




# Graduate Academic Credit Internship Student Requirement Checklist

To qualify for an academic credit internship, the student and the internship must meet all of the following requirements. Major departments may have more extensive requirements than the general policy below. Applications for academic internships will not be approved unless **all** the criteria are met.

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- ✓ A graduate student seeking academic credit must submit their request prior to the start of the internship.
  - ✓ 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.
  - ✓ Have a GPA of 3.00 or higher.
  - ✓ 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>
  - ✓ The internship must last at least 200 work hours.

# Graduate Advisors

If you are having issues filling out your Academic Credit Internship Packet, please feel free to reach out to one of the following members of the Carlos Alvarez College of Business Graduate Studies Team.



**Jim Aviles:** [james.aviles@utsa.edu](mailto:james.aviles@utsa.edu)

Graduate Advisor for:

- Master of Accountancy and 150-hour program
- MS Information Technology
- MS Information Technology in Cyber Security Concentration



**Cara Jones:** [cara.jones@utsa.edu](mailto:cara.jones@utsa.edu)

Graduate Advisor for:

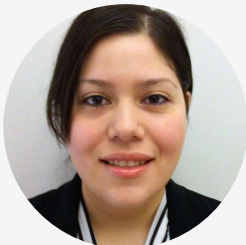
- MBA



**Tammy McDaniel:** [tammy.mcdaniel@utsa.edu](mailto:tammy.mcdaniel@utsa.edu)

Graduate Advisor for:

- MA Economics
- MS Finance
- MS MOT
- MS Statistics and Data Science



**Daisy Saucedo:** [daisy.saucedo@utsa.edu](mailto:daisy.saucedo@utsa.edu)

Graduate Advisor for:

- MS Business
- MS Data Analytics