

UTSA[®]

The University of Texas at San Antonio™

COLLEGE OF BUSINESS

Academic Internship for Credit Information & Application Packet

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I. Internship Application Checklist

Please use the checklist below to ensure you have completed all required portions of the application.

- _____ You meet all student eligibility requirements for Academic Credit Internship (pages 2-4)
- _____ Complete and sign the Academic Credit Internship Course Application (page 6)
- _____ Read and sign the ACADEMIC CREDIT INTERNSHIP RELEASE FORM (page 7)
- _____ Prospective Internship Supervisor should **complete and sign** the INTERN RESPONSIBILITIES AND QUALIFICATIONS PROPOSAL -- PART I and II (pages 9-10)
- _____ Academic Credit Internship Course Approval Form includes all necessary signatures and has been submitted before designated deadline. (page 11)

Once your Internship is approved by all required parties and you have been registered, you will need to ensure the following is submitted by your *internship supervisor*:

- _____ UTSA College of Business Intern Evaluation Form (page 12)

II. ABOUT COLLEGE OF BUSINESS ACADEMIC CREDIT INTERNSHIPS

College of business students may earn academic credit for an internship if (a) they meet all prerequisites, (b) the internship meets the College's standards for a learning experience that is at least equivalent to an upper division course, and (c) the internship is in compliance with the Department of Labor's guidelines on internships. Academic internships are supervised work experiences involving the student, employer, faculty sponsor and the College of Business, which awards academic credit. Interns must work in an area aligned with their business major. All academic internships require approval prior to registration. In this packet you will find all the information needed to submit an application for an academic credit internship.

The College of Business affirms that the internship experience is an optional activity of its degree programs. The Center for Student Professional Development (CSPD) believes that internships are an essential component of a student's college education. Internships allow students to obtain work experience, gain knowledge of business functions, explore a chosen career path, improve team work and communications skills, and increase marketability and value to employers. The student is responsible for lining up an appropriate internship; internships are not assigned.

III. STUDENT ELIGIBILITY & COLLEGE OF BUSINESS ACADEMIC CREDIT INTERNSHIP POLICY

To qualify, the student and the internship must meet all requirements. Your department may have more extensive requirements than the general policy below. Applications for academic internships will not be approved unless all the criteria are met.

1. The student must be a declared major in the College of Business and in good academic standing at UTSA and in the College of Business.
2. Complete a minimum of 75 semester credit hours of which a minimum of 15 credit hours have been completed at UTSA;
3. Meet all the prerequisites of the current catalog; consult your major degree requirements for specific details. See **Figure 1 on pages 3-4**
4. Each student must adhere to the requirements of his/her catalog of graduation concerning the total number of hours of internship that may be earned for academic credit. **Please note the following:** Each 3-credit hour academic credit internship must be completed with a different company/organization.
5. The internship must be in (or related to) the student's declared major.
6. The internship must last at least 200 work hours.
7. To qualify, students interning with a for-profit company must have at least a minimum-wage paid internship that complies with the U.S. Fair Labor Standards Act (FLSA), which governs minimum wage requirements in for-profit organizations. Students interning with a nonprofit 501(c)(3) or government agency may have an unpaid internship. See the DOL Fact Sheet 71 for more information at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
8. The application process is a multi-step process. 1) Students complete their portion of the application. 2) Submit application for review to their Academic advisor. 3) Next students may make an agreement with their faculty sponsor to supervise the internship. 4) The next step is a final review for approval by the Department Chair and Associate Dean. 5) Advisors will notify students if and when the internship is approved and will then register the student for the course.

IV. Figure 1 ACADEMIC CREDIT INTERNSHIP PREREQUISITES & FACULTY ADVISOR LIST

DEPARTMENT	COURSE	FACULTY SUPERVISOR	OFFICE	PHONE
ACCOUNTING	ACC 4933	Dr. Marshall Pitman	BB 4.03.62	458-5230
<i>Prerequisites</i> <ul style="list-style-type: none"> 12 hours of upper division accounting courses including ACC 3033 and a 3.0 grade point average in upper division accounting courses, a 3.0 UTSA grade point average (GPA) NOTE: Credit cannot be earned for both ACC 4933 and ACC 4963 (Accounting Practicum) NOTE: Only 3 credit hours of ACC 4933 or ACC 4963 can be earned to meet degree requirements 				
ACTUARIAL SCIENCE	STA 4933	Dr. Raydell Tullous	BB 4.01.10	458-5381
<i>Prerequisites</i> <ul style="list-style-type: none"> 2.5 GPA and meeting with Dr. Tullous 				
CONSTRUCTION MANAGEMENT (MINOR)	RFD 4903	Dr. Ray Teske	BB 4.06.26	458-7333
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; completion of 9 hours consisting of any combination FIN 3014, and/or CSM or RFD prefixes listed in degree requirements Part A and/or support work Part B 				
ECONOMICS	ECO 4933	Dr. Fathali Firoozi	BB 4.02.62	458-5395
<i>Prerequisites</i> <ul style="list-style-type: none"> 12 hours upper division economics courses; UTSA 2.50 grade point average 				
ENTREPRENEURSHIP	ENT 4933	Dr. Anita Leffel	BVB 4.310	458-2505
<i>Prerequisites</i> <ul style="list-style-type: none"> ENT 4873; 9 additional hours of ENT courses, UTSA 3.0 grade point average 				
FINANCE	FIN 4933	Dr. Lalatendu Misra or Dr. Keith Fairchild	BB 4.01.12 BB 4.02.54	458-6315 458-6315
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; 9 hours upper division finance courses; UTSA 2.50 grade point average 				
GENERAL BUSINESS	MGT 4933	Arrange with Faculty Member in Management Department	BB 4.01.06	458-4310
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; 9 hours upper division management courses; UTSA 2.50 grade point average 				
HUMAN RESOURCE MANAGEMENT	MGT 4933	Arrange with Faculty Member in Management Department	BB 4.01.06	458-4310
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; 9 hours upper division management courses; UTSA 2.50 grade point average NOTE: Internship must be related to Human Resource Management 				
INFORMATION SYSTEMS	IS 4933	Dr. Yoris Au	BB 4.01.06	458-6300
<i>Prerequisites</i> <ul style="list-style-type: none"> Internship must be related to IS MGT 3003; 9 hours upper division information systems courses, excluding IS 1403 and IS 3003; UTSA 3.00 grade point average 				
INFRASTRUCTURE ASSURANCE	IS 4943	Dr. Yoris Au	BB 4.01.06	458-6300
<i>Prerequisites</i> <ul style="list-style-type: none"> Must be related to IA major MGT 3003; 9 hours upper division infrastructure assurance courses, excluding IS 1403 and IS 3003; UTSA 3.00 grade point average 				
MANAGEMENT	MGT 4933	Arrange with Faculty Member in Management Department	BB 4.01.06	458-4310
<i>Prerequisites</i>				

<ul style="list-style-type: none"> MGT 3003; MGT 3013 with at least a C-; 9 hours upper division management courses; UTSA 2.50 grade point average 				
MANAGEMENT WITH INTERNATIONAL BUSINESS CONCENTRATION	MGT 4933	Arrange with Faculty Member in Management Department	BB 4.01.06	458-4310
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; 9 hours upper division management courses; UTSA 2.50 grade point average NOTE: Internship must have international content to be approved 				
MANAGEMENT SCIENCE	MS 4933	Dr. Raydel Tullous	BB 4.01.10	458-5381
<i>Prerequisites</i> <ul style="list-style-type: none"> UTSA 2.50 grade point average 				
MARKETING	MKT 4933	Arrange with Faculty Member in Marketing Department	BB 4.01.08	458-6330
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; MKT 3013 with at least a C-; 9 additional upper division hours in marketing; UTSA 2.50 grade point average 				
SPORT, EVENT AND TOURISM MANAGEMENT	SET 4943	Dr. David Bojanic or Dr. Thomas Cannon	BB 4.02.52 BB 4.03.04	458-5373 458-3111
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; UTSA 2.50 grade point average NOTE: Internship must be related to the Sport Event and Tourism Industry 				
REAL ESTATE FINANCE AND DEVELOPMENT	RFD 4923	Dr. Ray Teske	BB 4.06.30	458-7333
<i>Prerequisites</i> <ul style="list-style-type: none"> MGT 3003; declared major in Real Estate Finance and Development; 9 semester credit hours of upper division real estate or finance courses; UTSA 2.50 grade point average 				
STATISTICS	STA 4933	Dr. Raydell Tullous	BB 4.01.10	458-5381
<i>Prerequisites</i> <ul style="list-style-type: none"> 2.5 GPA and meeting with Dr. Tullous 				

V. ACADEMIC CREDIT INTERNSHIP APPLICATION PROCESS

The following tasks are required in order to process your Academic Credit internship application. Although some of the tasks depend on the approval of university personnel, **the student is responsible** to ensure that each step is completed.

1. Meet with your academic advisor to determine your eligibility for a for-credit internship. If you do not meet the academic requirements for a for-credit internship, you may choose to complete the internship for professional experience. Internships are an essential factor for securing a good job after graduation. In the current job market, the more relevant experience you have, the more competitive you will be to employers. According to the NACE 2014 Internship & Co-op Survey Report employers made full-time offers to 64.8% of their interns! Employers and students consistently confirm that internships are an essential component of successfully launching your career.
2. **International Students:** If you are an international student on a student visa (F-1, J-1), please consult with the UTSA International Student Services Office immediately so that an ISS Advisor can assist you in securing the necessary visa authorization, if eligible, to pursue an internship opportunity. Contact the International Student Services Office for questions:

One UTSA Circle, Main Building, 1.210

San Antonio, TX 78249-0621

Telephone: (210) 458-7202

Fax: (210) 458-7222

Email: internationalprograms@utsa.edu

<http://international.utsa.edu/current-students/employment-for-international-students/>

3. Once you secure an internship and meet eligibility criteria, complete the student sections in this packet to include full name and last four digits of your student ID on every page.
4. Complete and sign ACADEMIC CREDIT INTERNSHIP COURSE APPLICATION and ACADEMIC CREDIT INTERNSHIP RELEASE FORM on pages 7 and 8.
5. Next, ask your internship site supervisor to complete the INTERN RESPONSIBILITIES AND QUALIFICATIONS PROPOSAL Parts I and II on pages 8-10.
6. Following completion of the above, submit the completed packet to an academic advisor who will complete the Certification of Eligibility section at the top of Internship Course Approval Form on page 11.
7. Once the Internship Course Approval Form is certified by an advisor, contact the Faculty Supervisor in your major. (See **Figure 1 on page 3** to determine the name of the faculty supervisor.) Make an agreement with your faculty supervisor to oversee the internship. Your Faculty Supervisor will need to complete the Faculty Supervisor Agreement section on page 11.
8. Once the faculty supervisor completes section 2 on page 11, take all documents to the Department Chair of your major. The Department Chair reviews the application; either approves or disapproves the internship, and notes the decision on page 11.
9. Once approved by Department Chair, take all documents to the Associate Dean for Undergraduate Studies office (BB 2.01.08). The Associate Dean for Undergraduate Studies reviews the internship application and either approves or disapproves it. All signatures are necessary for the internship to receive final approval.
10. The primary advisor will notify the student if the internship is approved or disapproved. If the internship is approved by all parties (Faculty member, Department Chair, and Associate Dean), an academic advisor will register the student in the internship course so long as it is prior to the last day to add courses per deadline.

IMPORTANT DEADLINE: All completed and approved forms must be presented to the Business Advising Center **no later than the last day to add classes** for the semester/term of the internship as specified by the Registrar's Office.

Visit *Schedule of classes* on ASAP to view semester academic calendar dates: <https://asap.utsa.edu/>

**If your academic internship application is approved and you are registered, you will need to complete the additional requirements below in order to receive course credit.

11. Submit all assignments required by the Faculty Supervisor **on the first day of final exams for the semester/term in which the internship occurs**. This includes a written report and any other requirements specified in the Faculty Supervisor Agreement section.
12. You must also ensure that the Internship Site Supervisor completes and submits the **UTSA COLLEGE OF BUSINESS INTERN EVALUATION** no later than the first day of final exams for the semester/term in which the internship occurs. This document can be found on pages 12 and 13.
 - The Internship Site Supervisor may mail, e-mail or fax the INTERN EVALUATION directly to the Center for Student Professional Development (see form for details).
 - INTERN EVALUATION is not to be delivered by the student.
 - The INTERN EVALUATION will be processed and forwarded to the Faculty Supervisor.

ACADEMIC INTERNSHIP FOR CREDIT APPLICATION

Section 1 (To be completed by student)

Student Full Name _____ Banner ID/ABC 123 _____

Phone _____ E-mail _____

Major (and concentration) _____ Minor _____

Have you earned internship credit at UTSA: Yes No If yes, please list credit hours and semester earned: _____

Course to be taken (circle one of the following): **ACC 4933 ECO 4933 ENT 4933 FIN 4933 IS 4933 IS 4943 MGT 4933 MS 4933**

MKT 4933 RFD 4923 SET 4943 STA 4933 RFD 4903 (Construction Management Minor only)

Semester I plan on completing my internship (circle 1): **Fall Spring Summer First 5 Week Summer Second 5 Week Summer 10 Week**

Course CRN # _____ (Professor and semester must match in order to be registered for class or to sign add form)

Internship Dates: ____/____/____ to ____/____/____ Total internship hours: _____

Internship Company/Organization _____ Internship Site Supervisor _____
(must be a non-relative)

Are you currently employed with this organization? ____ No ____ Yes **If yes, see Section 1a below.**

RELEVANCE TO MAJOR: Your internship must be directly relevant to your major. For example, an international business major must have an internship with an international focus. A marketing major must have a marketing-based internship. In the space below, describe how your proposed internship experience relates to your major.

READ AND SIGN THE FOLLOWING CERTIFICATION

I have read the "Internship Information and Application Packet" and I understand the process and requirements for approval, registration, and completion of the course. I certify that the Internship Site Supervisor is not related to me. I authorize the university to verify the information I have provided. I further understand that university officials rely upon this information and that submission of false information is grounds for rejection of my request and is subject to disciplinary action.

Student Signature _____ Date _____

Section 1a. Student is Currently Employed with Internship Organization

NOTE: You may be considered for an academic credit internship with your present employer if you can provide clear evidence that the internship is substantially and programmatically different from your current employment duties. Your site supervisor must complete **UTSA College of Business Intern Responsibilities and Qualifications Proposal – Part II, on pages 9 and 9.**

READ AND SIGN THE FOLLOWING CERTIFICATION *I certify that I am not attempting to gain academic credit for current employment duties. I understand that if I seek an academic credit internship with my current employer, I must provide sufficient evidence that I am employed in a position that is substantially and programmatically different from my current employment duties.*

Student Signature _____ Date _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information the University of Texas at San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have the University of Texas at San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

ACADEMIC CREDIT INTERNSHIP RELEASE FORM

INTERNSHIP AGREEMENT, DISCLOSURE, ASSURANCES AND RELEASE

The College of Business at The University of Texas San Antonio itself does not control the way in which the internship work experience and the internship site is structured or operates. In granting academic credit for this internship, the College of Business affirms that, to the best of its knowledge and judgment, the experience is an appropriate curricular option for students in the college and worthy of the College of Business at The University of Texas San Antonio credit. The college also makes no assurances, express or implied, about any travel and/or living arrangements the student has made. The College of Business at The University of Texas San Antonio does not knowingly approve internship opportunities that pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the college, The University of Texas at San Antonio and their agents or employees. In signing this Agreement, I acknowledge my responsibility to ascertain the nature of those risks to the best of my ability and to conduct myself with reasonable care.

INSURANCE COVERAGE

I have sufficient health, accident, disability, and hospitalization insurance to cover me during my internship and I further understand that I am responsible for the costs of all such insurance and for all expenses not covered by such insurance. I further acknowledge that I understand The University of Texas San Antonio does not have any obligation to provide me with insurance coverage or reimbursement for medical care. Without in any way limiting any other provision in this agreement, I also understand that The University of Texas San Antonio has no liability for personal injury or property damage that may result from the use of my personal vehicle for travel associated with my internship or undertaken for the benefit of the organization/agency with whom I perform my internship.

SPONSOR RELATIONSHIP

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. I understand that the internship work experience is not an offer of employment; rather the experience is for educational purposes with a scheduled termination date. I also understand that The University of Texas San Antonio assumes no liability for personal injury that I may suffer in the course of my internship. I agree to be responsible for ascertaining whether the organization/agency sponsoring my internship provides insurance coverage for me. I also agree to be responsible for ascertaining whether the Sponsor will or will not provide me monetary compensation for my internship.

The University of Texas San Antonio prohibits discrimination on the basis of gender, race, color, age, national origin, religion, or disability. The College of Business at The University of Texas San Antonio requires the Sponsor to affirm that the Sponsor also prohibits any and all discrimination.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship require a certain standard of professional decorum that may differ from that of the College of Business at The University of Texas San Antonio, and I indicate my willingness to conform to the professional standards of the internship site. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise The University of Texas San Antonio or its College of Business in the eyes of individuals and organizations with which it has dealings. I acknowledge the Center for Student Professional Development Executive Director's responsibility for setting rules and interpreting conduct for this purpose. I agree that if I fail to follow applicable university rules or policies, act unprofessionally, or engage in conduct that might bring the program, college or university into disrepute or might bring the internship into jeopardy then the Executive Director of the CSPD may decide that I must be terminated from my internship. I further agree that such decision will be final (subject only to review by the Dean of the College of Business) and such decision may result in loss of academic credit for the internship.

GENERAL RELEASE

I understand that the College of Business at The University of Texas San Antonio reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the internship program. I understand that the Executive Director of the Center for Student Professional Development may take any actions s/he considers to be warranted under the circumstances and/or to guard the integrity of the internship program, including termination of the internship experience.

I further expressly agree that all activities I undertake relating to the internship, including, but not limited to, my participation in the internship, my use of Sponsor's services, facilities, equipment or property, and my participation in any travel associated with the internship or the Sponsor (collectively "Internship Activities") shall be undertaken by me at my sole risk and the College of Business at The University of Texas San Antonio shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or my property arising out of or connected with the Internship Activities. I release, discharge, and covenant not to sue The University of Texas San Antonio, its governing board, employees, or agents as to any and all liability that may arise out of an injury or harm to me, death, or property damage resulting from my participation in the Internship Activities, excepting only liability due directly to the misconduct of the College of Business.

I attest that I am over the age of 18 and may legally be employed in the United States of America. I warrant that I have disclosed all relevant, pertinent information that could affect my ability to successfully complete the internship.

Student signature

Date

PROSPECTIVE INTERNSHIP SUPERVISOR'S FORM

INTERN RESPONSIBILITIES AND QUALIFICATIONS PROPOSAL PART I

Student's Full Name

Student ID

Qualifications and Responsibilities of the Internship Site Supervisor

- The internship site supervisor is an employee of the company but is not related to the intern.
- The internship site supervisor must complete and sign the **Intern Responsibilities and Qualifications Proposal Part I and Part II** and return it to the student.
- The supervisor agrees to provide training and assignments necessary to the intern's career area. These job duties and training opportunities will be detailed in the proposal. The UTSA College of Business will determine whether the internship duties and training meet the requirements for academic credit.
- The supervisor ensures that the internship is professional in nature and requires only incidental clerical tasks.
- The supervisor verifies the student will work a minimum of 200 hours as required by the College of Business for internships earning academic credit.
- The Internship Site Supervisor ensures that the written job duties are directly related to the student's major.
- At the conclusion of the internship and no later than the first day of final exams for the semester/term in which the internship occurs, the Internship Site Supervisor agrees to complete and return the **UTSA College of Business Intern Evaluation** to the Associate Dean for Undergraduate Studies (see instructions on **UTSA College of Business Intern Evaluation** form).

Internship Site Supervisor: Please read and sign the statement below:

AS THE COMPANY REPRESENTATIVE, I CERTIFY THAT THE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND THAT THE INTERN WAS SELECTED WITHOUT RESPECT TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, CITIZENSHIP, VETERANS STATUS, OR SEXUAL ORIENTATION. I RETAIN THE RIGHT TO REJECT INDIVIDUAL STUDENTS WHO DO NOT MEET THE CRITERIA OF THE INTERNSHIP IN TERMS OF EDUCATION AND EXPERIENCE. I AGREE TO SUPERVISE A UNIVERSITY OF TEXAS AT SAN ANTONIO STUDENT IN THE INTERNSHIP ACCORDING TO THE CRITERIA NOTED ON THIS FORM. I AGREE TO VERIFY THAT THE STUDENT WORKS THE MINIMUM OF 200 HOURS. I AGREE TO PROVIDE A WRITTEN EVALUATION OF THE STUDENT'S PERFORMANCE BY SUBMITTING THE UTSA COLLEGE OF BUSINESS INTERN EVALUATION FORM TO THE ASSOCIATE DEAN FOR UNDERGRADUATE STUDIES NO LATER THAN THE FIRST DAY OF FINAL EXAMS FOR THE SEMESTER/TERM IN WHICH THE INTERNSHIP OCCURS. IF THE INTERN IS CURRENTLY EMPLOYED BY MY EMPLOYER, I CERTIFY THAT THE DUTIES OF THE INTERNSHIP ARE SUBSTANTIALLY AND PROGRAMMATICALLY DIFFERENT FROM THE DUTIES OF THE CURRENT JOB.

Internship Site Supervisor (please sign) _____ Date _____

Internship Site Supervisor's Title _____

Internship Site Supervisor's Department _____

**INTERNSHIP SITE SUPERVISOR FORMS
INTERN RESPONSIBILITIES AND QUALIFICATIONS PROPOSAL PART II**

SECTION 1. To be completed by student.

Student Name _____ ABC 123 _____

Faculty Supervisor _____

SECTION 2. To be completed by Internship Site Supervisor.

Company/Organization _____

Company/Organization Address _____

Internship Site Supervisor Name (non-relative) _____

Internship Site Supervisor Title and Department _____

Office Phone _____ Fax _____ E-mail _____

Compensation _____ per _____ Hours per week intern is expected to work _____

Internship dates (MM-DD-YY): start _____ end _____

starting and ending dates must coincide with the academic semester/term in which the student is enrolling for the internship

Is the student currently employed with this organization? _____ No If no, Complete Section 2A only.

_____ Yes If yes, complete Section 2B.

SECTION 2A.

Duties of the Intern

Training opportunities

SECTION 2B. Student Currently Employed with Internship Organization

Student's Full Name

Last Four Digits of Student ID

NOTE: The student can be considered for an academic credit internship with your organization/company only with clear evidence that the internship is substantially and programmatically different from the student's current employment duties. Please note the duties the student will perform while interning with your company/organization.

Will the student's new duties be partially or fully performed in another department? Yes No

Will the student have a different site supervisor for the internship? Yes No

Current Title: _____

Current hours per week: _____

Current Department: _____

Current Duties:

Intern Job Title _____

Proposed numbers of hours per week: _____

Intern Department _____

Training Opportunities _____

ACADEMIC CREDIT INTERNSHIP COURSE APPROVAL FORM

Student's Full Name _____

Student ID/ABC123

SECTION 1—CERTIFICATION OF ELIGIBILITY (To be completed by Academic Advisor)

Major _____ Catalog Year _____ Cum. Hours Completed (min. 75 required) _____

Cumulative GPA _____ UTSA Hours Completed (min. 15 required) _____ UTSA GPA _____ Major GPA _____

Earned Internship Hours at UTSA _____ Semester earned _____

Application completed and signed?	Yes	No	Prerequisites are met as required by Department?	Yes	No
Is entire proposal attached?	Yes	No	SPAPERS qualifications met? If no, e-mail International programs advisor for VISA verification before proceeding.	Yes	No

Yes, student is eligible for internship No, student is not eligible for internship because: _____

Reviewed by (please print) _____ Ext. _____ Date ____/____/____

SECTION 2—FACULTY SUPERVISOR AGREEMENT (To be completed by Faculty)

Faculty Supervisor (please print) _____ Department _____

Requirements for assigning a letter grade. Student MUST complete the following (please fill in blanks):

1. Work a minimum of 200 hours.
2. Complete a written report of the internship experience: Report must be _____ pages long and must be submitted **by the first day of final exams for the semester/term in which the internship occurs.**
3. Ensure the Internship Site Supervisor completes the UTSA College of Business Intern Evaluation Form.
4. Other requirements (please specify; if needed, another page may be attached): _____

Faculty Supervisor signature _____

Date _____

SECTION 3—APPROVALS

Is Internship approved at dept. level?	Yes	No	Dept. Chair Signature & Date:
Comments:			
Internship Approved?	Yes	No	Assoc. Dean Signature & Date:
Comments:			
CSPD Staff Name:			
<input type="checkbox"/> Scanned and emailed to Faculty and Advisor of Record on ____ / ____ / ____			
<input type="checkbox"/> Original Copy Forwarded to Advisor of Record on ____ / ____ / ____			

SECTION 4—ROUTE TO PRIMARY ADVISOR FOR REGISTRATION

FOR OFFICE USE ONLY: Academic Advisor completes the following.

___ Verify that Faculty Supervisor and CRN section on Class schedule match those on Internship Course form before registering or signing add form.	___ Scan & E-mail copy to student ___ File original in student's advising file/upload to Global	Registered by: _____ or Add Form was sent to ESC on _____
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UTSA COLLEGE OF BUSINESS INTERN EVALUATION FORM

SECTION 1. TO BE COMPLETED BY STUDENT.

Student Name _____ Last 4 digits of Student ID _____

Registration Term _____ UTSA Faculty Supervisor _____

**Due Date for Submission of Intern Evaluation Form
(first day of final exams for semester/term):** _____

SECTION 2. To be completed by the Internship Site Supervisor.

We appreciate your time and consideration in employing a UTSA student intern. We recognize how important internships are in developing professionalism and essential jobs skills before our students graduate. As part of our continued effort to improve the experiences of our student interns as well as that of student employers, we request that you take the time to complete the following Intern Evaluation information. Your input will help the faculty supervisor evaluate the intern's performance in this for credit internship.

Upon completion of this evaluation, you may return it to the UTSA College of Business by mail, fax or email or you may submit it online. The intern evaluation form is not to be delivered by the student.

Submit Online	Mail	Fax	Email
http://business.utsa.edu/cspd/eval/	Associate Dean for Undergraduate Studies Center for Student Professional Development College of Business University of Texas at San Antonio One UTSA Circle San Antonio, TX 78249	Attn: Associate Dean for Undergraduate Studies (210) 458-6080 Questions? Call (210) 458-4039	Access form at following link: http://business.utsa.edu/cspdev/al/ Complete and e-mail to: CSPD@utsa.edu Subject: Intern Evaluation

Student worked a total of _____ hours.

Student was absent from work a total of _____ hours due to _____

Assess the student's performance in terms of thoroughness, accuracy, and goal achievement.

Assess the student's work habits in terms of attendance, motivation, and attitude.

Assess the student's interaction with others while on the job, his/her dress and appearance, and his/her attitude toward others in the workplace.

Student's Full Name

Last Four Digits of Student ID

Identify any areas that the student needs to improve upon which will help the student achieve academic and/or career goals.

How satisfied were you with the student's UTSA performance? _____ very satisfied _____ satisfied _____ not satisfied

If you checked "not satisfied," please explain why.

Additional comments:

Internship Site Supervisor Signature _____

Internship Site Supervisor Name and Title (please print) _____

Internship Site Supervisor's Department _____

Date _____ E-mail address _____ Phone _____

Again, thank you for your willingness to supervise a UTSA College of Business intern.