







#### **D. WHILE ON THE INTERNSHIP**

- The intern should minimize any time off during the internship. Student interns are expected to be “on-the-job” every day on time and prepared to meet the needs of the employer.
- Each student's performance will be reviewed by the employer and the Internship Staff. It is always the employer's prerogative to terminate an intern because of unsatisfactory performance.
- Students will complete the required Program assignments while on the internship including evaluations, reports, and providing employer information.
- Fringe benefits are not normally given to interns and should not be expected.
- Interns should not file for unemployment compensation upon completion of the internship.

#### **F. COURSES WHILE ON INTERNSHIP:**

- If registered for a Business Internship Course, students are allowed to take a maximum of two three-hour evening or online courses per semester while on full time internship. A maximum of 1 evening or online course during Summer I and 1 evening or online course during Summer II is also allowed. Part time internship students may carry a full load of classes.
- We also recommend that students who are on an internship, but not registered for a Business Internship Course, follow these same guidelines.
- No daytime classes are allowed for full time interns.
- Public accounting interns are not allowed to take any additional courses during winter semester.
- Students are not permitted to drop or withdraw from the internship without permission from the ICMC director.
- Students must stay with the same employer throughout the internship semester. Failure to do so will result in a failing grade.

#### **G. REQUIREMENTS FOR INTERNSHIP CERTIFICATE:**

- Successful completion of

