

 College of Business

**GRADUATE INTERNSHIP PROGRAM**

**C**OLLEGE **O**F **B**USINESS

*Eligible students include UT Arlington degree seeking graduate students in the College of Business with a minimum overall GPA of 3.0 and 3 hours of available business electives.*

**Students must:**

1. Complete and submit **Form 1, *Graduate Internship*** form to the Graduate Advising Office, **Suite 107**. The appropriate graduate advisor will review your Graduate Maverick Academic Report (MAP) for available elective hours. If a GMAP (degree plan) change is required, **please allow two weeks for processing.**

2. Fill out **Form 2**, ***Request for Internship Registration*.** Take **Form 2** to the appropriate ***internship coordinator*.** The internship coordinator will review, make a decision regarding your internship request, and if approved, clear you to register and receive **credit hours** for the internship.

**Internship Coordinators (by area of internship)**

Accounting Terra Brown McGhee Room 435 817-272-0710 tcbrown@uta.edu

Economics Tara Brown Room 320 817-272-3061 tara@uta.edu

Finance Steve Isbell Room 434 817-272-3705 sisbell@uta.edu

Insy/Opma Randy Napier Room 517 817-272-7398 rnapier@uta.edu

Management Thomas Graca Room 231 817-272-3868 tomg@uta.edu

Marketing Chien Le Room 629 817-272-6743 chien.le@uta.edu

3. The ***major*** ***department*** ***internship coordinator*** will give you **Form 3**, **Informal Agreement** to complete**.** When you return the completed **Form 3**

to the coordinator, you will be given enrollment information. International students **must attach a CPT Form to the Form 3** in order to enroll.

 See: <http://www.uta.edu/oie/?page=forms&form=cpt_forms>

**DEADLINE FOR Summer 2019: Wednesday, May 29, 2019\***

**\**Applies to submission of all forms (1, 2, & 3)***

***Course requirements:***

* **3 hrs** credit - must work a minimum of 240 hrs

 (Equates to 15 hrs/wk for 16 wks or 40 hrs/wk for 6 wks)

 **2 hrs** credit – must work a minimum of 160 hrs

 **1 hr** credit – must work a minimum of 80 hrs

* Write a paper relating studies to internship
* Keep a diary of work activities
* Employer appraisal
* Payment to student for work is not required
* Grade is pass/fail