UNDERGRADUATE INTERNSHIP PROGRAM
COLLEGE OF BUSINESS

DEADLINE FOR Spring 2019: Tuesday, January 8, 2019*
*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=cpp_form

**Major Department Internship Coordinators**

- **Accounting:** Terra Brown McGhee  
  Room 435  
  817-272-0710  
  tcbrown@uta.edu
- **Economics:** Tara Brown  
  Room 320  
  817-272-3061  
  tara@uta.edu
- **Finance & Real Estate:** Steve Isbell  
  Room 434  
  817-272-3705  
  sisbell@uta.edu
- **Insy/Opma:** Randy Napier  
  Room 517  
  817-272-7398  
  rnapier@uta.edu
- **International Business:** Tara Brown  
  Room 320  
  817-272-3061  
  tara@uta.edu
- **Management:** Thomas Graca  
  Room 231  
  817-272-3868  
  tomg@uta.edu
- **Marketing:** Chien Le  
  Room 629  
  817-272-6743  
  chien.le@uta.edu

**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
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.

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

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Date</th>
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<td>__ __ __ __ __ __ __ __ __ __</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
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<table>
<thead>
<tr>
<th>Day Phone</th>
<th>E-Mail Address</th>
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**Major/Concentration:** (PLEASE CHOOSE ONE!)

- [*] ACCT (BBA)  
- [*] ACCT (BS)  
- ECON (BBA)  
- ECON (BA) Minor  
- ECON (BS) Minor  
- FINA (BBA)  
- INTL CH (BBA)  
- INTL FR (BBA)  
- INTL GR (BBA)

- INTL SP (BBA)  
- INTL RS (BBA)  
- INSY (BBA)  
- INSY (BS)  
- INSY (BS)  
- MANA (BBA)  
- MARK (BBA)  
- OPMA (BBA)  
- REAE (BBA)

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

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

<table>
<thead>
<tr>
<th>Declared Major</th>
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<th>No</th>
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<tbody>
<tr>
<td>Applies to Degree</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Overall GPA</td>
<td>__________</td>
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<tr>
<td>Additional</td>
<td>Yes</td>
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<tr>
<th>Eligible:</th>
<th>Semester</th>
<th>Yes</th>
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<th>Signature</th>
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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

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.