## Internship Program

### Internships

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<tr>
<th>School of Business</th>
<th>ACC 395: Accounting Internship I</th>
<th>BUS 391: Internship in Sustainable Business</th>
<th>MBA 695: Internship in Taxation</th>
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<tbody>
<tr>
<td></td>
<td>ACC 396: Accounting Internship II</td>
<td>BUS 392: Internship in Marketing</td>
<td>BUS 397: Internship in Sport Management/Advanced Field Experience</td>
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<td>FIN 395: Finance Internship I</td>
<td>BUS 393: Internship in Sport Management</td>
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<td>FIN 396: Finance Internship II</td>
<td>BUS 394: Internship in International Business</td>
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<td>ACC 295 (1-3 credits) – NEW!</td>
<td>BUS 395: Business Internship I</td>
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<td>FIN 295 (1-3 credits) – NEW!</td>
<td>BUS 396: Business Internship II</td>
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<td>RMI 395: RMI Internship I</td>
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### Eligibility

- Limited to ACC/FIN majors and ACC minors (*must be a major to enroll in ACC 295 or FIN 295)
- Junior or senior standing (exception: ACC 295/FIN 295 can be sophomore standing)
- Minimum GPA of 2.5
- Student may not enroll after completing degree requirements

- Limited to School of Business majors and Marketing and Business Admin minors (*must be a major to enroll in ACC 295 or FIN 295)
- Junior or senior standing (exception: BUS 295/RMI 295 can be sophomore standing)
- Minimum GPA of 2.33
- Student may not enroll after completing degree requirements

- MBA student
- Completion of foundation courses
- Minimum GPA of 3.0
- Student may not enroll after completing degree requirements

- Sport management majors
- Junior or senior standing
- Minimum GPA of 2.33
- Student may not enroll after completing degree requirements
- Pre-req: BUS 311

### Maximum number of credits to be earned

- Maximum of 9 credits can be taken towards degree requirements. Three credits per internship. (exception: any 295 internship can be 1-3 credits, 47 internship hours/credit hour. Repeatable up to a total of 3 credits.)

### Credit limitation

- Only 9 credits of internship courses, regardless of course designation, may count toward the 120 credits needed for graduation. Only 3 credits may count toward major requirements. The other 6 credits count as general electives.

### Minimum number of hours on site

- 140 hours (e.g. 10 hours/week for 14 weeks)—for three credit hour internships
- ACC students can enroll in ACC 395 & ACC 396 concurrently if completing a FT internship (min. of 400 hours) in one semester.
- ACC/BUS/FIN/RMI 295: 1-3 credits. 47 internship hours/credit hour. Repeatable up to a total of 3 credits.

### Pay

- Paid or unpaid

### Type of position/employer

- New employer, or new experience with current employer

### Grading

- Pass/fail
- Graded

### Assignments

- 1) Scheduled meetings between student and faculty
- 2) Learning contract negotiated with faculty sponsor (i.e. learning goals, self-directed learning activities and evaluation process)
- See Sport Management handbook

### Registration forms

- "Internship Approval Form" requires signatures of the student, employer, faculty sponsor, and academic advisor, after internship is obtained. The form and learning contract example can be found at [usm.maine.edu/sb/internships-career-services-forms](http://usm.maine.edu/sb/internships-career-services-forms)

### Registration

- To register: Schedule an appointment with Melissa Burns, Internship Coordinator, by calling the School of Business office at 207-780-4020. Be sure to bring signed Internship Approval Form with attached Learning Contract.

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**School of Business**

**revised 12/2015**