



ACCOUNTING INTERNSHIP FOR ACADEMIC CREDIT FORM - GRADUATE
APPLICATION FORM

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 CONTACT: _____ *EMAIL 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): Grad ACCT 5490

Which program are you currently enrolled in (circle one)? MS Acct MBA
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 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 9/2018

ACCOUNTING INTERNSHIP FOR ACADEMIC CREDIT FORM - (graduate)

Please read carefully

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 at the graduate level use the course number ACCT 5490 and are only available to students currently enrolled in the Masters of Accounting program or the MBA with an emphasis in Accounting program.

The hours count toward your degree as an Accounting elective.

Prerequisites for registration in ACCT 5490 are:

- UM-St. Louis upper-level accounting GPA of at least 3.0 and UMSL Campus GPA of at least 3.0.
- Have not previously received three credit hours of academic credit for, and are not currently enrolled in, any other academic accounting internship.
- Completion of ACCT 5404 or 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
2nd Floor ABH ; 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. [If a student has previously earned three credit hours for ACCTNG 3490, they are not eligible to enroll in ACCTNG 5490.](#) A student may not earn more than three credit hours for ACCTNG 5490. Also, registration for an accounting internship must be completed by the normal enrollment deadline for the semester. *If enrollment in ACCT 5490 is a crucial part of your educational plans, you should discuss such plans with Professor Wen before accepting the internship.*

The Accounting faculty have agreed that to qualify for academic credit (ACCT 5490), the accounting internship:

- Must be at least 8 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 send it to Professor Wen.

For more information contact Lisa Fikki in ABH 107F 516-6117, fikkil@umsl.edu (rev.Fall 2018)

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