

**Department of Accounting & Information Systems**  
**Application for Accounting Internship for Academic Credit**

**Academic Term:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

\_\_\_\_\_ **ACCT 4396 – Undergraduate Accounting Internship**

\_\_\_\_\_ **ACCT 5396 – Graduate Accounting Internship**

\_\_\_\_\_ **Qualified for Credit towards the CPA exam (See page 2)**

***Student Applicant***

Student Name: \_\_\_\_\_

UTEP Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

***Employer***

Supervisor \_\_\_\_\_

Firm or Company \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**All applications must be accompanied by a résumé and an unofficial transcript**

## **Accounting Internship for Academic Credit Checklist**

An accounting internship can be taken for three hours of academic credit and is considered an accounting/business elective. To meet the Texas State Board of Public Accountancy requirements for the CPA exam the student must meet the following criteria.

- Completion of 4 upper division courses in accounting
- Accounting GPA of 3.0 or better
- Overall GPA of 3.0 or better
- Not in the final semester before graduation

The internship file must contain the following documents before the Chair will authorize enrollment.

- Application form
- Résumé
- Unofficial transcript
- Employer – Acknowledgement of Understanding
- Intern – Acknowledgement of Understanding

Once the internship file is complete the Department Chair will authorize the Academic Advisor to register the student for the internship course. During the internship, the student must maintain a journal or time sheets to document the various activities. At the completion of the internship the following must be submitted to the Department to document the successful completion of the internship.

- Employer – Intern (employee) evaluation (suggested format is available on the Department web site at <http://business.utep.edu/AIS/>, click on Internships, Employers.
- Intern – Written internship paper demonstrating knowledge gained from the internship. report must be submitted to the Department. See instructions on the Department web site at <http://business.utep.edu/AIS/>, click on Internships, Students.

Once these documents have been submitted the Chair will evaluate the student's performance and issue a course grade.

### **Texas State Board of Public Accountancy Rule 511.57 Definition of Accounting Courses (Internship)**

- (12) an accounting internship program (not to exceed 3 semester hours) which meets the following requirements:
- (A) the accounting knowledge gained is equal to or greater than the knowledge gained in a traditional accounting classroom setting;
  - (B) the employing firm provides the faculty coordinator and the student with the objectives to be met during the internship;
  - (C) the internship plan is approved in advance by the faculty coordinator;
  - (D) the employing firm provides a significant accounting work experience with adequate training and supervision of the work performed by the student;
  - (E) the employing firm provides an evaluation of the student at the conclusion of the internship, provides a letter describing the duties performed and the supervision to the student, and provides a copy of the documentation to the faculty coordinator and the student;
  - (F) the student keeps a diary comprising a chronological list of all work experience gained in the internship;
  - (G) the student writes a paper demonstrating the knowledge gained in the internship;
  - (H) the student and/or faculty coordinator provides evidence of all items upon request by the board;
  - (I) the internship course shall not be taken until a minimum of 12 semester hours of upper division accounting course work has been completed; and
  - (J) the internship course shall be the equivalent of a traditional course.