

## Requesting an Internship for Accounting Students

Congratulations on your upcoming accounting internship. In most cases you will be registering for ACCT 5800, but in some instances you will be registering for ACCT 4800. Please consult with Christine Ellis to verify the correct course.

If you have been approved for a credit internship it means that you have met the following qualifications:

- (1) A 3.0 academic average in accounting courses, beyond ACCT 2020, taken at UNT
- (2) A 3.0 all-university academic average at UNT
- (3) A minimum of 18 hours (BS/BBA) or 21 hours (BS/MS) of accounting (including ACCT 2020 and 2010), at the start of the internship
- (4) Completion of at least 9 hours of accounting at UNT
- (5) At least senior academic standing (90 credit hours) at the start of the internship
- (6) A minimum of one full semester, (two summer sessions) of academic work remaining (12 hours (BS/BBA) and 9 hours (MS)), of which 3 hours has to be an upper level accounting course) at the conclusion of the internship
- (7) Internships must be full-time and contain a major accounting component requiring supervised professional judgment. A minimum of 320 hours in total must be worked
- (8) Cannot work at other jobs or take college course(s) during the internship except compressed courses ACCT 5120 and ACCT 5200
- (9) Acceptance into graduate school is required to obtain credit for ACCT 5800 prior to registration for internship
- (10) Attend ACCT Internship Orientation prior to enrollment (usually November)

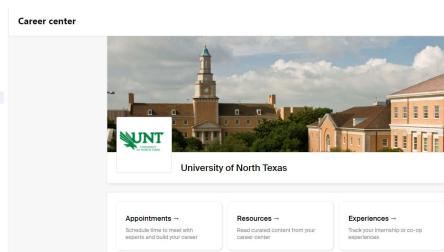
### Request to Intern:

Your internship starts with the completion of a form in Handshake through which your qualifications will be verified. Complete the Experience report in Handshake as outlined below.

Reporting an internship by Handshake is easy. First click on the "Career Center" tab and select "Experiences".

Next find the "Request an Experience" tab across the top of the page on the left-hand side.

Then fill the requested information completely.



Jobs

Events

Experiences

Submit an Experience

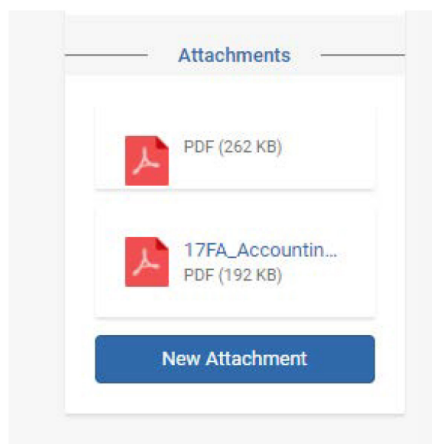
### Attach Your Offer Letter:

After submitting the form find the "New Attachment" box on the left side of the page and upload the offer letter. Please name the attachment appropriately.

**Not Requesting Class Credit:** Students not requesting class credit should mark that option on the reporting page.

#### Requesting Credit:

Students who are requesting credit must meet all requirements listed above. Please indicate the course you are requesting in the appropriate place in the Class section of the reporting page.



### What Happens After Requesting an Internship For-Credit?

The Accounting Department and Career Center will review a student's request. Internships for credit will not be approved until grades are official for Fall 2023. Once approved, the Accounting Department will enroll students into appropriate courses. Please keep in mind to meet all internship requirements, a student must be admitted into graduate school to enroll in ACCT 5800 and attend internship orientation meeting.

### Contact Information

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