



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.

- ✓ Must be a declared major in the Carlos Alvarez College of Business and in good academic standing at UTSA and in the college.
- ✓ Complete a minimum of 60 semester credit hours of which a minimum of 15 credit hours have been completed at UTSA.
- ✓ Meet all the prerequisites of the current catalog; consult your major degree requirements for specific details.
- ✓ 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.
- ✓ The internship must be in (or related to) the student's declared major.
- ✓ Internships at all for-profit companies must be paid at an hourly rate equivalent to the minimum wage or higher to be in compliance with the Department of Labor guidelines.
- ✓ An academic credit internship with a firm at which a student is currently employed may be considered, but only if clear evidence shows that the internship is substantially and programmatically different from such employment.
- ✓ The internship must last at least 200 work hours.



Academic Credit Internship - Support Team

If you are having issues filling out your Academic Credit Internship Packet, please feel free to reach out to your support team.



Erica N. Clark

Assistant Director of Experiential Learning
erica.clark@utsa.edu



Krishna Garza-Baker

Program Manager - Experiential Learning
krishna.garzabaker@utsa.edu