Department of Accounting and 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: ____________________________________________________________________

____________________________________________________________________________

Email: _______________________________________________________________________

Phone: _______________________________________________________________________

All applications must be accompanied by a resume and an unofficial transcript
ACCOUNTING INTERNSHIP PROGRAM

ACKNOWLEDGEMENT OF UNDERSTANDING

The following requirements are integral to the successful completion of the Accounting internship program for academic credit. (The maximum credit for internships by the Texas State Board of Public Accountancy is three semester hours).

- Twelve semester hours of upper division coursework must be completed before the internship is started.
- During the internship the student must maintain a diary compromising a chronological list of all work experience gained in the internship. Time sheets may be used in place of a diary. The student is responsible for maintaining this documentation.
- At the conclusion of the internship the student must write and submit a paper to the Department of Accounting & Information Systems, demonstrating knowledge gained in the internship.
- Upon request by the Texas State Board of Public Accountancy, the student must provide evidence that all requirements were met.

I have read and understand the student requirements as presented above. Fulfilling these requirements permits the University of Texas at El Paso to grant academic credit for the purpose of sitting the CPA examination. (Rule 511.57 from the Texas State Board of Public Accountancy is attached for information)

_________________________________________  _____________________________
Student Full Name (please print)  Date

_________________________________________
Student Signature
Department of Accounting and Information Systems
Accounting Internship for Academic Credit
Acknowledgement of Understanding

Name of Employer: _____________________________________________

Intern’s Name: _________________________________________________

Internship Position (Title): ________________________________________

Please provide a complete description of the learning objectives (Job description).

Please indicate the type of evaluation that will be used in evaluating the intern’s performance.

_________________________________________  ________________
Signature of the employer                               Date

_________________________________________
Firm Name
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
- Resume
- 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 website at [https://www.utep.edu/business/accounting-and-information-systems/about/internships.html](https://www.utep.edu/business/accounting-and-information-systems/about/internships.html))

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.