

**ENROLLMENT REQUEST  
ACCOUNTING INTERNSHIP  
ACG 4941**

Name \_\_\_\_\_ UF ID \_\_\_\_\_

Email Address \_\_\_\_\_@ufl.edu Classification/College (e.g, 7AC) \_\_\_\_\_  
(FSOA will only use your UF email address to correspond with you. Check email regularly during your internship.)

1. Please check below the courses you have successfully completed:

ACG 5647 **and**  TAX 5027

2. Have you met with an advisor to determine whether or not you need these credits in order to graduate?

Yes  No

3. Have you previously earned credit for an accounting internship?  No  Yes \_\_\_\_\_  
CREDITS

4. Attach a copy of your offer letter to this form.

5. Internship start date \_\_\_\_\_ end date \_\_\_\_\_

6. Please enter the US zip code where you will be residing while completing your internship: \_\_\_\_\_

7. Is this a diversity, rotational, or other similar non-client service internship?  No  Yes

8. I would like to register for \_\_\_\_\_ credits of the accounting internship.  
*(Minimum of two to a maximum of four credits of accounting internship. May be repeated for a cumulative total of five credits.)*

I understand that credit cannot be earned for internships completed in prior terms, and I certify that this internship will be completed during the term indicated below.

\_\_\_\_\_  
STUDENT'S SIGNATURE                      DATE                      TERM

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**OFFICE USE ONLY**

\_\_\_\_\_  
FSOA COORDINATOR'S SIGNATURE                      DATE

Registered for: \_\_\_\_\_  
CREDITS                      TERM

\_\_\_\_\_  
REGISTERED BY                      DATE

## ACG 4941 - Supervised Internship

### Course Description:

The supervised internship is an opportunity for students to apply accounting concepts learned in class to real-world settings over a prolonged period of time. Students gain practical experience in accounting, auditing, taxation, and business more generally. The internship experience hones existing technical skills, fosters professional development, and enhances teamwork skills.

### Prerequisite:

Applied work in professional accounting that requires advanced approval by the Internship Coordinator. To get approval the student must:

1. Be an accounting major.
2. Currently registered for or have completed Auditing 2 (ACG 5647) and Federal Income Tax 2 (TAX 5027).
3. The preponderance of the internship experience be directly related to accounting, and the duties required must not be predominately clerical or bookkeeping in nature. Typical duties would involve the tasks performed by an entry-level professional accountant without formal work experience.
4. Multiyear, rotational non-client service internships do not qualify for accounting internship credit.
5. The internship must cover a minimum of eight weeks of full-time employment.

### Credit:

Credit is variable, and students may register from two to four credits per semester. The course may be repeated. Students may receive a maximum of five credits in total for ACG 4941 over multiple semesters. Students are strongly encouraged to seek academic advising to determine if course credit is required in his/her particular case.

Note: Some states accept accounting internship credit for purposes of meeting the educational requirements to sit for the CPA exam. For those that do accept the course, there is typically an upper-bound on the number of credits that are accepted. Students are cautioned to first check with the state they intend to seek licensure if they plan to use accounting internship credit for CPA eligibility purposes.

### Grading:

The course may only be completed using the satisfactory/unsatisfactory grading method.

### Performance Evaluation:

To earn an "S" grade students must complete a seven page comprehensive paper documenting their experience. The paper must be double-spaced, grammatically correct, and submitted to the instructor, [john.laibson@warrington.ufl.edu](mailto:john.laibson@warrington.ufl.edu), two days before the last day of regular classes (regardless of whether the internship has ended).

The paper is not shared with employers and should be an honest assessment of your experience (good or bad). These papers help us advise future generations of accounting students who will benefit from you having shared your experience with me. Topics to include in the paper follow:

1. How you landed the internship.
2. Training.
3. Work completed.
4. How well prepared your education thus far aided your performance.
5. Networking opportunities and nightlife.
6. How it ended.
7. Overall impression of the experience.
8. Advice to other students for their internship.