This packet has been created to assist you with the approval process for an internship for academic credit. If you need help locating an internship, first visit the Career Services Co-ops and Internships website at http://jobbank.utsa.edu/jobopp/link-intern.html to see which internships are currently being offered. The College of Business posts all available internships on this site. Second, make an appointment with a College of Business career counselor at the Center for Student Professional Development to discuss any questions you may have (CSPD) at (210) 458-4039.

This packet contains information and forms required for obtaining approval for a College of Business academic credit internship (ACC 4933, ECO 4933, FIN 4903, FIN 4933, IS 4933, MGT 4933, MS 4933, MKT 4933, or MKT 4943). Please carefully read all of the information.

- ACADEMIC CREDIT INTERNSHIP POLICY
- INTERNSHIP COURSE FORM
- PROPOSAL OF INTERN RESPONSIBILITIES AND QUALIFICATIONS
- INTERN EVALUATION FORM

THE STUDENT FOLLOWS THESE STEPS:
1. Complete Section I of the Form and have the Proposal completed by the employing supervisor.
2. Bring the Form and the Proposal to the Advising Center and have an advisor complete the Certification of Eligibility, Section II.
3. Meet with the Faculty Supervisor to complete Section III.
4. Take the form and the proposal to the Department Chair for his/her approval.
5. Return the forms with the signatures of the Faculty Supervisor and the Department Chair to the Advising Center no later than the last ADD day of late registration as listed in the semester’s Schedule of Classes.
6. Student is registered for the internship course by the Advising Center.
7. Once internship starts, student gives the evaluation form that is included in the packet to the employing supervisor. Supervisor completes form at the end of the academic term and sends to the faculty supervisor by finals' week.
8. Submit internship paper to faculty supervisor by the first day of final’s week

DEADLINE: All completed and approved forms must be presented to the Undergraduate Advising Center no later than the last ADD day as listed in the semester’s Schedule of Classes. After this date, the student must seek the approval of the Department Chair first before proceeding with the formal request.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Faculty Supervisor</th>
<th>Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACC 4933</td>
<td>Dr. Marshall Pitman</td>
<td>BB 4.03.62</td>
<td>458-5320</td>
</tr>
<tr>
<td>Real Estate Finance and Dev.</td>
<td>FIN 4903</td>
<td>Dr. Tom Thomson</td>
<td>BB 4.02.52</td>
<td>458-5306</td>
</tr>
<tr>
<td>Economics</td>
<td>ECO 4933</td>
<td>Dr. Fathali Firoozi</td>
<td>BB 4.02.62</td>
<td>458-5395</td>
</tr>
<tr>
<td>Finance</td>
<td>FIN 4933</td>
<td>Dr. Lalatendu Misra, Dr. Keith Fairchild</td>
<td>BB 4.01.12C BB 4.02.54</td>
<td>458-5349 458-5307</td>
</tr>
<tr>
<td>General Business - meet with supervisor to select internship course</td>
<td></td>
<td>Arrange with Faculty Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>MGT 4933</td>
<td>Arrange with Faculty Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td>IS 4933</td>
<td>Dr. Glenn Dietrich</td>
<td>BB 4.01.06</td>
<td>458-5354</td>
</tr>
<tr>
<td>International Business</td>
<td>MGT 4933</td>
<td>Arrange with Faculty Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership &amp; Administration</td>
<td>MGT 4933</td>
<td>Arrange with Faculty Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Science &amp; Statistics</td>
<td>MS 4933</td>
<td>Dr. Raydel Tullous</td>
<td>BB 4.03.20</td>
<td>458-5381</td>
</tr>
<tr>
<td>Marketing</td>
<td>MKT 4933</td>
<td>Dr. Richard Utecht</td>
<td>BV 4.320</td>
<td>458-2510</td>
</tr>
<tr>
<td>Marketing w/ Tourism Concentration and Tourism Management</td>
<td>MKT 4943</td>
<td>Dr. Thomas F. Cannon</td>
<td>MNT 1.156</td>
<td>458-3111</td>
</tr>
</tbody>
</table>

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. 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 U.T. 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 52. The information that U.T. 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.
Undergraduate Student Eligibility:
1. The undergraduate student must be a declared major in the College of Business and be in good standing at UTSA.

2. The student must have completed the following course work and grade requirements:
   - A minimum of 75 semester credit hours of which a minimum of 15 credit hours must be coursework completed at UTSA.
   - A minimum overall cumulative grade point average of 2.50. (Construction Management internships are excluded from the GPA requirement.)

3. The internship must be in (or related to) the student’s declared major and be used as either a Major elective (where allowed) or a Business Upper Division Elective.

4. The student must have met all of the stated catalog prerequisite courses and hours of the discipline under which the internship will be taken.

<table>
<thead>
<tr>
<th>Internship in</th>
<th>Prerequisite(s) required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (ACC 4933)</td>
<td>*ACC 3023 (min. “C”) through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*ACC 3023 (min. “C”) and MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Real Estate Finance and. Dev. (FIN 4903)</td>
<td>*Completion of 15 upper-division hours in major through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*Completion of 15 upper-division hours in major and MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Economics (ECO 4933)</td>
<td>*12 hours upper division economics courses through 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Finance (FIN 4933)</td>
<td>*12 hours upper-division finance courses through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*12 hours upper-division finance courses and MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Information Systems (IS 4933)</td>
<td>*9 hours IS courses (excludes IS 1403 and IS 3003) through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*9 hours IS courses (excludes IS 1403 and IS 3003) and MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Management (MGT 4933)</td>
<td>*9 semester hours in management courses through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*9 semester hours in management courses and MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Management Science (MS 4933)</td>
<td>*No minimum hours of major coursework required through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
<tr>
<td>Marketing (MKT 4933)</td>
<td>*MKT 3013 plus 9 additional hrs. of MKT courses through 2002-2004 catalog</td>
</tr>
<tr>
<td></td>
<td>*MKT 3013 plus 9 additional hrs. of MKT courses and MGT 3003 for students under the 2004-2006 and 2006-2008 catalog</td>
</tr>
</tbody>
</table>

Marketing/w/Tourism Concentration
Tourism Mgt. (MKT 4943) *No minimum hours of major coursework required through 2002-2004 catalog
*MGT 3003 for students under the 2004-2006 and 2006-2008 catalog
5. See catalog of graduation concerning the maximum number of internship hours that can be used toward a student’s degree objective. Please note the following:

- Each 3 credit hour academic credit internship must be completed with a different company.
- The student may not be considered for an academic credit internship with a firm in which he or she is currently employed unless clear evidence is provided that the internship is substantially and programmatically different from the student’s current employment duties.

**Undergraduate Student Application and Completion Requirements:**

1. The student obtains an Internship Packet from the Advising Center and follows the instructions for obtaining approval.
2. The student secures a faculty supervisor in his/her major. (Refer to the list on the instruction sheet.)
3. The student works a minimum of 200 hours during the period of internship. The Faculty Supervisor can require more hours and must indicate the additional hours on the Course Form. The Employer Supervisor on the Intern Evaluation Form verifies the completion of the minimum hours.
4. The student completes a written report covering the internship experience, submits the Intern Evaluation form from the Employer, and any other stated requirements to the Faculty Supervisor by the first day of the semester’s final exam week.

**Faculty Supervisor Responsibilities**

1. The Faculty Supervisor specifies the length of the written report.
2. The Faculty Supervisor sets additional requirements beyond the written report assignment.
3. The Faculty Supervisor sets additional hours beyond the required minimum 200.
4. The Faculty Supervisor assigns a letter grade in the course. In order for a grade to be assigned, the Faculty Supervisor must receive all of the following prior to the stated University deadline for submission of grades:
   - the written report from student
   - the employing supervisor’s Intern Evaluation form
   - any other completed requirements as set out in the Internship Course Form

**Sponsoring Firm Supervisor’s Responsibilities**

1. The supervisor is an employee of the firm and is unrelated to the student requesting the internship.
2. The supervisor completes and signs the Proposal of Intern Responsibilities and Qualifications and gives to the student in a timely manner.
3. The supervisor ensures that the written job responsibilities are directly related to the student’s major.
4. The supervisor ensures that training is provided for skills necessary to the intern’s career area.
5. The supervisor ensures that the internship is professional in nature and requires only incidental clerical tasks of the student.
6. The supervisor verifies that the student has worked the minimum 200 hours required by the College on the Intern Evaluation form.
7. The supervisor completes and returns the Internship Evaluation Form to the faculty supervisor by the stated deadline.
## SECTION I – COMPLETED BY STUDENT

Name ___________________________  @#_________________________  Date___________  
Phone_________________________________________  E-mail ______________________________________________________  
Major:  ___________________: Internship is  _____Major elective or ____COB Upper Division Elective in support work.  
I will register for ___Fall ___Spring ___SS-ten week:   Call #________________  PLEASE CIRCLE REQUESTED INTERNSHIP  
ACC 4933,      ECO 4933,      FIN 4903,      FIN 4933,      IS 4933,      MGT 4933,      MS 4933,      MKT 4933,       MKT 4943  
Internship Organization ____________________________________________________________  
Are you currently employed with this organization? __no   __yes: title/position ___________________________________________  
How long? ______________________________      Describe current duties: _____________________________________________  
___________________________________________________________________________________________________________  
___________________________________________________________________________________________________________  
IF YES, PLEASE NOTE THAT YOU MAY NOT BE CONSIDERED FOR AN ACADEMIC CREDIT INTERNSHIP WITH  
AN ORGANIZATION IN WHICH YOU ARE CURRENTLY EMPLOYED UNLESS clear evidence is provided that the  
internship is substantially and programmatically different from your current employment duties.

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.  I authorize the university to verify the information I have provided.  I further understand that this information will be relied upon by university officials and that the submission of false information is grounds for rejection of my request and/or disciplinary action.

Student Signature _________________________________________________________________________________________  

## SECTION II – CERTIFICATION OF ELIGIBILITY - COMPLETED BY ACADEMIC ADVISOR

MAJOR _____________________  CATALOG _____________________  CUM HRS__________  (Minimum of 75 hours required)  
CUM GPA___________ (2.50 CUM GPA required )  UTSA HRS__________ (Minimum of 15 UTSA hours required )  
UTSA GPA _________  Is student in good standing?  YES  NO  Prerequisites met?  YES  NO  
Proposal attached?  YES  NO  VERIFIED BY ___________________________  DATE ________________  
REQUEST APPROVED _______ REQUEST DISAPPROVED DUE TO ________________________________________  
(Obtain Faculty Supervisor and  
Department Chair approvals)  

## SECTION III – IF APPROVED, STUDENT MEETS WITH FACULTY SUPERVISOR

Faculty Supervisor’s printed name_________________________________________  Department ____________________________  
Requirements for assigning a letter grade: (please complete blanks)  
1. Min. # of work hours required is 200.  
2. Written report of internship experience: Length of report required: ______________ to be submitted the  
   first day of finals' week of the academic term of the internship.  
3. The Intern Evaluation Form from the employing supervisor.  
4. Any other requirement(s) as specified here by Faculty Supervisor (may attach additional page)  

___________________________________________________________________________________________________________  

FACULTY SUPERVISOR / DATE ___________________________  DEPARTMENT CHAIR / DATE ___________________________  

## SECTION IV- STUDENT SUBMITS FORM TO ADVISING CENTER FOR REGISTRATION.

All approvals must be obtained and the proposal attached before submitting to the Advising Center for registration.

REGISTERED BY AND DATE ___________________________  

Advising Center use only:  _______ banner supervisor & section match  _______ database entry  _______ copy to faculty supervisor  
________ copy to student  _______ original to student file
Company/Organization ____________________________________________________________

Address ____________________________________________________________________________

Intern Supervisor/Title/Dept. ______________________________________________________________________________________________________________

Office phone _______________________ FAX __________________________  E-mail address: __________________________

Complete the following information if student intern has not already been selected:

Interested students are to apply by _____ fax _____ telephone _____ in person BY ______________________________________

If Intern Site Supervisor is not interviewer, list interviewer’s name here ________________________

Compensation to student ____________ per _______                 Number of hours per week expected __________

Period of Internship ____Fall  or ____Spring  or ____ Summer Session  Student must work a minimum of 200 hours during the period of internship. Student’s start date must be consistent with the academic term.

Internship dates: start _____________ end _____________

Name of Student (if known at this time) ____________________________________________________

Is student currently employed with your organization?_____ no  _____ yes: dept./position _________________________________

IF YES, PLEASE NOTE THAT STUDENTS MAY NOT BE CONSIDERED FOR AN ACADEMIC CREDIT INTERNSHIP WITH AN ORGANIZATION IN WHICH THEY ARE CURRENTLY EMPLOYED UNLESS clear evidence is provided that the internship is substantially and programmatically different from their current employment duties.

Specified duties and/or responsibilities: __________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Training opportunities: _______________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

The intern’s qualifications or previous experience (e.g. major, undergraduate or graduate, entering skills)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Sponsoring Firm Supervisor’s Responsibilities
* The supervisor is an employee of the firm and is unrelated to the student requesting the internship.
* The supervisor completes and signs the Proposal of Intern Responsibilities and Qualifications and gives to the student in a timely manner.
* The supervisor ensures that the written job responsibilities are directly related to the student’s major.
* The supervisor ensures that training is provided for skills necessary to the intern’s career area.
* The supervisor ensures that the internship is professional in nature and requires only incidental clerical tasks of the student.
* The supervisor verifies that the student has worked the minimum 200 hours required by the College on the Intern Evaluation form.
* The supervisor completes and returns the Internship Evaluation Form to the faculty supervisor by the stated deadline.

As the company representative, you certify that the company is an equal opportunity employer and that the internship selection is made without respect to race, ethnic origin, sex, age, religion, or disability. You retain the right to reject individual students who do not meet your requirements stated above. You agree to supervise a University of Texas at San Antonio student in the program of work described above. You agree to verify that the minimum hours have been worked and to provide a written evaluation of the student’s performance by completing the Intern Evaluation Form and submitting it to the Faculty Supervisor by the stated deadline date. You further certify that the student is participating in an internship that is substantially and programmatically different from their current employment duties if applicable.

Employer Supervisor/Title __________________________ Date __________________________
UTSA COLLEGE OF BUSINESS INTERN EVALUATION FORM

We appreciate your time and consideration. The intern’s supervisor is viewed as a surrogate instructor during the academic internship program. Therefore, answers to the following questions will factor into the determination of the intern’s grade for the three (3) semester hours credit course. We welcome any additional comments.

The evaluation can be placed in a sealed envelope and given to the student intern for delivery to the Faculty Supervisor. If you prefer, the form can be mailed directly to the Associate Dean of Undergraduate Studies, College of Business, University of Texas at San Antonio, One UTSA Circle, San Antonio, TX 78249. PLEASE CONSULT WITH YOUR STUDENT INTERN AS TO THE DEADLINE DATE. If you have any questions, please don’t hesitate to call the Associate Dean of Undergraduate Studies at (210) 458-4039.

___________________________________________________________________________________________________________

STUDENT:___________________________________________________________________________

STUDENT IDENTIFICATION NUMBER – BEGINS WITH @ _________________________________

1. Student worked a total of _____ hours.

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

3. Assess the student’s performance on work assigned as it related to thoroughness, accuracy, and goal achievement.

4. Assess the student’s work habits in the performance of duties assigned as related to attendance, motivation and attitude.

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

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

7. How satisfied were you with the student’s overall performance? _____ very satisfied _____ satisfied _____ not satisfied
   If not satisfied, please explain why.

8. Additional comments:

__________________________________________________________________________ _________________ _____________________

Supervisor/Title/Dept. Date Phone