

Accounting Internship Requirements (ACCTG 398R)

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

- **Prerequisite:** Students must have completed ACCTG 202 with a grade of B- or higher prior to the start of the internship.
- **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 in a semester **prior to graduation**
 - **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.**
- **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
austadja@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.