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 teamwork 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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSE</th>
<th>FACULTY SUPERVISOR</th>
<th>OFFICE</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>458-5230</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 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)</td>
<td></td>
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<tr>
<td>• NOTE: Credit cannot be earned for both ACC 4933 and ACC 4963 (Accounting Practicum)</td>
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</tr>
<tr>
<td>• NOTE: Only 3 credit hours of ACC 4933 or ACC 4963 can be earned to meet degree requirements</td>
<td></td>
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</tr>
<tr>
<td>ACTUARIAL SCIENCE</td>
<td>STA 4933</td>
<td>Dr. Raydell Tullous</td>
<td>BB 4.01.10</td>
<td>458-5381</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
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<tr>
<td>• 2.5 GPA and meeting with Dr. Tullous</td>
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</tr>
<tr>
<td>CONSTRUCTION MANAGEMENT (MINOR)</td>
<td>RFD 4903</td>
<td>Dr. Ray Teske</td>
<td>BB 4.06.26</td>
<td>458-7333</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
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</tr>
<tr>
<td>• 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</td>
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<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><strong>Prerequisites</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• 12 hours upper division economics courses; UTSA 2.50 grade point average</td>
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</tr>
<tr>
<td>ENTREPRENEURSHIP</td>
<td>ENT 4933</td>
<td>Dr. Anita Leffel</td>
<td>BVB 4.310</td>
<td>458-2505</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
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<tr>
<td>• ENT 4873; 9 additional hours of ENT courses, UTSA 3.0 grade point average</td>
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<tr>
<td>FINANCE</td>
<td>FIN 4933</td>
<td>Dr. Lalatendu Misra or Dr. Keith Fairchild</td>
<td>BB 4.01.12</td>
<td>458-6315</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• MGT 3003; 9 hours upper division finance courses; UTSA 2.50 grade point average</td>
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</tr>
<tr>
<td>GENERAL BUSINESS</td>
<td>MGT 4933</td>
<td>Arrange with Faculty Member in Management Department</td>
<td>BB 4.01.06</td>
<td>458-4310</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• MGT 3003; 9 hours upper division management courses; UTSA 2.50 grade point average</td>
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<td></td>
</tr>
<tr>
<td>HUMAN RESOURCE MANAGEMENT</td>
<td>MGT 4933</td>
<td>Arrange with Faculty Member in Management Department</td>
<td>BB 4.01.06</td>
<td>458-4310</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• MGT 3003; 9 hours upper division management courses; UTSA 2.50 grade point average</td>
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<tr>
<td>• NOTE: Internship must be related to Human Resource Management</td>
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</tr>
<tr>
<td>INFORMATION SYSTEMS</td>
<td>IS 4933</td>
<td>Dr. Yoris Au</td>
<td>BB 4.01.06</td>
<td>458-6300</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Internship must be related to IS</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• MGT 3003; 9 hours upper division information systems courses, excluding IS 1403 and IS 3003; UTSA 2.5 grade point average</td>
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<tr>
<td>CYBER SECURITY</td>
<td>IS 4943</td>
<td>Dr. Yoris Au</td>
<td>BB 4.01.06</td>
<td>458-6300</td>
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<tr>
<td><strong>Prerequisites</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Must be related to IA major</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>• MGT 3003; 9 hours upper division infrastructure assurance courses, excluding IS 1403 and IS 3003; UTSA 2.5 grade point average</td>
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</tr>
<tr>
<td>MANAGEMENT</td>
<td>MGT 4933</td>
<td>Arrange with Faculty Member in Management Department</td>
<td>BB 4.01.06</td>
<td>458-4310</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• MGT 3003; MGT 3013 with at least a C; 9 hours upper division management courses; UTSA 2.50 grade point average</td>
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</tbody>
</table>
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 UTSA ID-ABC123 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 ________________________________________________________ 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 must last at least 200 work 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. YOUR APPLICATION WILL NOT BE REVIEWED IF THIS SECTION IS INCOMPLETE.

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

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            ABC 123

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 INTERNSHIP 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 ___________________________________________________________
INTERNERSHIP 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 ____________________
Remember, the internship must last at least 200 work hours.
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
________________________________________________________________________________________ ____________________
________________________________________________________________________________________ ____________________
________________________________________________________________________________________ ____________________
________________________________________________________________________________________ ____________________
*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
## SECTION 2B. Student Currently Employed with Internship Organization

**Student’s Full Name**

**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 EMPLOYMENT POSITION

- **Current Title:**
- **Current hours per week:**
- **Current Department:**

### INTERNSHIP POSITION

- **Intern Job Title:**
- **Proposed numbers of hours per week:**
- **Intern Department:**
- **Training Opportunities:**

### Describe current duties in detail:

**Example:**
1) Answer phones, data entry and client file maintenance.
2) Assist with research and investigation of incomplete and inaccurate data.

### Describe internship job duties in detail:

**Example:**
1) Evaluation of financial statements including risk recommendations.
2) Assist in the collections of accounts receivable and run reports for supervisors.

---

**YOU MAY ATTACH SUPPLEMENTAL PAGE DESCRIBING DUTIES**

UTSA College of Business – October 3, 2016  Page | 10
### ACADEMIC CREDIT INTERNSHIP COURSE APPROVAL FORM

**Student’s Full Name**: ABC 123

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

<table>
<thead>
<tr>
<th>Major ___________________________________</th>
<th>Catalog Year ________________</th>
<th>Cum. Hours Completed (min. 75 required) _____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA ___________</td>
<td>UTSA Hours Completed (min. 15 required) ___________</td>
<td>UTSA GPA ___________</td>
</tr>
</tbody>
</table>

Earned Internship Hours at UTSA ________________ Semester earned ________________

<table>
<thead>
<tr>
<th>Application completed and signed?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites are met as required by Department?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is entire proposal attached?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SPAPERS qualifications met? If no, e-mail International programs advisor for VISA verification before proceeding.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

☐ 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

<table>
<thead>
<tr>
<th>Is Internship approved at dept. level?</th>
<th>Yes</th>
<th>No</th>
<th>Dept. Chair Signature &amp; Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Approved?</th>
<th>Yes</th>
<th>No</th>
<th>Assoc. Dean Signature &amp; Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CSPD Staff Name:

☐ Scanned and emailed to Faculty and Advisor of Record on / / /  

☐ 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 ____________________
SECTION 1. TO BE COMPLETED BY STUDENT.

Student Name ____________________________________________________________________         ABC 123:__________________________
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 if 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.
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
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.