WHAT IS AN ACADEMIC INTERNSHIP?

WHY AN ACADEMIC CREDIT INTERNSHIP?

COLLEGE OF BUSINESS ACADEMIC INTERNSHIP POLICY

ROLE OF STUDENT

ROLE OF FACULTY COORDINATOR

DOCUSIGN PROCESS

STUDENT HIGHLIGHTS

UTSA College of Business
WHAT IS AN ACADEMIC CREDIT INTERNSHIP?

In the College of Business at The University of Texas at San Antonio, an academic internship is a credit-bearing, career-related work experience of limited duration - where a student gains real world experience, while earning credit toward their degree.

Internships may take place in a nonprofit organization, a government office, or a for-profit business and must include training and supervision from an industry professional.

National Association of Colleges and Employers (NACE) defines an internship as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting.

According to the NACE 2019 internship report, 56% of interns were offered full time positions upon graduation.
Undergraduate

You may earn academic credit for your internship if you meet all the prerequisites and GPA requirements. All academic credit internships require both an organization (company) sponsor and faculty sponsor who oversee the student's internship experience.

An academic credit internship requires a student to perform scholarly work in conjunction with an approved internship experience. The academic internship must be supervised by a faculty member, and the scope and nature of the academic work must be defined and approved by the faculty member before the student can register for an academic credit internship.

The organization will identify someone to oversee the intern's work experience and is responsible for verifying your academic credit internship experience. Academic credit internships may be completed within Fall, Spring or Summer academic terms and must be approved first in order to earn credit. If you are not eligible to obtain credit at this time, we strongly urge you to complete the internship for the professional experience.
STUDENT RESPONSIBILITY

**Step One**
**AM I ELIGIBLE?**
Must be a declared major in the College of Business and in good academic standing at UTSA and in the College of Business.

Already secured an internship that aligns with your major.

*Select the clipboard icon for a detailed list of student eligibility.*

**Step Two**
**IDENTIFY MAJOR REQUIREMENTS**
Each department has a faculty internship coordinator who can assist you with identifying a faculty member who can supervise your course progress.

Every department has specific requirements for their internship course.

*Select the magnifying glass icon to see the list of Department Chairs and major requirements.*

**Step Three**
**MEET WITH YOUR ACADEMIC ADVISOR**
Meet with your academic advisor to determine your eligibility for an academic credit internship.

*Select the calendar icon for Academic Advising information.*

**Step Four**
**COMPLETE THE INTERNSHIP PACKET**
The College of Business Internship packet is electronic. You will need to follow all online instructions to ensure your packet is successfully completed.

*Select the computer icon for the link to the online packet.*

**Step Five**
**REFLECT AND REPORT**
Once you have completed your internship, we would like for you to take a moment and reflect on your experience and report your internship!

*Select the piggy bank icon to reflect and report on your internship.*
The Faculty Internship Coordinator (FIC) role in the academic internship process is an important one. The FIC is responsible for ensuring that students in their respective departments are aware of the specific internship requirements for their major.

Once a student has secured an internship, they may need assistance with identifying a faculty supervisor for the duration of their 4933 internship course. FICs are considered content experts in their field of study, and students will lean on them for guidance in industry related standards.
DOCUSIGN
PROCESS GUIDE

Student
Advisor
Employer
Faculty
Department Chair
Assistant Dean
"I chose to do an internship because it allowed me to apply the skills learned in class to real world scenarios. While class lectures can teach you a plethora of concepts, it doesn't replicate the experiential aspect of a professional work environment. It also allowed me to showcase my abilities and improve on my credibility which is helpful when applying for jobs."