

Undergraduate Accounting Internship Requirements

Self-Found Internships

Student Eligibility

- ✓ Completion of 90 Credits and Senior Standing by the start of the internship.
- ✓ Completion the Following Courses:
 - ACCO 3001 Intermediate Accounting
 - ACCO 4000 Accounting Communications
 - ACCO 4020 Advanced Accounting
 - ACCO 4010 Individual Income Tax
 - ACCO 4050 Accounting Information Systems

Position Eligibility

- ✓ Positions with work responsibilities equivalent to those of a first year full-time employee will be considered for Accounting elective credit.
- ✓ Students should submit the internship job description, proof of a competitive selection process and a statement from the company committing to provide a written intern evaluation.
- ✓ Employment is Full Time (approximately 400 hours), No Classes Are Taken Concurrently

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

- ✓ 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 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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