# 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).
- **Contact Prof. Tiffany Bortz at tabortz@utdallas.edu** if you have questions regarding ACCT 4V80.
- **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.
- **Contact Prof. John Gamino at John.Gamino@utdallas.edu; or Van Dam at vanchi@utdallas.edu** if you have questions regarding BA 4090.

**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.