

Name _____

13-June-2013

Pre-Internship

Position

1. _____ professional level duties in the job description (vs. accounting clerk functions)
2. _____ professional level supervision
3. _____ minimum of 250 hours of professional work experience for a three credit hour internship

Student

4. _____ officially declared Accounting as major
5. _____ have completed your first upper division accounting class (i.e., ACCT 3100 or ACCT 3110) with a grade of B or better or have a 3.0 grade point average in your UT upper division accounting (ACCT) courses completed or have successfully completed (C or better) five or more upper division UT accounting (ACCT) courses or be enrolled in the MSA program
6. _____ have at least a 3.00 UT GPA and at least a 3.00 higher education (all college level courses taken anywhere) GPA
7. _____ register with Business Career Programs

Post-Internship

8. _____ supervisor's evaluation of student intern
9. _____ student internship report form
10. _____ student's internship experience paper