workplace and document start & end time of their daily work, the duties assigned to them every day, level of completion of the duties, and the areas of academic help the student identified for finishing what was not done. The student's work supervisor must sign the journal on daily bases.
- The student's journal must be kept on site and be available for inspection by the academic advisor during his/her regular visits to the internship site.
- Students must be treated as any employee, and all workplace regulations and protections must apply to them too.
- Students are required to finish 200 hours or 6 weeks of actual work with your company. You have the right to fire an intern if s/he did not perform in a manner expected from them that is explained in advance to them.
- At the end of the program work supervisors are required to fill out two forms; one to evaluate the student intern, and the second to evaluate the academic supervisor.