# ACCOUNTING INTERNSHIP REQUIREMENT

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

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

## 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/volunteer hours** (it can be a formal letter from your employer/manager). Contact Van Dam @ [vanchi@utdallas.edu](mailto: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)](https://www.tsbpa.state.tx.us/files/docs/rule/511.57e%2812%29.pdf)

***Eligible 3xx 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***