# ACCOUNTING INTERNSHIP REQUIREMENT

**ALL students** are required to complete an internship prior to graduation.

<table>
<thead>
<tr>
<th>ACCT 4V80</th>
<th>BA 4090</th>
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<tbody>
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<td>This is the <strong>ONLY</strong> internship option that will <strong>satisfy an accounting elective as well as the graduation requirement</strong>; it is a pass/fail standard internship course with <strong>strict</strong> eligibility requirements.</td>
<td><strong>Zero Credit</strong> (No fee to register) This option will <strong>ONLY</strong> satisfy the graduation requirement. It is a pass/fail course</td>
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## Eligibility

- All students must have completed **12 hours of 3xxx or 4xxx accounting courses BEFORE** the internship semester. ***
- All students must have **BOTH** a cumulative **3.0 GPA** AND a **3.0 GPA** in the 12+ hours of upper level accounting courses.
- The internship must enhance your skills and knowledge outside of the classroom. Only a minimal amount of clerical duties will be allowed.
- Student must work **100 hours for every 1 hour of course credit** (1 credit=100 hours, 2 credits=200 hours, 3 credits=300 hours).
- **MUST** have a minimum of **160 hours** of work.
- Job duties must include but are not limited to handling financial transactions, internal controls and providing customer service.

## Reporting the internship

- **Report this internship on hireJSOM,**
  a. Select the “**Internship-traditional**” option;
  b. Select “**Academic credit**”.
- **MUST** provide the offer letter and a job description
- **Report this internship on the Accounting website:** [https://jindal.utdallas.edu/application/zero-credit-internship-accounting/](https://jindal.utdallas.edu/application/zero-credit-internship-accounting/)
- **MUST** provide evidence of a minimum of **160** work hours (it can be a formal letter from your employer/manager or a copy of your paystub). Contact Van Dam @ vanchi@utdallas.edu if you have questions.

## Deliverables

- Complete online evaluation at end of internship.
- Complete a diary comprising a chronological list of all work experience gained in the internship and list ACCT 4V80 as the course.
- Prepare a paper demonstrating the knowledge gained during the internship and explaining how this experience will assist in obtaining career objectives.
- Additional requirements are noted in **TSBPA Rule 511.57(e)(12)**

***Eligible 3xxx or 4xxx courses include those courses accepted towards 30 hours of approved upper-level accounting courses with the Texas State Board of Public Accountancy. Some exclusions include: ACCT 4301, ACCT 4340, ACCT 6335; ACCT 6370 and ACCT 6388***