UNDERGRADUATE INTERNSHIP PROGRAM
COLLEGE OF BUSINESS

DEADLINE FOR Fall 2018: Wednesday, August 15, 2018*

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

One approved internship may be used to satisfy an advanced business elective for eligible students. If an advanced business elective is not available, an internship may be used to satisfy an advanced major elective. If neither an advanced business elective or advanced major elective is available, students may still participate in an internship; however, the course credit will not satisfy a degree requirement. Eligible students include UTA undergraduate juniors or seniors with a declared major in the College of Business and an overall UTA GPA of 2.5 or better.

INTERNSHIP APPLICATION PROCESS:

- **Obtain Internship:** Internships will be for the Fall, Spring or 11-week Summer semesters only. (Resources include Career Development Center, professors, etc.)
- **PICK UP UNDERGRADUATE INTERNSHIP PACKET.** Pick up Undergraduate Internship Packet.
- **Complete FORM 1:** Place the completed form in the drop box located in Suite 107 of the Business Building. Your degree plan will be reviewed for eligibility and whether the internship will satisfy an advanced business elective or advanced major elective. If neither an advanced business elective or advanced major elective is available, students may still participate in an internship; however, the course credit will not satisfy a degree requirement.
- **Pick Up FORM 1:** When FORM 1 has been processed, it will be available for pick up in the top drawer of the file cabinet in Suite 107 of the Business Building. **It is the student’s responsibility to retrieve FORM 1 and continue with the process.**
- **Complete FORM 2:** Take FORM 1 and FORM 2 (Request for Internship Registration) to your major department internship coordinator (see below). The internship coordinator will give you approval to receive 3 credit hours.
- **FORM 3:** The major department internship coordinator will give you Form 3, Informal Agreement to complete. When you return the completed FORM 3 to the coordinator, you will be given enrollment information. International students must attach a CPT Form to the Form 3 in order to enroll. See: [http://www.uta.edu/oie/?page=forms&form=cpt_forms](http://www.uta.edu/oie/?page=forms&form=cpt_forms)

**Course Requirements**

- Must work a minimum of 240 hours during the semester (work approximately 22 hours per week 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
- Grade is pass/fail

Major Department Internship Coordinators

<table>
<thead>
<tr>
<th>Major Department</th>
<th>Coordinator Name</th>
<th>Room</th>
<th>Phone Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Terra Brown McGhee</td>
<td>435</td>
<td>817-272-0710</td>
<td><a href="mailto:tcbrown@uta.edu">tcbrown@uta.edu</a></td>
</tr>
<tr>
<td>Economics</td>
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</tr>
<tr>
<td>Finance &amp; Real Estate</td>
<td>Steve Isbell</td>
<td>434</td>
<td>817-272-3705</td>
<td><a href="mailto:sibel@uta.edu">sibel@uta.edu</a></td>
</tr>
<tr>
<td>Insy/Opma</td>
<td>Randy Napier</td>
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<td><a href="mailto:rnapier@uta.edu">rnapier@uta.edu</a></td>
</tr>
<tr>
<td>International Business</td>
<td>Tara Brown</td>
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<td>817-272-3061</td>
<td><a href="mailto:tara@uta.edu">tara@uta.edu</a></td>
</tr>
<tr>
<td>Management</td>
<td>Dennis Veit</td>
<td>216</td>
<td>817-272-3865</td>
<td><a href="mailto:dveit@uta.edu">dveit@uta.edu</a></td>
</tr>
<tr>
<td>Marketing</td>
<td>Fernando Jaramillo</td>
<td>234B</td>
<td>817-272-2876</td>
<td><a href="mailto:jaramillo@uta.edu">jaramillo@uta.edu</a></td>
</tr>
</tbody>
</table>
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.

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# __ __ __ __ __ __ __ __ __ __ Date __________________________

Name ___________________________________________ __________________________

LAST FIRST MIDDLE

Day Phone __________________________ E-Mail Address __________________________

Major/Concentration: (PLEASE CHOOSE ONE!)

_____ * ACCT (BBA) _______ INTL SP (BBA)

_____ * ACCT (BS) _______ INTL RS (BBA)

_____ ECON (BBA) _______ INSY (BBA)

_____ ECON (BA) Minor _______ INSY (BS)

_____ ECON (BS) Minor _______ MANA (BBA)

_____ FINA (BBA) _______ MARK (BBA)

_____ INTL CH (BBA) _______ OPMA (BBA)

_____ INTL FR (BBA) _______ REAE (BBA)

_____ INTL GR (BBA)

*Texas State Board of Public Accountancy requires completion of 12 hours of 3000/4000 level

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

Declared Major Yes No

Applies to Degree Yes No

Overall GPA ________________

Additional ________________ Yes No

Eligible: Semester ____________ Yes No

Signature ___________________________ Date __________________________

Degree Plan Evaluator

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.

10/14/2015
REQUEST FOR UNDERGRADUATE INTERNSHIP REGISTRATION
Form 2
College of Business

Eligibility for internships:
1. UTA students with a declared major in the College of Business.
2. Minimum overall grade point average of 2.5.
3. 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 # __ __ __ __ __ __ __ __ __ __ 
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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