

**The Clarence H. Jackman Accounting Internship Program Packet  
(Effective Fall 2025 to Summer 2026)**



**Accounting Department  
College of Business Administration  
California State Polytechnic University, Pomona**

**Internship Coordinator  
Dr. Mary Im**

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## 1. STEPS TO PARTICIPATE IN THE INTERNSHIP PROGRAM

If you are a student interested in participating as an intern in the Internship Program, please follow these steps:

- 1) Review the 2025-2026 Internship Packet in its entirety. Direct any questions or requests for additional information to the Internship Coordinator via email, in person, or through Zoom.
- 2) Complete and sign the internship application form included in the Packet.
- 3) Submit your internship application (including the required resume and grade sheet) to the Internship Coordinator. This can be done in person, by email, or by putting the application in the drop box on the second floor in Building 164 at the top of the stairway, behind the elevator.
- 4) Obtain an internship position through either 1) on-campus interviews arranged by the Internship Coordinator, 2) internship positions posted to the department web site, or 3) student arranged interviews among other venues.
- 5) Complete the "Request to Register for Internship Courses" form included in the Packet. Submit the form to the Internship Coordinator.
- 6) *Once your internship is approved, you will receive an e-mail confirming the course.*
- 7) *Complete all items in the "Requirements to Obtain Internship Credit" packet which can be picked up at the Accounting Department Office (164-2064) and submit them to the Internship Coordinator.*

## **2. HOW TO GET AN INTERNSHIP POSITION**

### **1) On-Campus Interviews Arranged By the Internship Coordinator**

On-campus internship interviews are available throughout the year, but are concentrated in the Fall semester. The Fall semester interviews are primarily for positions in public accounting firms. The internship interviews are primarily being conducted through Meet the Firms, offered by the Accounting clubs, and Handshake, through the campus Career Center.

### **2) Internship Positions Posted to the Cal Poly Pomona E-Mail**

The Internship Coordinator is often contacted by firms who have positions, but will not be conducting on-campus interviews. These position descriptions are posted to the accounting department e-mail. The position descriptions include instructions as to how the student should apply for the positions.

### **3) Student Arranged Interviews**

You may be able to obtain internship credit for an accounting-related position you obtain on your own. The Career Center has many opportunities throughout the year. You may also want to look in the newspaper classified ads.

The internship must represent a new learning experience for the intern and be appropriately related to accounting practice. Normally, if you have been in a job for more than **three months**, you cannot get internship credit for it. However, your boss may be willing to significantly **change** your work responsibilities to accommodate your desire for an internship.

A position obtained by the student is not eligible for internship course credit until approved by the Internship Coordinator. Credit is not given for historical work experience. If you accept an offer from a firm you have found yourself, you must provide the Internship Coordinator with a job description on company letterhead with name, signature, phone number and e-mail address of your immediate supervisor. Work hours are not eligible for course credit until **after** the Internship Coordinator has received the job description and approved the job for internship credit.

The judgment of the Internship Coordinator as to the suitability of the job for internship credit is final.

### **3. REGISTERING FOR INTERNSHIP CREDIT**

You must obtain permission from the Internship Coordinator before you can register for internship courses. Once you have obtained an internship position, complete the “Request to Register for Internship Courses” included in the Packet.

#### **Items to consider before you register for an internship course:**

- You may not register for internship courses or record internship work hours until your “Request to Register for Internship Courses” form has been approved by the Internship Coordinator.
- One semester unit of credit is granted for every hundred twenty hours of work. So, 120 hours = 1 unit, 240 hours = 2 units, and 360 hours = 3 units. These hours may be earned over a variety of time frames. For example, one intern may accumulate 360 hours by working 40 hours per week for 9 weeks, while another may work 20 hours per week for 18 weeks.
- The maximum number of internship credit hours that can be earned for a single job experience is three. That is, to get two three-unit course credit, you have to do two different internships.
- Your grade is based on five components: employer midterm evaluation (15%), employer final evaluation (20%), internship journal (45%), oral presentation (15%) and professional conduct (5%).
- Often, a grade of “Incomplete” (I) or “Report in Progress” (RP) will be given for the semester you are enrolled in the internship because internships normally do not coincide with our academic semesters at Cal Poly Pomona. The timing of your internship credit may or may not coincide with your actual work at the firm. You should be aware that you might not receive your course credit in the same semester you enroll for your internship course. If this presents a problem for you, you should submit a written explanation of the situation to the Internship Coordinator at the time you submit a “Request to Register for Internship Courses” form to the Internship Coordinator.
- A final internship grade will be recorded only when the student has completed all the requirements for internship credit.

#### **4. REQUIREMENTS TO OBTAIN INTERNSHIP CREDIT**

In addition to working, there are other requirements to obtain credit for your internship. Prior to receiving internship course credit, you must do the following:

1. Arrange for your supervisor to submit a midterm and final evaluation of your work during the internship period.
2. Submit a paper and electronic copy of your internship journal to the Internship Coordinator. You must be able to provide support for the hours you record in your journal.
3. Submit a completed Student Internship Questionnaire and CBA Internship Survey to the Internship Coordinator with feedback on your experience.
4. Make an oral presentation to an accounting class, at a time and place arranged by the Internship Coordinator.

Additional information on these items is included in the “Requirements to Obtain Internship Credit” that must be obtained from the Accounting Department, after you have been approved to register for internship credit.

## **5. SUGGESTIONS FOR SUCCESSFUL INTERVIEWS**

### **Before the Interview:**

1. Do as much research about the firm as you can. Visit their web site, talk to the Internship Coordinator about the firm, and read about them.
2. Update your professional wardrobe. If you are unclear as to appropriate attire for the interview, check with the Career Center or the Internship Coordinator.
3. Prepare additional copies of your resume.

### **The Day of The Interview:**

1. Arrive early for your interview(s)!
2. If an unavoidable emergency will prevent you from keeping your appointment, call the Career Center. The staff can get a message to the interviewer, who may contact you to reschedule.
3. Greet the interviewer with a firm handshake. Look him/her in the eye when you talk. Demonstrate enthusiasm and energy for the position
4. Be prepared to ask some questions about the internship and/or the firm. Do not ask the interviewer about details of the internship such as schedule and pay rates. Rather, focus on characteristics of the firm, such as what kind(s) of clients they have, how large the staff is, and similar issues. If you are in doubt as to whether a question is appropriate, ask the Internship Coordinator in advance.

### **After the Interview:**

1. Send a "thank you" note (email) to each person who interviewed you.
2. Make a copy of any correspondence you receive regarding your interview. Such correspondence may include: rejection letters, offer letters, and/or letters requesting additional interviews. The Internship Coordinator may request copies of these items for your internship file.
3. If you receive one or more internship offers, make your acceptance decision quickly, but carefully. Talk with the Internship Coordinator if you are unsure as to whether to accept an offer. While the Coordinator cannot make the decision for you, (s)he may be able to offer some guidance about this important decision.
4. Once you have accepted an offer, send an email (letter) to the firm indicating your decision. Also write a short, professional rejection email (letter) to any other firms that extended you an offer. Keep copies of these letters.
5. Inform the Internship Coordinator of your decision as soon as you make it.

**Good Luck!**

The following forms need to be completed and submitted to Internship coordinator **AFTER** you have accepted an internship offer.

## REQUEST TO REGISTER FOR INTERNSHIP COURSES

### To Be Completed by Student:

Student Name: \_\_\_\_\_

Student E-Mail Address: \_\_\_\_\_ Bronco Number: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Internship Position Obtained as a Result Of:

- On-campus interviews arranged by Internship Coordinator. I have attached copies of my offer letter and acceptance letter. \_\_\_\_\_ (Initials)
- Position descriptions from Department Web Site. I have attached copies of the position description, my offer letter and acceptance letter. \_\_\_\_\_ (Initials)
- Student Arranged Interviews. I have attached a job description on company letterhead with name, signature, phone number, and e-mail address of my immediate supervisor (original - not a copy.) \_\_\_\_\_ (Initials)

I wish to register for \_\_\_\_ units of internship credit in the \_\_\_\_ semester of the year \_\_\_\_.

### To Be Completed by Internship Coordinator:

- This Internship is approved as of \_\_\_\_\_. The student may begin recording employment hours for their journal as of this date. This student is approved to register in ACC \_\_\_\_\_ CRN# \_\_\_\_\_ for the \_\_\_\_\_ semester of the year \_\_\_\_\_.
- This internship is not approved for the following reasons.

\_\_\_\_\_  
\_\_\_\_\_

Internship Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_



**INTERIM FORM – TO BE APPROVED**

**INTERNSHIP LEARNING PLAN**

Student Name:		Student ID#:	
Address:			
Phone #		Email:	
Course Instructor:		Semester:	

Business/Organization:		Phone #:			
Site Supervisor:		Phone #:			
Address:					
Approximate # of Hours:		Beg. Date:		End Date:	

**Learning Objectives:** What will you learn from this internship? How will this internship enhance your academic knowledge and professional preparation? Describe the activities or projects of this internship that support your learning objective.

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**The Site Supervisor:**

- Agrees to guide this student's work and to submit a brief final evaluation of his/her achievement upon request.
- Agrees to discuss any concerns about the intern's performance with him/her directly, and with the faculty/course supervisor, if necessary.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Faculty/Course Supervisor:**

I have examined and approve this student's learning plan.

Faculty/Course Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials \_\_\_\_\_

**The Student agrees to abide by the following guidelines and limitations:**

**Guidelines:**

- **Ask for help when in doubt:** Contact your instructor with any questions concerning your internship. Your internship supervisor understands the issues within the company/organization. You are encouraged to approach your supervisor with problems or questions as they arise. Your supervisor and your instructor can assist you in determining the best way to respond to difficult or uncomfortable situations.
- **Be punctual and responsible:** Although you may not be paid for your internship, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and your co-workers are relying on your punctuality and commitment to completing your scheduled hours throughout the internship.
- **Call if you anticipate lateness or absence:** Call the internship supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- **Respect the privacy of all clients:** If you have access to confidential information (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat this information as privileged. You should use pseudonyms in your course assignments if you are referring to customers or the people you work with at the internship site.
- **Show respect for the business/organization you work for:** Placement within an organization is an educational opportunity and a privilege. Not only are you serving the organization, but they are providing a service to you by investing valuable resources in your learning.
- **Be appropriate:** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other CPP students who may follow in the Internship Program.
- **Be flexible:** The level or intensity of activity at an internship site is not always predictable. Your flexibility to changing situations can assist the organization in working smoothly and producing positive outcomes for everyone involved.

**Limitations:**

- **DON'T** report to your internship assignment under the influence of drugs or alcohol.
- **DON'T** give or loan money or other personal belongings.
- **DON'T** make promises or commitments you cannot keep.
- **DON'T** provide transportation in a personal vehicle.
- **DON'T** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a co-worker or customer.
- **DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- **DON'T** engage in any type of business with clients during the term of your internship.
- **DON'T** enter into personal relationships with a co-worker or customer during the term of your service.

**Health & Safety Guidelines:**

- Participate in the orientation of your internship site. Make sure that you know who to contact at the site and at the university in case of an emergency.
- As provided by the internship site, observe all safety policies, regulations, safe work practices, and job instructions for your internship assignment.
- Familiarize yourself with the safe work practices/programs that affect your assignment.
- Report safety hazards and unsafe conditions to your supervisor.

- Report all injuries, no matter how minor, to your supervisor.

Student Initials \_\_\_\_\_

**The Student:**

- Agrees to act in a responsible manner while representing California State Polytechnic University, Pomona at the company/organization, and abide by all rules and regulations that govern the company in which he/she is performing the duties of his/her internship.
  - Understands the connection between the internship course, and the course objectives to be fulfilled at the internship location.
- Has read the above stated guidelines and limitations and understands his/her role as a student intern working within the company/organization.
  - Understands and acknowledges that participation in the internship with the company/organization is part of the coursework for which course credit is received; the student is **not** an employee of the University.
- Understands and acknowledges the risks associated with participation in the internship may include, but are not limited to:
  - 1.
  - 2.
  - 3.
- Agrees to devote \_\_\_\_\_ hours per week for a total of \_\_\_\_\_ hours, effective from \_\_\_\_\_ to \_\_\_\_\_ in order to fulfill the learning objectives described above.
- Agrees to complete any forms, evaluations or other paperwork required by either the instructor or the internship supervisor.
  - If you feel that your rights have been violated, or you have any trouble at your internship location, please contact your instructor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACADEMIC INTERNSHIP EMERGENCY CONTACT INFORMATION

## ACADEMIC INTERNSHIP PARTICIPANT'S INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Home Phone	( )		Cell Phone	( )	
If under 18, Your Parent's/Guardian's Name					
Academic Internship Dates		From:		To:	

## COMPANY/ORGANIZATION'S INFORMATION

Organization Name				
Contact Person		Contact Phone	( )	

## EMERGENCY CONTACTS

*Please list two emergency contacts.*

Primary Emergency Contact's Name		Relationship			
Home Phone	( )	Cell Phone	( )		
Street Address				Apartment/Unit #	
City		State		ZIP	
Secondary Emergency Contact's Name		Relationship			
Home Phone	( )	Cell Phone	( )		
Street Address				Apartment/Unit #	
City		State		ZIP	

## COMMENTS

(Include any allergies or special health considerations—or special contact information)

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## SIGNATURE

Participant's Signature		Date	
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