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

DEADLINE FOR SUMMER 2019: WEDNESDAY, MAY 29, 2019

See: https://www.utc.edu/college-of-business/graduate-internship-forms

Course Requirements:
- Keep a diary of work activities
- Write a paper relating studies to internship
- 1 pt credit – must work a minimum of 80 hrs
- 2 pt credit – must work a minimum of 160 hrs
- 3 pt credit – must work a minimum of 240 hrs

The major department internship coordinator will give you Form 3, Internship Agreement to complete. When you return the completed Form 3, Internship Agreement, you will be given completion information. International students must attach a CPT Form to the Form 3 in order to enroll.

Internship Coordinators (by area of internship)

- Finance/MIS
  - Room 221
  - Assistant Professor
  - Room 231
- Marketing
  - Room 290
- Human Resource
  - Room 234
- Service (Retail, Hospitality, Tourism)
  - Room 190
- Economics
  - Room 170
- Accounting
  - Room 204
- Communications
  - Room 629

Internship Coordinator Information

- Room 629
- Room 221
- Room 231
- Room 290
- Room 234
- Room 190
- Room 170
- Room 204

Students must:
- Complete and submit Form 1, Graduate Internship Information to the Graduate Advising Office, Suite 107. The appropriate Graduate Advisor will review your information. Students may include UT Atkinson degree seeking graduate students in the College of Business with a minimum overall GPA of 3.0 and 3 hours of applicable business electives.

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

COLLEGE OF BUSINESS

COLLEGE OF BUSINESS

GRADUATE INTERNSHIP PROGRAM
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.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected Graduation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Phone:</td>
<td></td>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>International Student</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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

- [ ] MS Accounting
- [ ] MS Taxation
- [ ] Master of Professional Accounting
- [ ] MS Economics
- [ ] MS Business Analytics
  - [ ] MBA (Please select MBA specialization.)
    - [ ] Accounting
    - [ ] Economics
    - [ ] Finance
    - [ ] Information Systems
  - [ ] Operations Management
  - [ ] Management
  - [ ] Marketing
  - [ ] No Specialization

Course Number

---

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

Overall GPA: 

Completed 9 hours: * 

Yes | No

Elective hours available: 

Yes | No

Course can be used toward degree: 

Yes | No

Course can be used for extra credit 

Yes | No

Previous Internship Taken or In progress 

Yes | No

Valid for This Semester Only

Program Advisor Signature

Date

*MS-INSY must complete 9 hours of INSY*

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.
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 ____________________________
Street Address __________ City __________ State __________ Zipcode

Internship contact ____________________ Phone No. (___) __________

Start date ___________________________ End date ___________________________

________________________________________________________________________

Student signature ___________________ Date ___________________________

Department Internship Coordinator ___________________ Date ___________________________

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INTERNSHIP PROGRAM INFORMAL AGREEMENT

Undergraduate and
Graduate College of
Business Administration

EMPLOYER

Please Print

Intern Site Supervisor: Name __________________________ email address __________________________

Address ____________________________________________

Street Address City State Zip

Phone Number(s) __________________________

STUDENT

Please Print

UTA ID# __________________________

Address ____________________________________________

Street Address City State Zip

Phone Number(s) __________________________ UTA E-Mail __________________________

Internship Dates: Start __________________________ End __________________________

Note:  Student must work a minimum total of 240 hours

Remuneration: __________________________ (Please state amount)

Scheduled duties and/or responsibilities:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Training Opportunities:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Tentative Work Schedule:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Intern Site Supervisor __________________________ Date

Student/Intern __________________________ Date

Department Internship Coordinator __________________________ Date