

Undergraduate Accounting Internship Requirements: Matching Program Internships

Student Eligibility

- ✓ Completion of or enrollment in ACCO 3001 during the semester of Matching Program interviews.
- ✓ Attendance at a mandatory Matching Program kick-off meeting, which is typically held in January.
- ✓ Completion of 90 Credits and Senior Standing by the start date of the internship.
- ✓ Completion the following courses by the start of the internship:
 - ACCO 4000 Accounting Communications
 - ACCO 4010 Individual Income Tax
 - ACCO 4020 Advanced Accounting
 - ACCO 4050 Accounting Information Systems

Position Eligibility

- ✓ All internships posted through the Matching Program are eligible for ACCO internship credit.
- ✓ Employment is Full Time (approximately 400 hours), No Classes Are Taken Concurrently

Matching Program Process

- ✓ January: Attend the Matching Program Kick-Off Meeting.
- ✓ February-March: Apply to Handshake pre-select interview schedules.
- ✓ April: Sign-up for accepted pre-select schedules. Submit resumes to open schedules. On-campus interviews for Matching Program internships. Following interviews, students submit a ranking form with internship preferences.
- ✓ Late April / Early May: Learn about match outcomes.

Internship Requirements: Work Hours & Assignments

During and Following Completion of Field Work

- ✓ Complete online internship reporting form: <http://www.mu.edu/formassembly/816>
- ✓ Submit biweekly timesheets of activity during field work.
- ✓ Upload employer-provided performance appraisal to D2L.
- ✓ Register for ACCO 4986 in fall semester.
- ✓ Complete 10 page paper answering specific internship questions.
- ✓ Partner research and oral presentation on assigned topic.

Earning Academic Credit

- ✓ Attend the mandatory Matching Program kick-off meeting, typically held in January.
- ✓ Register for a 0-credit ACCO 3986 or 3987 course during the semester when you are interning and complete an internship survey. A survey link will be shared with the permission number e-mail.
 - **Spring Interns:** The ACCO 3987 course will label a student as “enrolled full time” within University records. During the semester in which you are enrolled in ACCO 3987, you will not be charged tuition and will not pay student services fees. As a result, you will not have access to the Student Medical Clinic, gym or the UPASS program.
 - **Summer Interns:** The 3986 course is a 0-credit course, so you will not be charged tuition.
 - **International Students:** Completion of curricular practical training (CPT) paperwork should accompany your ACCO 3986 or 3987 enrollment. This paperwork must be completed prior to your first day of work.
 - For successful completion of the internship, you will be awarded 3 ACCO elective credits through enrolling in ACCO 4986 during the fall semester. ACCO 4986 will count toward your credit load. Permission numbers will be distributed prior to the fall semester.
- ✓ **Final Semester Interns:** If you are completing the matching program internship as your last undergraduate course at MU, you will need to co-enroll in ACCO 3986 and ACCO 4986 and complete internship assignments.
- ✓ **Incoming MSA Students:** If you will complete all undergraduate credits at MU prior to your internship semester AND if you are accepted into the MU MSA program, you may use the internship credit as MSA elective credit.

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