

Accounting Internship Requirements (ACCTG 398R)

To qualify for academic credit through the accounting internship program (ACCTG 398R), students must meet the following requirements:

- **Prerequisite:** None
- **Eligible Work:** The internship must involve accounting or financial-type work. Common examples of **non-approved** work include bank telling, sales, purchasing, or marketing.
- **Supervision:** The intern must be supervised by a professional with experience in accounting or finance. The supervisor does not need to be a CPA but they must be experienced in doing the work.
- **Minimum Work Hours:** Interns must:
 - Work at least **20 hours per week** during the semester
 - Accumulate a **minimum of 270 total hours** over the course of a BYU-Idaho academic semester
 - Note: During the **seven-week summer break**, all 270 hours may be completed within that period
- **Location Restrictions:** Internships cannot be completed with any BYU-Idaho campus entity.
- **Compensation:** Interns must be paid at least minimum wage. **Volunteer internships are not accepted** for academic credit.
- **Credit & Course Registration:**
 - ACCTG 398R is a **three-credit** university course
 - If there is any uncertainty regarding whether the internship qualifies as accounting or finance-related, students should consult the internship coordinator prior to accepting the internship offer.
 - Students must complete the [Internship Approval form](#)
 - Once approved, students register for ACCTG 398R through the standard registration process
- **Course Requirements:**
 - An **I-Learn course** will be available on the first day of the semester
 - Students are responsible for reading the syllabus and completing assignments by posted deadlines
 - The course may be **repeated once for credit**, including with the same organization if applicable
- **Graduation Requirement:**
 - The internship must be completed **before last semester of classes**
 - **Absolutely essential: Prior work or internships will not fulfill the graduation requirement unless they were formally approved in advance for ACCTG 398R credit, even if they appear to meet all the requirements. The university does not permit**
- **Optional Internships for Additional Experience:**
 - Students are encouraged to pursue multiple internships to gain valuable experience
 - However, to fulfill the graduation requirement, students must complete **at least one internship that meets all the criteria** and is approved for academic credit
 - Internships that do not meet the criteria or are not taken for credit can still be beneficial but will not satisfy the graduation requirement
- **Remote Internships:** Remote internships are permitted, but students are encouraged to pursue in-person opportunities whenever possible, as they typically offer stronger networking and on-the-job learning experiences.
- **Internship Coordinator:**
 - Jamie Austad
austadia@byui.edu
208-496-1908

For further details, please refer to the BYU-Idaho Catalog, the [BYU-Idaho Internship](#) website, the Accounting Department website, and consult with your internship coordinator. If you have any questions, don't hesitate to reach out to the coordinator for guidance or clarification.