# Accounting Internship Requirement

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

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<th>ACCT 4V80</th>
<th>BA 4090</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 accounting skills outside of the classroom. Only minimal clerical or other duties are 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 during semester or session of enrollment.
- **MUST** provide a written job description on the employer’s letterhead.
- Hours to be documented by paystubs or written verification from employer.
- Job duties must include but are not limited to traditional accounting duties, handling financial transactions, internal controls, or providing customer service.

### Deliverables

- Complete a diary comprising a chronological list of work experience during the internship.
- Prepare a reflection paper discussing different aspects of the knowledge gained during the internship.
- Obtain a completed performance evaluation at the conclusion of the internship.
- Prepare a paper of 300+ words describing the knowledge gained during the internship, to be submitted no later than the last day of regular classes for the semester or session.