C OLLE GE o f B USI N E SS

**UNDERGRADUATE INTERNSHIP PROGRAM**

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

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

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

One approved internship may be used to satisfy an advanced business elective for eligible students. If an advanced business elective is not available, an internship may be used to satisfy an advanced major elective. If neither an advanced business elective or advanced major elective is available, students may still participate in an internship; however, the course credit will not satisfy a degree requirement. Eligible students include UTA undergraduate juniors or seniors with a declared major in the College of Business and an overall UTA GPA of 2.5 or better.

**INTERNSHIP APPLICATION PROCESS:**

* **Obtain Internship:** Internships will be for the Fall, Spring or 11-week Summer semesters only. (Resources include Career Development Center, professors, etc.)
* PICK UP UNDERGRADUATE INTERNSHIP PACKET. Pick up Undergraduate Internship Packet.
* Complete FORM 1: Place the completed form in the drop box located in Suite 107 of the Business Building. Your degree plan will be reviewed for eligibility and whether the internship will satisfy an advanced business elective or advanced major elective. If neither an advanced business elective or advanced major elective is available, students may still participate in an internship; however, the course credit will not satisfy a degree requirement.
* Pick Up FORM 1: When FORM 1 has been processed, it will be available for pick up in the top drawer of the file cabinet in Suite 107 of the Business Building. It is the student’s responsibility to retrieve FORM 1 and continue with the process.
* Complete FORM 2: Take FORM 1 and FORM 2 (Request for Internship Registration) to your major department internship coordinator (see below). The internship coordinator will give you approval to receive 3 credit hours.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Major Department Internship Coordinators** |  |  |  |
| Accounting | Terra Brown McGhee | Room 435 | 817-272-0710 | tcbrown@uta.edu |
| Economics | Tara Brown | Room 320 | 817-272-3061 | tara@uta.edu |
| Finance & Real Estate | Steve Isbell | Room 434 | 817-272-3705 | sisbell@uta.edu |
| Insy/Opma | Randy Napier | Room 517 | 817-272-7398 | rnapier@uta.edu |
| International Business | Tara Brown | Room 320 | 817-272-3061 | tara@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 |

* **FORM 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>

|  |
| --- |
| ***Course Requirements*** |
| * Must work a minimum of 240 hours during the semester (work approximately 22 hours per week for the 11-week summer semester)
 | * Keep a daily diary of work activities
 |
| * Write a paper relating class studies to internship experience
 |
| * Payment to student for work is not required
 | * Grade is pass/fail
 |