

Accounting Internship Student Recruiting Guide

**Step 1:
Plan Timing**

**Step 2:
Search**

**Step 3:
Prepare &
Apply**

**Step 4:
Network**

**Step 5:
Interview**

**Step 6:
Accept**

**Step 7:
Submit**

**Step 8:
Enroll**

**How to Plan and Secure an
Accounting Internship**

BS/MS Accounting

For-Credit Internship

- There is a for-credit internship (ACCT 5800) as part of the MS portion of your program.
- The for-credit internship typically takes place the first Spring semester (Jan-Apr) of your MS program.
- There are [requirements](#) to enroll in the for-credit internship course (ACCT 5800) including that the internship must be:
 - Full-time (at least 40 hours a week)
 - At least 8 weeks long
 - Internship concludes prior to April 15
 - See additional requirements here



Non-Credit Internship

- BS/MS Accounting students can partake in non-credit internships prior to beginning the MS portion of their program.
- Students participating in non-credit internships should consider:
 - Number of hours expected to work at an internship (typically full-time at 40 hours per week) and balance that with the expected courseload for that semester.
 - Future for-credit internship and how to navigate conversations with employers regarding future internship/full-time plans (Reach out to your Career Coach if you have questions about this!)



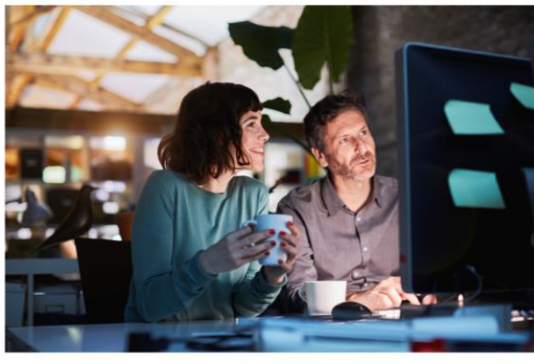
BBA Accounting

For-Credit Internship

- There is a for-credit internship (ACCT 4800) that would count as an elective towards the BBA Accounting degree.
- BBA Accounting students should ensure that they have an accounting elective still available if they desire to enroll in the internship course.
- There are [requirements](#) to enroll in the for-credit internship course (ACCT 4800) including that the internship must be:
 - Full-time (at least 40 hours a week)
 - At least 8 weeks long
 - Internship concludes prior to April 15
 - See additional requirements here
- BBA Accounting students participating in for-credit internships should consider:
 - Number of hours expected to work at internship (typically full-time at 40 hours/week) and balance with expected courseload for that semester
 - All the requirements to be eligible to enroll in ACCT 4800



Non-Credit Internship



- BBA Accounting students can partake in non-credit internships during their program.
- Students participating in non-credit internships should consider:
 - Number of hours expected to work at an internship (typically full-time at 40 hours per week) and balance that with the expected courseload for that semester.

Whether you are participating in a for-credit or non-credit internship, these are the steps to finding and securing an accounting internship



Step 1: Plan Timing



Step 2: Search



Step 3: Prepare & Apply



Step 4: Network



Step 5: Interview



Step 6: Accept



Step 7: Submit (for-credit)



Step 8: Enroll (for-credit)

Step 1: Plan Timing



This will include a suggested timeline but remember that not all students progress through the program at the same time.



Most accountings internships:

- Take place in Spring (also called Winter) or Summer semesters for public accounting firms
- Take place in Summer for corporate accounting opportunities
- Are full-time (40 hours per week)
- Are 8-12 weeks long
- Are searching for students who will be approximately one year away from graduation at the start of the internship or at least junior level when applying

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Step 1: Plan Timing



BS/MS Accounting Internship Timing

For-Credit		Non-Credit	
Internship Timeframe	Recruiting (Search/Apply)	Internship Timeframe	Recruiting (Search/Apply)
First Spring semester in MS program	15 months ahead of time	Any semester	<p><u>Spring</u> – 15 months ahead of time</p> <p><u>Summer</u> – 9-12 months ahead of time for corporate, 9 -18 months ahead of time for public</p> <p><u>Fall</u> – 9-12 months ahead of time</p>
<p>Example: If you start MS in Summer 2025, Fall 2025, or Spring 2026 - Internship should be in Spring 2026</p>	<p>Example: If you are looking for a Spring 2026 internship – Start searching Fall 2024</p>	<p>Example: Based on courseload expected, decide that interested in Summer 2025 internship</p>	<p>Example: If you are looking for a Summer 2025 internship in corporate accounting (and possibly some public accounting) – Start searching Fall 2024</p>

Step 1: Plan Timing



BS/MS Accounting Internship Timing

If following BS/MS Accounting degree plan, recruiting season for **for-credit internship** would be Fall semester of junior year:

YEAR	FALL SEMESTER	HOURS	SPRING SEMESTER	HOURS
JUNIOR	Approved Electives: BCIS 3XXX- 4XXX, OPSM 3830, OPSM 4810 or DSCI 3870 (OPSM 3830 or DSCI 3870 preferred)	3	Legal and Ethical Environment of Business (BLAW 3430)	3
	Intermediate Accounting I (ACCT 3110)	3	Intermediate Accounting II (ACCT 3120)	3
	Cost Accounting (ACCT 3270)	3	Accounting Info Systems (ACCT 4100)	3
	Finance (FINA 3770)	3	Foundations of Marketing Practice (MKTG 3650)	3
	Business Statistics with Spreadsheets (DSCI 3710)	3	Professional Development (ACCT 3405)	1
	Professional Development II (BUSI 3100)	1	Federal Income Taxation (ACCT 4300)	3
	Total		16	Total
SUMMER	***A minimum of 12 hours must be completed during summer sessions to stay on track for graduate courses Senior year Spring semester. *** ***ACCT 4140 or ACCT 4320 must be completed summer after Junior year. 3 hours free elective (if needed) are suggested the summer year after Junior year***			
YEAR	FALL SEMESTER	HOURS	SPRING SEMESTER MS PROGRAM	HOURS
SENIOR	Introduction to Data Mining (DSCI 4520)	3	Graduate Level Internship (ACCT 5800) * Suggested*	3
	Professional Speaking, Writing and Presentation (BUSI 3660)	3	Graduate Courses (Advisor Approved)	6
	Federal Income Taxation II (ACCT 4320) or Advanced Accounting Principles (ACCT 4140)	3		
	Advanced Economics (ECON 3XXX-4XXX)	3		
	Auditing (ACCT 4400) (Capstone)	3		
	Total		15	Total

If not on track with this degree plan, recruiting semester for for-credit internship is the same semester as ACCT 3110 (Intermediate 1).

Step 1: Plan Timing



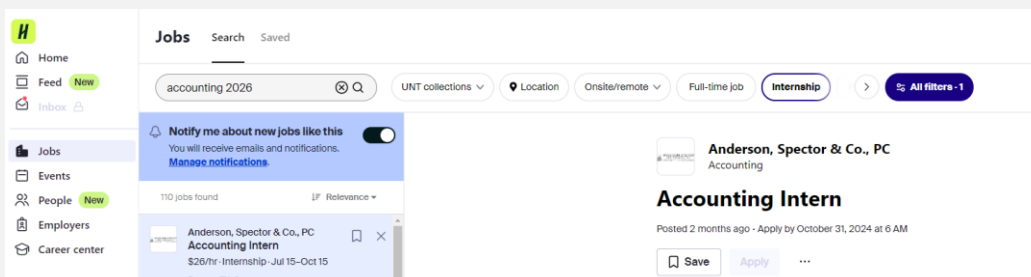
BBA Accounting Internship Timing

For-Credit		Non-Credit	
Internship Timeframe	Recruiting (Search/Apply)	Internship Timeframe	Recruiting (Search/Apply)
Any semester after you meet requirements	<p><u>Spring</u> – 15 months ahead of time</p> <p><u>Summer</u> – 9-12 months ahead of time for corporate, 9 -18 months ahead of time for public</p> <p><u>Fall</u> – 9-12 months ahead of time</p>	Any semester	<p><u>Spring</u> – 15 months ahead of time</p> <p><u>Summer</u> – 9-12 months ahead of time for corporate, 9 -18 months ahead of time for public</p> <p><u>Fall</u> – 9-12 months ahead of time</p>
<p>Example: Based on courseload from advisor and requirements for course, decide that interested in Spring 2026 internship</p>	<p>Example: If you are looking for a Spring 2026 internship – Start searching Fall 2024</p>	<p>Example: Based on courseload expected, decide that interested in Summer 2025 internship</p>	<p>Example: If you are looking for a Summer 2025 internship in corporate accounting (and possibly some public accounting) – Start searching Fall 2024</p>

Step 2: Search



1. Identify companies with accounting internships by searching for opportunities on Handshake or reviewing the list of UNT Accounting Employers
 - Reach out to Sarah Spath at sarah.spath@unt.edu for the updated list
 - Think about public (audit/tax/advisory/forensic), corporate, and governmental accounting
2. Filter Handshake by “internships” and in the search field, type “accounting” and the year you are interested in having your internship
 - You can filter by geographic location if that is important, but be aware that some firms do not put a location (Big 4 typically) so you may not be seeing all of your opportunities by adding a location filter
 - Students can pursue for-credit or non-credit internship in any location but should be mindful of travel/living expenses (some companies may provide financial/other support) and expected courseload
 - Sort by relevance and review date posted
3. Save internships and set up job alerts



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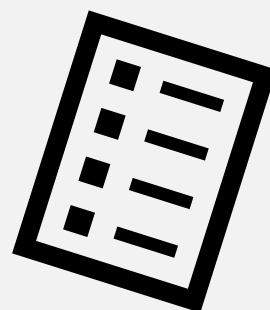
Step 2: Search



4. Research companies you find with accounting opportunities using their websites, online reviews (Glassdoor), LinkedIn, news articles, peers in classes/student orgs, etc.



5. Identify the top 10 companies from your research that you are interested in applying to



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Step 3: Prepare & Apply



1. Ensure resume is in the [UNT RCOB Accounting Resume Format](#) and all information is accurate and current
2. Make sure your resume has been reviewed:
 - ACCT 3405
 - Wilson Jones Career Center (BLB Suite 195) – Drop in for a resume review with a peer mentor or schedule an appointment with your Career Coach on [Navigate](#)
 - Resume workshops – Stop by an Accounting resume workshop to have your resume reviewed; Information is listed on [Handshake](#) in the Events section

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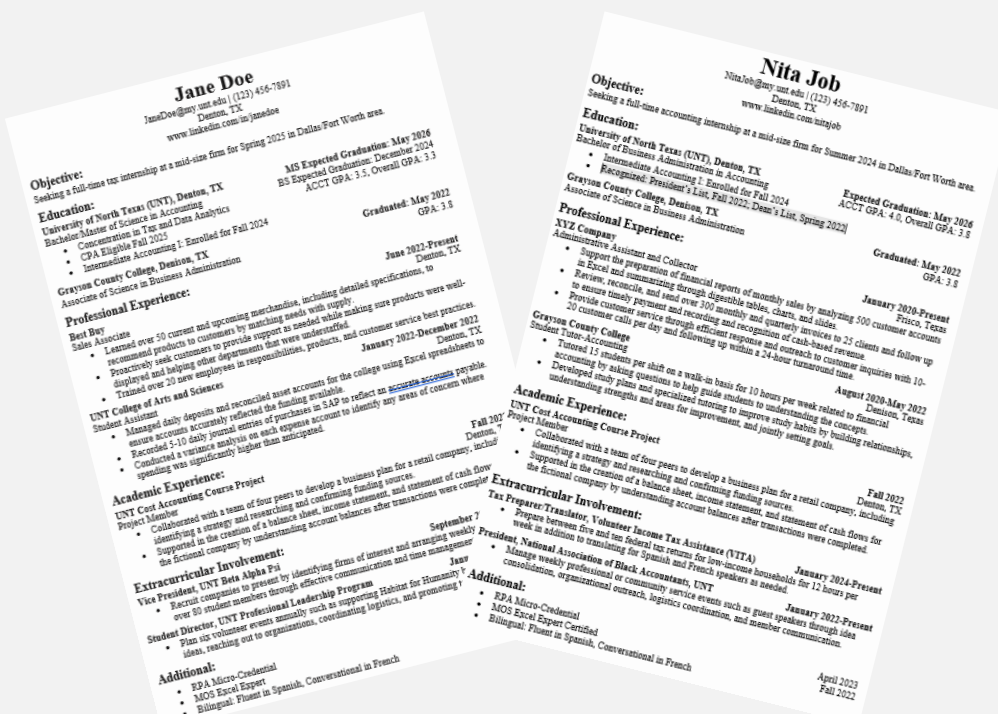
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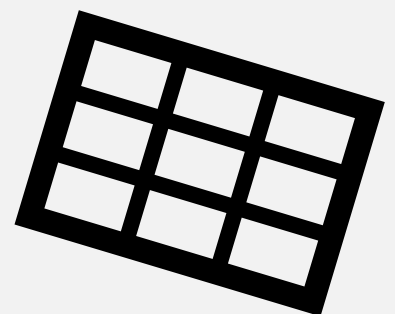
Step 8:
Enroll



Step 3: Prepare & Apply



3. Update account in Handshake (<https://unt.joinhandshake.com/>) to ensure all information is accurate and current resume is attached to profile and “Visible”
 - Make sure to check and respond to any relevant messages from companies
4. Update account on [LinkedIn](#) to ensure all information is current and there is a professional headshot on the profile
5. Apply to your top 10 companies through their internship postings on Handshake and/or company websites **prior** to Meet the Accounting Firms
 - Cover letters do not need to be included in your applications unless required
 - Determine the types of internships you are seeking (tax, audit/assurance, advisory, corporate, governmental)
 - If applying to tax AND audit internships, do not apply to both for the same company
(*Get a better understanding of tax and audit [here!](#)*)
6. Maintain list of all the internship applications submitted to reference in the future



Step 4: Network



1. Prepare for [Meet the Accounting Firms \(MTAF\) and Business Career Fair](#)
 - Moving forward, UNT's accounting recruiting events will primarily be in the Fall. However, we will still offer events in the Spring, such as the Business Career Fair and Mock Interviews for students in ACCT 3405
 - The Wilson Jones Career Center and Department of Accounting host virtual preparation sessions prior to MTAF (these are listed on [Handshake](#) in the Events tab)
 - Make sure to have a plan of which companies you want to talk to at the fair



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Step 4: Network



- 1.
2. Attend [Meet the Accounting Firms and Business Career Fair](#) to network with firms of interest and learn about a variety of companies and opportunities

Business Career Fair

September 11th + 12th | 3 pm - 6 pm | Union 314

Meet the Accounting Firms Night

October 17th | 4 pm - 6:30 pm | Union 314 A/B

- If you have time, talk to some of the firms that do not have lines
 - Ask for business cards from the people you talk with
3. Follow up with anyone you meet at the career fairs by sending a “Thank You” email and let companies know you have applied and look forward to hearing back
 4. Apply to additional internship postings based on conversations from the career fairs



Step 5: Interview



- Hear back via Handshake or direct communication from company if you have been selected for an interview
- Attend any pre-interview events companies may be hosting (you would be notified of these from the company directly)
- Prepare for interview(s)
 - There is typically one round of behavioral interviews with multiple representatives for each company, either on-campus or virtual
 - Use [Big Interview](#) and/or schedule a time via [Navigate](#) to meet with your Career Coach for a mock interview
- Show up to the interview(s) with business professional attire, a positive attitude, humbleness, and confidence!
- Email interviewers within 24-48 hours to thank them for the opportunity to interview

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Step 6: Accept



- Hear back directly from company on whether you are receiving an offer or not
- Attend any post-interview office tours and/or socials from the companies that have given an offer (you would be notified of these from the company directly)
- Review offer(s) and make a decision on what to accept/decline
 - If you have questions about deciding between multiple offers or navigating timing of hearing back from companies about potential offers, reach out to your Career Coach via email or [Navigate](#)
 - Accounting is a relationship-based industry so if you accept an offer, it is highly recommended to not withdraw that acceptance

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Step 7: Submit (for credit)



- For-credit internships should be submitted as an experience on Handshake using the appropriate experience template ([see instructions](#))

Step 8: Enroll (for credit)



- For BS/MS students, once admitted to the MS program, your internship experience will be approved on Handshake and you can enroll in ACCT 5800
- For BBA students, your internship experience will be reviewed by the Accounting Department Graduate Academic Counselor to ensure requirements are met and once approved in Handshake, you can enroll in ACCT 4800



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Accounting Department Contact



Christine Ellis

Sr. Academic Counselor, Internship Coordinator
Accounting Department

Christine.Ellis@unt.edu – [Schedule Here](#)

- BS/MS and MS advising
- Internships for course credit (ACCT 4800 and 5800)
- ACCT Department-related inquiries

Career Center Contacts



Sarah Spath

Career Coach, Accounting and FIREL
Wilson Jones Career Center

Sarah.Spath@unt.edu – [Schedule Here](#)

- Exploring career paths
- Resume reviews
- Internship/job searching
- Interview preparation



Brian Hirsch

Senior Associate Director
Wilson Jones Career Center

Brian.Hirsch@unt.edu

- Back up for Sarah Spath with all career-related topics

Appendix

Accounting Internship Recruiting Checklist

Plan
Timing

- Decide if you are looking for a **for-credit or non-credit** internship
 - Understand **when** to start looking for an internship
-

Search, Prepare & Apply

- Determine the **types of internships** you are seeking (tax, audit/assurance, advisory, corporate, governmental)
 - Update your **resume**
 - Have your resume **reviewed**
 - Update your **Handshake profile**, including attaching updated resume and making it “Visible”
 - Respond to any relevant **messages** from employers (Handshake, LinkedIn, email)
 - Update your **LinkedIn profile**
 - Research, identify, and **apply on Handshake to at least your top 10 companies before career fairs** (think about public, corporate, and governmental accounting)
 - Set up **job alerts** on Handshake
-

Network

- Prepare for and attend **Meet the Accounting Firms** and Business Career Fair
 - Apply to any **additional internships** based on career fairs
 - Follow up** via email to employers from career fairs
-

Interview

- Prepare for and participate in **interviews**
 - Follow up** via email with interviewers within 24-48 hours
 - Attend any **pre- or post-interview office tours and socials**
-

Accept,
Submit
& Enroll

- Receive and accept an internship **offer**
- Submit** internship to Handshake and enroll in internship course (if applicable)

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.



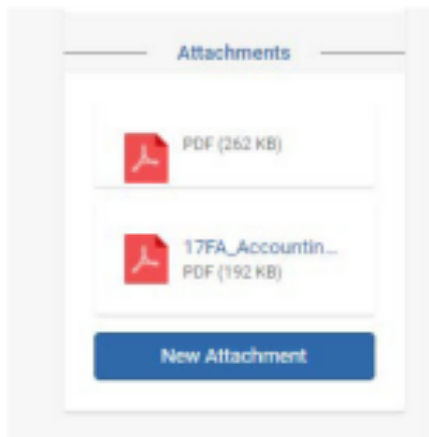
Jobs

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 2024. 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

Christine Ellis • BLB 215F • (940) 565-3087 • Christine.Ellis@unt.edu

Sarah Spath • BLB 195 • (940) 565-2704 • Sarah.Spath@unt.edu