Accounting Internship Guidelines

An accounting internship affords students the opportunity to develop important skills associated with selecting a career in the field of accounting, find a specific job within that field, develop an awareness of the skills needed to be successful within that field, and begin to develop those skills. The internship should be completed prior to the last semester of coursework as it is a prerequisite to Accounting 402, the department capstone class.

Prerequisites:
Successful completion of Acctg 301 and Acctg 321 or equivalents and instructor permission.

Students are required to obtain their own internship opportunity. The department and college provide some opportunities for students to interact with potential internship providers, but the student has the primary responsibility for finding and securing an internship. After the student has selected an internship, the student should discuss it with the internship coordinator to make sure that the internship will meet the requirements and to receive approval. Please bear in mind that an opportunity that is listed as an accounting internship does not automatically meet the internship requirements. These requirements are listed in the section below.

Your internship provider needs to be registered with the University. This is done using the following link: http://www.byui.edu/careerservices/employers/default.htm. If the firm you will be interning with has previously registered as an internship provider, they do not need to register a second time.

Once you have secured an internship position, the following outlines the basic steps for being registered for the course:

1. Complete the online initial internship approval form and save at: http://www.byui.edu/careerservices/default.htm
2. Print the form.
3. Take the form to your department internship coordinator for signature.
5. Upon final approval, the Internship & Career Services office will authorize your registration for the appropriate course.

Course Requirements:
- Complete 270 hours of quality accounting work at a rate of at least 20 hours per week.
- Have adequate supervision from an accounting professional.
- Additional requirements apply to internships at the same job where the student is currently employed, at a family business, or at the student’s own business. Check with the internship coordinator if you have questions on those requirements.