



College of Business Administration

To be filled out by Program Advisor

Student's Name _____ Student ID: _____

Course _____ CRN _____ Semester _____ GPA _____

Prerequisite completed/enrolled:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> ACCT 3321 | <input type="checkbox"/> MGMT 3303 |
| <input type="checkbox"/> FIN 3310 | <input type="checkbox"/> 9 hours of Marketing courses |
| | <input type="checkbox"/> OSCM 3321 |

Internship Requirements

Course designed to give a business major practical work experience. The student will be supervised by a faculty member.

- Minimum Overall GPA and ACCT GPA must be at least 3.00.**
- Student must meet the prerequisites for the Internship course.
- Student must obtain (1) an offer letter from the employer outlining the objectives and responsibilities of the student intern and (2) the Acknowledge of Understanding form signed by the employer.
- Student must schedule a meeting with the instructor assigned to the course. During the meeting, student must have the application form, resume, job offer letter, Acknowledge of Understanding form signed by the employer, and a copy of the degree plan.**
- The Application to Enroll in an Internship must be approved by the instructor assigned to the course. Once signed by the faculty member, the student needs to also request approval from the corresponding Department Chair.
- If the application is approved by the Department Chair, then the student needs to take the form to the advisor in BUSN 104 along with a copy of the Offer Letter. The advisor will register the student for the Internship course.
- Student must pay tuition for the Internship course.

Internship Instructors:

Accounting	ACCT 4396	Dr. Gotti	ggotti@utep.edu	BUSN 260
Information Systems	CIS 4396	Dr. Gotti	ggotti@utep.edu	BUSN 260
Finance	FIN 4396	Dr. Roth	troth@utep.edu	BUSN 236
Management	MGMT 4396	Mr. Diaz	adiaz30@utep.edu	BUSN 231
Marketing	MKT 4396	Ms. Grambling	rgramb@utep.edu	BUSN 223
Operations & Supply Chain Mgmt.	OSCM 3390	Dr. Ablanedo	jablanedorosas2@utep.edu	BUSN 206

Departments:

Accounting & Information Systems Department	Dr. Gotti	(915) 747-5192	BUSN 260
Economics & Finance Department	Dr. Roth	(915) 747-5245	BUSN 236
Marketing & Management Department	Dr. Hadjimarcou	(915) 747-5185	BUSN 230



EMPLOYER
Acknowledgement of Understanding
Accounting

Name of Employer: _____

Internship Position Title: _____

Please provide a complete description of the learning objectives (job description):

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



I understand that the employer requirements as defined by Texas State Board of Public Accountancy Rule 511.57 must be met in full before the Texas State Board of Public Accountancy will grant academic credit to the student for the purpose of sitting for the CPA examination.

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

(13) 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 employing firm provides a significant accounting work experience with adequate training and supervision of the work performed by the student;
- D. 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;
- E. The student and/or faculty coordinator provides evidence of all items upon request by the board;

Signature of the employer

Date

Firm Name



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STUDENT
Acknowledgement of Understanding

Please indicate which internship course you are applying for.

___ ACCT 4396 – Undergraduate Accounting Internship

___ ACCT 5396 – Graduate Accounting Internship

___ Qualified for Credit towards the CPA exam

The following requirements are integral to the successful completion of the internship program for academic credit.

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

(13) An accounting internship program (not to exceed 3 semester hours) which meets the following requirements:

- A. During the internship the student must maintain a diary comprising a chronological list of all work experience gained in the internship. The student is responsible for maintaining this documentation.
- B. The internship plan is approved in advance by the faculty coordinator;
- C. The student and/or faculty coordinator provides evidence of all items upon request by the board;
- D. The internship course shall not be taken until a minimum of 12 semester hours of upper division accounting course work has been completed; and
- E. The internship course shall be the equivalent of a traditional course;
- F. At the conclusion of the internship the student must write and submit a paper to the faculty member assigned to the course demonstrating knowledge gained in the internship.
 - o The paper is to be prepared in a professional format and style, and address the following points:
 - Name of company sponsoring the internship and name of individual supervising the internship.
 - Detailed description of the duties performed and responsibilities given.
 - A discussion of how your business education at UTEP helped prepare you for the duties and responsibilities you were given.
 - A discussion of what you believe to be specific strengths and weaknesses in your education at UTEP relative to the knowledge you should have had to perform your assigned work.
 - Any recommendations you may have for improving the curriculum and/or the internship program.

ADDITIONAL INFORMATION FOR ACCOUNTING INTERNSHIPS REGARDING CPA ELIGIBILITY

In order for an undergraduate accounting internship course to count toward the student's credit hours for CPA Examination in Texas, the internship must be under the supervision of a US CPA.

The graduate accounting internship courses are designed to meet the [Texas State Board of Public Accountancy \(TSBPA\)](#) requirements and US CPA supervision is a requirement. Other requirements are:

- Keeping a journal to document the intern's work activities and preparation of a comprehensive written portfolio.
- The TSBPA has the right to review the student's work completed during the internship course with an emphasis on the portfolio to assure the quality of the work meets the Board's expectations



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- The job duties cannot be clerical in nature. The intern must be required to use higher-level skills (such as those for a staff accountant), as well as independent judgment.
- If a student wants to have an internship at an employer where they have been (or are) employed, new duties and responsibilities must be assigned by the employer. The continuation of existing job duties does not qualify for an accounting internship.
- Students should earn a minimum grade of a “B” in either the undergraduate or graduate internship course to assure it will meet the TSBPA expectations for work quality. A lesser grade may count toward the degree requirements, but cannot be assured to meet requirements of the TSBPA.

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)

I also understand that if I do not complete the course by _____ my grade will automatically become an “F” in accordance with U.T. El Paso policies as published in the Graduate/Undergraduate Catalog.

Student’s Signature _____ Date _____

Signature of Professor _____ Date _____

Approved by Chairman _____ Date _____