Eligible students include UT Arlington degree seeking graduate students in the College of Business with a minimum overall GPA of 3.0 and 3 hours of available business electives.

Students must:

1. Complete and submit Form 1, *Graduate Internship* form to the Graduate Advising Office, Suite 107. The appropriate graduate advisor will review your Graduate Maverick Academic Report (MAP) for available elective hours. If a GMAP (degree plan) change is required, please allow two weeks for processing.

2. Fill out Form 2, *Request for Internship Registration*. Take Form 2 to the appropriate *internship coordinator*. The internship coordinator will review, make a decision regarding your internship request, and if approved, clear you to register and receive *credit hours* for the internship.

   **Internship Coordinators (by area of internship)**

   - **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**
     - Santoso Budiman
     - Room 511
     - 817-272-6358
     - santoso.budiman@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

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)

**DEADLINE FOR Fall 2019: Thursday, August 15, 2019**

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

**Course requirements:**

- **3 hrs** credit - must work a minimum of 240 hrs
  (Equates to 15 hrs/wk for 16 wks or 40 hrs/wk for 6 wks)
- **2 hrs** credit – must work a minimum of 160 hrs
- **1 hr** credit – must work a minimum of 80 hrs
- Write a paper relating studies to internship
- Keep a diary of work activities
- Employer appraisal
- Payment to student for work is not required
- Grade is pass/fail
FORM 1
THE UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF BUSINESS
Graduate Internship Program

NOTE TO STUDENT: All forms must be completed and approved before a student may register for the internship course and before the activities for which credit is requested have begun. Internships are graded on a pass/fail basis.

Name: ________________________________

Student ID #: ____________

Expected Graduation Date: _______/_______

Day Phone: __________________________

Email Address: ________________________

International Student Yes ________ No __________

Please check appropriate major. If MBA, also check specialization:

☐ MS Accounting       ☐ MS Health Care Administration
☐ MS Taxation         ☐ MS Human Resources Management
☐ Master of Professional Accounting ☐ MS Information Systems
☐ MS Economics        ☐ MS Quantitative Finance
☐ MS Business Analytics ☐ MS Real Estate
☐ MS Marketing Research

MBA (Please select MBA specialization.)

☐ Accounting         ☐ Health Care Administration
☐ Business Analytics ☐ Information Systems
☐ Economics          ☐ Management
☐ Finance            ☐ Marketing Research

Valid for This Semester Only

Program Advisor Signature ________________ Date __________
REQUEST FOR GRADUATE INTERNSHIP REGISTRATION

Form 2
College of Business

Eligibility for internships:
1. Minimum overall grade point average of 3.0.
2. Minimum of 9 hours completed and student must have the elective hours available.
3. Internship forms must be completed and approved by appropriate internship coordinator.
4. No credit will be given for previous experience or activities.
5. Maximum credit is 3 hours per student.

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 (___)________________  Advisor _____________________________________________
Degree sought MBA_____ MS_____  If MBA, Specialization/Concentration________________
Semester_________________________________
Detailed explanation of internship position. _______________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Firm's Name  _________________________________  Phone No.  ____________________________
Address ___________________________________________________________________________
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.