



ACCOUNTING INTERNSHIP FOR CREDIT FORM - UNDERGRADUATE
APPLICATION FORM (ACCT 3490-undergraduate)

Student Name: _____ Phone Number: () _____

Student Number: _____ E-Mail _____

Expected Graduation _____ UMSL CoBA GPA _____ UMSL Accounting GPA _____ INIT I.D. _____

FACULTY SPONSOR: _____ PH. _____ EMAIL _____

Name of Employer: _____

How did you hear about this internship? _____

*ONSITE SUPERVISOR: Name _____

*Phone Number: () _____ *E-Mail Address _____

Expected number of weeks to be worked during semester as part of internship: _____ weeks

Expected hours per week to be worked as part of internship: _____ hours per week

*Specific Course Number (circle one): Undergrad ACCT 3490

Which program are you currently enrolled in (circle one)? B.S Acctng Certificate

Semester when internship begins: (circle one) Fall Spring Summer; Year: _____

Semester requesting Internship for Academic Credit: (circle one) Fall Spring Summer; Year: _____

Credit Hours (not to exceed 3): _____ Total number of credit hours for semester _____

NOTE: Academic credit for an Accounting internship will not be granted for work connected to a student's current position as an employee of an organization.

*An Accounting Internship for Academic Credit is graded 'Satisfactory' or 'Unsatisfactory'

NOTE: ACCT 3490 is not acceptable towards minimum Accounting Emphasis Area requirements because the Bachelor of Science in Accounting degree requirements do not include elective accounting courses. ACCT 5490 is acceptable towards your degree as an Accounting elective.

Compensation (circle one): Not Paid Paid Rate per hour: _____

All signatures below must be completed before student can be enrolled for internship credit.

Student's Signature _____ Date _____

Faculty Sponsor's Signature _____ Date _____

Accounting Area Internship Coordinator's Signature _____ Date _____

The student is responsible for being officially registered for ACCT 3490/5490 within 15 days after signature by Accounting Internship Coordinator. If not done, this opportunity for academic credit is voided.

College of Business Internship Coordinator: _____ Date _____

Completed form with all of the above signatures must be submitted to Office of Undergraduate or Graduate Academic Advising for formal registration because "Special Consent" is required to enroll in this course.

Academic Advisor's Signature _____ Date _____

Accounting internship description must be attached, GPA verified by the Intern Director and form must be complete with all signatures before submitting for enrollment. Revised 1/2018

Academic Internship in Accounting (undergraduate)

Please read carefully and initial your understanding in the box provided

An *academic internship* is a **temporary** work experience that contains sufficient academic content and rigor to merit the granting of academic credit. In addition to providing employment, it emphasizes education, learning, and applying knowledge from your accounting courses. It is supervised by both a sponsoring faculty member and an onsite representative of the employing firm. Academic internships in accounting use the course number ACCT 3490 and are only available to students currently enrolled in the Bachelor of Science in Accounting program. The hours can count toward your degree but do not count toward your Accounting emphasis because there are no elective courses in the undergraduate accounting curriculum.

Prerequisites for registration in ACCT 3490 are:

- UM-SL upper-level accounting GPA of at least 2.7 and College of Business GPA of at least 2.3.
- Completion of ACCT 3401
- Completion of the internship approval form, including a typed description of the planned work experiences and how they will benefit your academic and professional development.
- Approval of Professor Jennifer Wen, the Accounting Department Internship Coordinator
AB Hall 2nd Floor Room 214 ; 314-516-7187; wenhe@umsl.edu
- Permission of a full-time accounting faculty member who agrees to serve as your academic sponsor

Unpaid accounting internships never qualify for academic credit and not all paid accounting-related internships will qualify for academic credit. It is the responsibility of the accounting department faculty to determine which paid internships contain sufficient academic content and rigor to merit the granting of academic credit. In addition, the accounting faculty may be unable to provide sponsorship for all students who meet the prerequisites in a particular semester. A student may not earn more than three credit hours for ACCTNG 3490. Also, registration for an accounting internship must be completed by the normal enrollment deadline for the semester. *If enrollment in ACCT 3490 is a crucial part of your educational plans, you should discuss such plans with Professor Wen before accepting an internship position.*

The Accounting Area faculty has agreed that to qualify for academic credit under ACCT 3490, the accounting internship:

- Must be at least eight weeks in length and include at least 200 hours of internship experience during the semester.
- Will be graded on a Satisfactory/Unsatisfactory basis.
- Will include at least four face-to-face meetings with the sponsoring professor.
- Will include a written assignment.
- Will require a written evaluation of the intern's performance from the on-site supervisor.

If you have obtained an internship position and are interested in receiving academic credit, you should begin by filling out the Accounting Internship for Academic Credit "**Application Form**" and sending it to Professor Wen. For more information about internship opportunities in accounting, contact Lisa Fikki, College of Business Internship Coordinator (ABH 107 F, 516-6117, fikkil@umsl.edu)

Please attach a description of the planned (i.e., expected) work experiences that will benefit your long-term professional development to this application

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