

Accounting Internships

The Department of Accounting at the University of Texas at San Antonio provides a sound conceptual foundation in all areas of accounting. This overall accounting education offers a solid base upon which to build a successful career.

In spite of the faculty's best efforts, it is difficult to convey in a classroom the full experience of working in the accounting profession, particularly the practical wisdom and perspective that one gains only by spending time on the job. Because of this, the Department of Accounting offers internships for academic credit at both the undergraduate level (ACC 4933) and the graduate level (ACC 6943) which students work in accounting for part of or all of the semester and, thereby, receive a more complete accounting education.

The Department of Accounting internship programs are designed to meet the criteria promulgated by the Texas State Board of Public Accountancy (TSBPA).

Students may find out about many of various internships offered by employers by reviewing the positions available on RowdyJobs (<http://www.utsa.edu/careercenter/rowdyjobs.html>). For further information, undergraduates should contact the Career Center in the University Center or the Center for Student Professional Development (BB 2.01.08 or <http://business.utsa.edu/undergraduate/>); graduate students should contact Peter Morales, Assistant Director of Graduate Business Career Services in BB 4.01.18 or peter.morales@utsa.edu.

General Requirements to Receive Academic Credit

1. Students are required to obtain the necessary forms/packet from the proper advising center (ACC 4933—Undergraduate Advising Center in BB 2.02.04 or the Center for Student Professional Development in BB 2.01.08 and ACC 6943—Graduate Advising Center in BB 4.01.18) or the appropriate websites. All forms should be completed and signed prior to the first day of classes of the term that the internship will be conducted, but no later than the last day to add a course.

2. Credit for an internship may be given for either a full-time or part-time accounting position. All interns must work a minimum of 200 hours during the internship semester. With the exception of not-for-profit and governmental entities, all internships should be paid at an appropriate professional rate of pay for all hours worked.
3. No credit is granted for work that a student has already performed. An internship must convey a completely new viewpoint.
4. The employer may be a public accounting firm or an accounting department of a company, not-for-profit, or governmental entity.
5. Students must have a minimum Overall and Upper Division Accounting GPA of 3.0. Students are required to have earned a minimum of 12 hours of upper division (3000 or above) accounting courses prior to enrolling in the internship.
6. Students wanting to do a tax internship in public accounting must have completed ACC 3043 (Federal Income Taxation) or the equivalent prior to the internship term.
7. Students wanting to do an audit internship in public accounting must have completed ACC 4013 (Principles of Auditing) or the equivalent prior to the internship term.
8. Students must understand the effect of taking an internship may have on their ability to enroll as a full-time student for the purpose of financial aid and/or medical insurance coverage.
9. Students will be graded based on the employer's evaluation, intern's diary, and two papers. Letter grades (A, B, C, D, and F) will be assigned by the Accounting Internship Coordinator. Students receiving a passing grade will receive 3 hours of credit. No incomplete (IN) grades will be given.

No exceptions will be made to these general requirements.

Specific Requirements

1. The knowledge gained from an internship must be equal to or greater than the knowledge gained in a traditional classroom setting. Only internships offering a variety of intensive accounting work assignments qualify.
2. The student must keep a diary/journal comprising a chronological listing of all work experience gained in the internship. The diary/journal should be of sufficient detail that an external party (e.g., TSBPA) would have insight as to what duties the intern performed. The frequency of the entries will be dependent upon the variety of the job duties. However, entries should be made weekly as a minimum. You should specify the date or dates covered by your diary/journal entries. Also, you

should indicate the number of hours covered by each entry and, also, the total number of hours worked during the internship.

3. The student must write and submit two (2) papers. The first paper is a five page, double spaced, paper describing a summary of your experience (approximately 2.5 pages) and a brief description, including the history, of the firm/entity providing the internship (approximately 2.5 pages).

The second paper is a research (term) paper of a technical topic. This paper is to be an original paper and cannot be used in any other class. It is preferred that the topic will be somewhat related to your duties during an internship. (For example, tax interns should select a tax topic; audit interns should select an audit or financial accounting topic.)

The paper should be a minimum of 10, with a maximum of 12, double spaced pages (exclusive of title page, table of contents, summary, references, tables, figures, etc.). The paper should include proper use of headings and subheadings. The paper should be well organized and proper spelling and grammar should be used. Proper referencing is required. Interns are reminded of the university's scholastic dishonesty policy which includes prohibition of plagiarism.

Contact Information

If there are any questions, please contact the Accounting Internship Coordinator:

Dr. M. K. Pitman, CPA, CMA

BB 4.03.40

210-458-5230

210-458-4322 (fax)

marshall.pitman@utsa.edu

Multiple Internships

Students undertaking multiple internships, regardless if for academic credit or not, should be forthright in making sure that full disclosure is made to each internship employer about past, current, and future internships. Normally, if an intern has accepted an offer of full-time employment, the intern should not accept additional internships without permission for their future full-time employer.