

Undergraduate Accounting Self-Found Internship Requirements

Student Eligibility

- ✓ Completion of 90 Credits and Senior Standing by the start of the internship. Completion the following courses:
 - ACCO 3001 Intermediate Accounting
 - ACCO 4010 Advanced Accounting
 - Three additional upper-division ACCO courses

Position Eligibility

- ✓ Positions with work responsibilities equivalent to those of a first-year full-time employee will be considered for credit.
- ✓ Students should submit the internship job description, proof of a competitive selection process and a statement from the company committing to provide a written intern evaluation.
- ✓ Summer and part-time semester internships: 400 work hours – 3 credits of Upper-Division Business Elective
- ✓ Full-time spring semester internships:
 - If at least 500 hours are worked – 3 credits of Upper-Division Business Elective + 3 additional credits that will not fulfill a Marquette requirement but will be counted toward the 150-credit CPA requirement
 - If at least 400 hours are worked – 3 credits of Upper-Division Business Elective

Internship Requirements: Work Hours & Assignments

During and following completion of field work:

- ✓ Complete online internship reporting form: <https://tinyurl.com/y8eubyyq>
- ✓ Training and work hours for spring semester internships often begin in early January. Summer internships often begin in June.
- ✓ Submit monthly timesheets of activity during field work.
- ✓ Register for ACCO courses, using assigned course number and permission number.
- ✓ Complete a Reflection Paper answering specific internship questions.

Course Registration

- ✓ Register for a 0-credit ACCO 3986 or 3987 course during the semester when you are interning and complete an internship survey. A survey link will be shared with the permission number e-mail.
 - **Spring Semester Interns:** The ACCO 3987 course will label a student as “enrolled full time” within University records. During the semester in which you are enrolled in ACCO 3987, you will not be charged tuition and will not pay student services fees. As a result, you will not have access to the Student Medical Clinic, gym or the UPASS program.
 - **Summer Interns:** The 3986 course is a 0-credit course, so you will not be charged tuition.
 - **International Students:** Completion of curricular practical training (CPT) paperwork should accompany your ACCO 3986 or 3987 enrollment. This paperwork must be completed prior to your first day of work.
 - For successful completion of the internship, you will be awarded 3 ACCO elective credits through enrolling in ACCO 4986 during the fall semester. ACCO 4986 will count toward your credit load. Permission numbers will be distributed prior to the fall semester.
- ✓ **Final Semester Interns:** If you are completing the internship as your last undergraduate course at MU, you will need to co-enroll in ACCO 3986 and ACCO 4986 and complete internship assignments.
- ✓ **Incoming MSA/MSAA Students:** If you will complete all undergraduate credits at MU prior to your internship semester AND if you are accepted into the MU MSA / MSAA program, you may use the internship credit as your first MSA or MSAA course and toward MSA or MSAA elective credit.