

# Management Internships

The internship program is an excellent partnership between the Career Services Office, the College, and the corporate community. It allows you to gain valuable experience in an industry or functional area, including the application of advanced business skills learned in the program. It also rounds out your education and can make you more desirable to companies upon your graduation.

All of the information you may need should be included in the pages that are linked to the right. If there is additional information that you may need, please call either the department office at (817) 272-3794 or Career Services at (817) 272-2932.

## Internship Eligibility Requirements

<i>Undergraduate</i>	Eligible students include UTA juniors and seniors with a declared major in the College of Business Administration, with a minimum overall GPA of 2.5, and who have 3 hours available in advanced business electives.
<i>Graduate</i>	Eligible students are those who have an overall GPA of 3.0, meet the College of Business Administration admission requirements and have three hours available in business electives.

**Note 1:** The student is required to secure a job offer **first**, and **then** complete Forms 1, 2, and which are required for the Internship course.

**Note 2:** Internship credit is **not** given for work that would be performed in the normal course of current employment. It shall be given for an appropriate **new** position with a **new** employer (starting approximately when the semester starts), or sometimes with an existing employer (based on a **new** job description). The work performed must be closely related with the field of human resource management, international management, entrepreneurship, or general management.

**Note 3:** For **International Graduate students only:** if this is your **first** semester in the Master's program, you are **not** eligible to register for an Internship course.

**Note 4:** For **Graduate students only:** you **cannot** have an assistantship and do an internship during the **same** semester.

**Note 5:** *Summer Interns =>* Internships will only be granted for the whole summer session and NOT Summer II

**Note 6:** Student that do NOT properly complete their paperwork as described in the "Enrollment Procedures & Deadlines" section, will eventually have to be dropped from the course.

## **Internship Course Requirements**

- One meeting with the Internship Coordinator at the beginning of the semester (If you have talked with the Internship Coordinator, or his assistant, or you have studied the information that is available through the department's web site, then you are *exempt* from this meeting).
- You must work a minimum of 240 hours (15 hrs/wk for 16 weeks or 40 hrs/wk for 6 weeks).
- Payment to the student for work is not required.
- Keep a daily diary of work activities.
- Write a paper relating class studies to internship experience. The paper should be submitted in hard copy form. Click **here** for more information on the requirements.
- Employer appraisal (at the end of the semester Career Services will contact the employer to get an evaluation of your performance)
- The grade is pass/fail

## **Internship Course: Paper Outline**

Requirements: 8-10 pages, font size 12, double-spaced, hard copy.

Due Date: See Procedures and Deadlines on the Web

### **Outline:**

#### ***I. Executive Summary***

- Briefly describe your internship experience

#### ***II. Academic Application***

- Describe academic principles or concepts that you used or saw being used. Discuss why they were or were not effective.
- Describe academic principles or concepts not being used that you believe could be beneficial to the company. Explain why.

#### ***III. Significant Learning Experience***

- Explain in detail what experience(s) you view as most significant.

#### ***IV. Student Recommendation***

- Describe the recommendation you would give another student about this experience. Make any suggestions for changing the program.

# REQUEST FOR UNDERGRADUATE INTERNSHIP REGISTRATION FORM 2

COLLEGE OF BUSINESS ADMINISTRATION

Eligibility for internships:

1. Minimum overall GPA of 2.5.
2. Minimum of 60 hours completed (Junior standing).
3. Internship form must be completed and approved by department internship coordinator.

**NOTE: No credit will be given for previous experiences or activities. Maximum credit is 3 hours per student. This form must be filed before the student may register for the course and before the activities for which credit is requested have begun. Internships are graded pass/fail.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Advisor: \_\_\_\_\_ Concentration: \_\_\_\_\_

Detailed explanation of internship position: \_\_\_\_\_

Firm's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Internship contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UTA Department Internship Coordinator

\_\_\_\_\_  
Date

INFORMAL AGREEMENT  
The University of Texas at Arlington  
College of Business Administration  
Department of Management

Employer: \_\_\_\_\_

Intern site supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Student:  
\_\_\_\_\_

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Internship dates: start \_\_\_\_\_ end \_\_\_\_\_ (Student must work a minimum total of 240 hours)

Remuneration: \_\_\_\_\_ (Please state amount)

Description of duties and/or responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training opportunities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tentative work schedule: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Intern Site Supervisor	_____ Date
_____ Student Intern	_____ Date
_____ Department Internship Coordinator	_____ Date