**Request for Accounting Internship Credit**

**Internship Eligibility**

To enroll for academic credit the Internship must be approved in advance by the Accounting Internship Coordinator. Students interested in receiving Internship credit must fill out an Internship Application. Completed forms must be submitted to the Accounting Internship Coordinator prior to the start of classes of the semester the student wishes to receive credit (fall, spring, and/or summer).

**Applications should also provide the initial offer letter provided by the Internship Employer to the Student. A description of the internship, including the objectives, employment window, and expected hours should be provided. It is expected that the employing firm provides a significant accounting work experience with adequate training and supervision of the work performed by the student.**

**Student Information**

Name: ID Number:

Email Address: Contact Phone:

Internship Credit Semester: Spring Fall Summer

Expected Completion Date of BSBA: Expected Completion Date of MACC:

Course Requested (Graduate - ACCT 535V or Undergradaute - ACCT 310V):

Semester Year Requested: Spring Fall Summer

Accounting Courses Completed and Grade Received (as of the start of the Internship):

 ACCT 2013 Accounting I ACCT3753 Intermediate Accounting II

 ACCT 2023 Accounting II ACCT 4753 Intermediate Accounting III

 ACCT 3533 Accounting Technology ACCT 3843 Fundamentals of Taxation

 ACCT 3723 Intermediate Accounting I ACCT 4023 Fundamentals of Tax II

 ACCT 4673 Cost Accounting ACCT 4963 Audit and Assurance Services

**(Note: if currently enrolled in one of the above courses, please list as TBD)**

Company Name:

Address: City/State/Zip:

Supervisor’s Name: Phone: Email:

Start Date: End Date: Hours Per Week:

**Attach Offer Letter with Brief Internship Description**

**Student Agreement: Please read the following and initial on the line next to each to confirm your understanding and agreement.**

 **The following requirements must be met in order to be eligible for Internship Credit:**

* The Student has completed the business core, a minimum of 60 hours of courses, and a minimum of 12 hours of upper division accounting course work prior to the internship.
* Hold cumulative grade-point average of 2.75 or better
* Hold a grade-point average of 2.75 or better for their accounting coursework.

 **The Internship Course adheres to all U of A drop/add deadlines. This form must be submitted to the Accounting Internship Coordinator before the last day to add a class for the semester I wish to receive credit.**

 **I will be responsible for paying the tuition and fees associated with the course credit.**

 **I will complete the course assignments to the best of my ability and in a time manner. The assignments will be emailed to me by the second week of classes.**

 **Failure to complete the assignments could result in an “F.”**

 **I will notify the accounting internship coordinator of any changes in my position, including job duties, supervisor, or location.**

 **I understand that for the course to be used for CPA Exam eligibility that I should retain all keep personal copies of my application, syllabus and assignments for my own files. Some states may request to see them when I apply to take the CPA exam.**

 ***I understand that in order to receive internship credit for my job, the job must be approved, then I will be registered in ACCT 535V or ACCT310V. I will submit completed assignments, including, pre-internship essay, periodic work reports, post-internship reflection report, and employer’s evaluation.***

**Student Signature Date**

**Return Completed Form to the Walton College Accounting Department**

**Dr. Gary Peters WCOB 401 Peters@uark.edu**