



## UNDERGRADUATE INTERNSHIP PROGRAM

COLLEGE OF BUSINESS

*Eligible students include UTA undergraduate juniors and seniors with a declared major in the College of Business, with a minimum overall GPA of 2.5, and who have 3 hours available in advanced business electives.*

### STUDENTS MUST:

Complete **Form 1** and turn it in the drop box inside **Suite 107**. Your degree plan will be reviewed for available advanced business elective hours. When **Form 1** has been processed it will be available for pick up in the top drawer of the two drawer file cabinet in Suite 107.

1. Obtain internship. Internships will be for the Spring, Fall or 11-week Summer semesters only. Fill out **Form 2, Request for Internship Registration**. Take **Forms 1 and 2** to your *major department internship coordinator*. The internship coordinator will give you approval to receive **3 credit hours**.

Accounting	Terra Brown McGhee	Room 435	817-272-0710	tcbrown@uta.edu
Economics	Jeff Desimone	Room 331	817-272-3286	jdesimone@uta.edu
Finance & Real Estate	Greg Feigel	Room 434	816-272-3705	feigel@uta.edu
Goolsby Program	David Mack	Room 302	817-272-3085	davemack@uta.edu
Insy/Opma	David W. Weltman	Room 517	817-272-7398	dweltman@uta.edu
International Business	Lisa Hooks	Room 107	817-272-3368	hooks@uta.edu
Management	Dennis Veit	Room 228	817-272-3865	dveit@uta.edu
Marketing	Michael Richarme	Room 618	817-272-3027	richarme@uta.edu

2. Once your internship is approved by the *major department internship coordinator*, complete **Form 3, Informal Agreement**. The *major department internship coordinator* will give you **Form 3** and the course number.

## DEADLINE FOR Summer 2012: Monday, May 21, 2012\*

*\*Applies to submission of all forms (1, 2, & 3)*

### Course requirements:

- Must work a minimum of 240 hrs during the semester (work approximate 22 hr/wk for the 11-week summer semester)
- Payment to student for work is not required
- Keep a daily diary of work activities
- Write a paper relating class studies to internship experience
- Employer appraisal
- Grade is pass/fail

**FORM 1**  
**THE UNIVERSITY OF TEXAS AT ARLINGTON**  
**COLLEGE OF BUSINESS**  
**Undergraduate Internship Program**

**NOTE TO STUDENT:** Take this completed form to the drop box in Suite 107. After processing Form 1 may be picked up in Suite 107 in the top drawer of the two-drawer file cabinet. After you receive Form 1 back, please follow the instructions on the yellow top sheet of the internship packet.

Per COB Internship Program policies:

- No credit will be given for previous experience or activities.
- Maximum credit is 3 hours per student and must be major/concentration related.
- Internship applies as a business elective only.

All forms must be completed before a student may register for the course and before the activities for which credit is requested have begun. Internships are graded pass/fail.

***THIS SECTION TO BE COMPLETED BY STUDENT (PLEASE PRINT):***

**Student ID#** 1000 \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_  
LAST FIRST MIDDLE

**Day Phone** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

**Major/Concentration: (PLEASE CHOOSE ONE!)**

- |  |   |
|--|---|
| <input type="checkbox"/> * ACCT (BBA)<br><input type="checkbox"/> * ACCT (BS)<br><input type="checkbox"/> ECON (BBA)<br><input type="checkbox"/> ECON (BA) Minor _____<br><input type="checkbox"/> ECON (BS) Minor _____<br><input type="checkbox"/> FINA (BBA)<br><input type="checkbox"/> INTL FR (BBA)<br><input type="checkbox"/> INTL GR(BBA) | <input type="checkbox"/> INTL SP (BBA)<br><input type="checkbox"/> INTL RS (BBA)<br><input type="checkbox"/> INSY (BBA)<br><input type="checkbox"/> INSY (BS)<br><input type="checkbox"/> MANA (BBA)<br><input type="checkbox"/> MARK (BBA)<br><input type="checkbox"/> OPMA (BBA)<br><input type="checkbox"/> REAE (BBA) |
|--|---|

**\*Texas State Board of Public Accountancy requires completion of 12 hours of 3000/4000 level accounting prior to Internship.**

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***DO NOT COMPLETE --- THIS SECTION TO BE COMPLETED BY EVALUATOR:***

Declared Major	Yes	No
3 Hours available	Yes	No
Overall GPA	_____	

**Eligible:** Semester \_\_\_\_\_ Yes No

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Degree Plan Evaluator

# REQUEST FOR UNDERGRADUATE INTERNSHIP REGISTRATION

## Form 2

College of Business

Eligibility for internships:

1. UTA students with a declared major in Business Administration.
2. Minimum overall grade point average of 2.5.
4. Three hours available in advanced business elective.
5. Internship form must be completed and approved by department internship coordinator.

**NOTE: No credit will be given for previous experience or activities. Maximum credit is 3 hours per student. This form must be filled out before a student may register for the course and before the activities for which credit is requested have begun. Internships are graded pass/fail.**

Name \_\_\_\_\_ Student ID # 1000 \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Semester \_\_\_\_\_ Concentration/Major \_\_\_\_\_

Detailed explanation of internship position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Firm's name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Street Address

City

State

Zip code

Internship contact \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Internship Coordinator

\_\_\_\_\_  
Date

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You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.