

TEXAS A&M UNIVERSITY
ACCOUNTING – BBA
APPLICATION FOR INTERNSHIP COURSE

DATE: _____

Name: _____

UIN: _____

Phone Number: _____

Email Address: _____

I request permission to enroll in ACCT484 for the _____ semester, 20____.

Type of Internship (circle one): **AUDIT TAX ENERGY Other** _____

I will be interning with: _____

Address of firm: _____

Firm contact name: _____

Firm contact phone number: _____

Firm contact email: _____

Internship Start Date: _____ End Date: _____

My grade point: _____

I plan to use ACCT484 toward my CPA eligibility (circle one): **YES NO**

(Please read the CPA Eligibility section on page 3)

I plan to use ACCT484 toward the Accounting Energy Certificate (circle one): **YES NO**

If yes, how is your internship related to the energy industry?

I have read and understand the directions and information presented on pages 2 and 3. I understand that submission of documents after the deadlines may results in an "Incomplete" grade and I am solely responsible for adhering to the prescribed deadlines.

I will submit this original internship application no later than **five weeks prior to the beginning of the internship and keep a copy for myself.**

Signature of Applicant

Student ID#

Instructions for Receiving a Grade in ACCT484 – Professional Internship:

You must complete the following steps PRIOR TO THE BEGINNING OF YOUR INTERNSHIP:

1. Submit an offer letter on your employer's letterhead that indicates you have been offered an internship position.
2. Submit a job description from your employer that indicates your internship will be at least 8 weeks and no more than 15 weeks in duration. Interns must have at least 300 clock hours of service. The job description should specify any training that will be necessary for success in your internship.
3. Submit the signed Internship Application form.

The following step must be completed to earn a Satisfactory grade WITHIN 10 DAYS AFTER THE BEGINNING OF YOUR INTERNSHIP:

1. Your employer must submit the Internship Information form that can be found at <https://static.mays.tamu.edu/sites/comm/acct/InternshipInformationFormBBA.pdf>.

You must complete the following steps to earn a Satisfactory grade BY THE SEMESTER DEADLINE INDICATED BELOW:

1. Submit a paper demonstrating the knowledge you gained during the Internship and the skills you learned in your courses that applied to your internship experience. Your paper should be 2-3 pages in length, typed and double-spaced.
2. Submit a journal comprising a chronological list of all work experience you gained in your internship. The format of the journal is up to you, however, the following information should be included:
 - Names of clients. If you are required to maintain confidentiality, provide an alias for the client (e.g., XYZ Company).
 - Dates of client engagement.
 - Indicate what you worked on for each client (e.g., cash, financial statements).
 - Indicate the accounting knowledge you gained while working with this client.

It is not necessary to go into too much detail. This should be on a macro-sense.

SEMESTER DEADLINES ARE AS FOLLOWS UNLESS OTHERWISE NOTIFIED VIA TAMU EMAIL:

Spring Internship – May 1st

Summer Internship – August 1st

Fall Internship – December 1st

**For those completing the internship later in the term, the deadline remains the same. For your records, continue to maintain your journal throughout the internship in case you are required to submit it for the CPA application.*

Finally, your supervisor or recruiter must submit a written evaluation of your performance within **10 days after the completion** of your internship. The representative can use a company form or the Internship Evaluation form that can be found at <https://static.mays.tamu.edu/sites/comm/acct/InternshipEvaluationBBA.pdf>. Some firms will not submit an evaluation. In that case, you are required to submit your final/cumulative evaluation. If a final evaluation is not conducted, you must provide a copy of all evaluations received.

All requested documents must be submitted to Tyra Musoma at tmusoma@mays.tamu.edu or in person in Wehner 487.

You must maintain a copy of the documents for your records.

CPA Eligibility: In order to count ACCT484-Internship toward your CPA eligibility, you MUST be supervised by a US CPA. All documents – Internship Information Form, paper, journal and evaluation – will ultimately be submitted to the Texas State Board of Public Accountancy (TSPBA) for consideration. It will be your responsibility to communicate directly with the TSBPA and keep track of your internship documents. Internships that occur during your last semester will NOT count CPA eligibility hours. TSBPA has specified you must have previously completed 12 upper-level hours of accounting courses, including ACCT327, prior to beginning an internship. TSBPA will make the FINAL determination regarding crediting your internship toward the CPA.