

The University of Texas at San Antonio
College of Business
Office of Graduate Studies
GRADUATE INTERNSHIP POLICIES

1. WHO IS ELIGIBLE?

- A graduate student seeking academic credit must submit their request prior to the start of the internship.
- Graduate students who wish to participate in an internship as one of their eligible electives.
- Students who have completed ALL required leveling courses and adequate academic preparation (usually after 12-15 hours of degree required coursework). Prerequisite requirements may vary by department.
- Students who have a GPA of 3.00 or higher.
- Students cannot receive internship credit for performing the duties associated with their current job, full- or part-time.
- Students cannot receive internship credit for duties they performed before applying for an internship.
- 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 501c3 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>

2. HOW DO YOU OBTAIN AN INTERNSHIP WITH AN ORGANIZATION?

- You may seek a cooperating organization of your choice.
- You may use the UTSA Handshake to search and apply for internships.
- You may seek guidance from the Center for Student Professional Development or the University Career Center.

3. HOW DO YOU BEGIN THE PROCESS TO REGISTER FOR AN INTERNSHIP?

- Schedule a meeting with an Academic Advisor in the Office of Graduate Studies (BB 4.01.18), to discuss eligibility.
- An Academic Advisor will provide you with the required Internship forms.
- The graduate advisor must record your cumulative grade point average (CGP), the cumulative hours earned (CHE).
- Upon getting the academic approval, you will then meet with the Director of Multidisciplinary Graduate Business Programs to obtain their approval.
- International Students are required to meet with the UTSA Office of International Programs at least a month prior to the end of the semester preceding the semester in which they plan to do their internship. The meeting will be to determine eligibility and obtain any relevant paperwork required for visa authorization.

4. WHICH FACULTY MEMBER SUPERVISES THE INTERNSHIP?

- Seek out a graduate faculty member from the internship Department to serve as your Faculty Internship Supervisor, or find out if the Department has a designated faculty member who supervises internships.
- For MACY students, please contact Dr. Marshall Pitman who supervises all accounting internships.

5. WHAT DO YOU DO WITH THE FORMS?

- Have the Internship Site Supervisor complete and sign the Proposal for Internship form and return it to you.
- You will discuss, and the Faculty Internship Supervisor will assign the specific academic requirements on the course form.
- Obtain signatures from the Faculty Internship Supervisor and the Department Chair.
- Bring all required Internship forms to the Office of Graduate Studies (BB 4.01.18). We will provide advisor and dean signatures. You are now finished with the application process.
- Registration for the Internship course will be completed by an Academic Advisor. You and your Faculty Internship Supervisor will be notified by e-mail when the procedure has been completed and you will receive a copy of the forms.

6. WHAT ARE THE ADDITIONAL REQUIREMENTS?

- A minimum of 200 hours should be completed at the internship organization.
- Specific academic requirements (reports, papers, etc.) will be assigned by the Faculty Internship Supervisor.

7. REGISTRATION DEADLINE

- All completed and approved forms must be received by the Office of Graduate Studies (BB 4.01.18), preferably no later than the first day of classes but no later than the last day to add classes for the semester of the internship as specified by the Registrar's Office.

8. INTERNSHIP EVALUATION

- The internship packet includes an evaluation form for the Internship Site Supervisor. The Site Supervisor should record the evaluation of the student on this form and email a scanned pdf copy to the Faculty Internship Supervisor no later than the first day of final exams for the semester in which the internship occurs. Deadlines may vary by department.
- The Faculty Internship Supervisor will use the Internship Site Supervisor evaluation and any academic deliverables (report, paper, etc.) to determine the grade for the student intern.

9. QUESTIONS

- Questions can be directed to the Office of Graduate Studies at (210) 458-4317.