

Graduate Accounting Internship Requirements

Steps for Students with U.S. Work Authorization

Student Eligibility

To earn graduate ACCO elective credit, students need to be accepted to and enrolled in the MU MSA or MSAA program.

- ✓ Students who complete a bachelor's degree in Accounting at MU and who continue immediately to the MU MSA /MSAA program, may use the internship (following undergraduate graduation) as an MSA / MSAA course.
- ✓ International graduate students must be registered as full-time MU MSA / MSAA students for a full academic year (registered for a fall and a spring semester) and have completed at least 14 GSM credits prior to an off-campus internship start date.

Position Eligibility

- ✓ Positions with work responsibilities equivalent to those of a first-year full-time employee will be considered for internship credit.
- ✓ Students should submit the internship job description, proof of a competitive selection process and a statement from the company committing to provide a written intern evaluation.
- ✓ Employment is full time, approximately 400 hours.

Internship Requirements: Work Hours & Assignments

During and Following Completion of Field Work

- ✓ Training and work hours for spring semester internships often begin in early January. Summer internships often begin in June.
- ✓ Submit monthly timesheets of activity during field work.
- ✓ Register in the appropriate course(s) to earn internship credit (courses described below).
- ✓ Complete a Reflection Paper answering specific internship questions.
- ✓ Write an additional 5-page paper on an issue encountered during internship fieldwork.

Earning Academic Credit

Before starting an internship, apply for internship approval here:

https://marquette.az1.qualtrics.com/jfe/form/SV_7PrpYN9VnwVqqyx Courses are described in the "course options" section below.

All internships must be approved and forms must be completed (including CPT or OPT forms for international students) with required signatures **prior to the start date of the semester**, no exceptions.

Course options:

- ✓ **ACCO 6986:** 3-credit internship with a 3-credit tuition charge. May be taken in summer, fall or spring. Registration in this course will result in half-time registration status.
 - Section 101: Course is designed to continue past the end of the term. Student will initially receive an IC grade and have until a designated date to complete paper requirements, at which time the IC grade will be changed to a letter grade.
 - Section 102: Course is designed to be completed and graded (including papers) by the end of the semester.
- ✓ **ACCO 6987:** 0-credit course (with no tuition charge), followed by a 3-credit course (with a 3-credit tuition charge) in the next semester. During the semester of 6987 enrollment, the student is labeled as a full-time MU student and is eligible for financial aid. Students may not register for additional courses during the semester of 6987 enrollment. ACCO 6987 is graded as SNC or UNC.
- ✓ **ACCO 6988:** 3-credit course required in the semester immediately following completion of 6987. The Student will receive a letter grade for successful completion of the Reflection Paper and additional 5-page issue paper.

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