



Department of Communication  
Request for Internship Credit

**In order to qualify for a 3 hour internship, you must have:**

- 3.0 Departmental GPA\*
- Be a junior or senior
- Completion of appropriate course work (C or better) per your major listed below

*\*Those with a GPA below a 3.0 may still submit a request form for review and will be considered on a case by case basis. If approved, 1 hour credit may be earned.*

ADVT	BCMNM	COMS	CTEC	JOUR	PREL
ADVT 2337	BCMNM 2347	COMS 3309	CTEC 3320	JOUR 3345	PREL 2338
ADVT 3304	BCMNM 2357	COMS 3310	CTEC 3350	3hrs at 4000 level	PREL 3339
ADVT 3305	BCMNM 2358	COMS 3315		Photo internships: JOUR 2340, 3341	
		COMS 3316			
		COMS 3320			
		*must have 2 of 5			

**Application must be returned to FA 118 with the following:**

- Completed and signed by you and a full-time faculty supervisor within your major
- A copy of your degree progress report (instructions on back)
- a letter from your internship supervisor, on company letterhead stating:
  - you have been selected for the internship
  - your title
  - responsibilities
  - start and end dates
  - work hours

**Internship Work Hour Requirements**

- Fall/ Spring – minimum of 10-15 hours per week for 15 weeks (150 internship work hours)
- Summer – minimum of 15-20 hours per week for 11 weeks (165 internship work hours)

\*You may only earn 3 hours of internship credit once but you may request to earn 1 hour credit should you accept another internship position. (Major Code – 4195)

*NOTE: No credit will be given for previous experience or activities. This is a 3 hour pass/fail course subject to the same cost and deadlines as any other course. If approved, it is the student's responsibility to register for the course prior to census day.*



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### Instructions for accessing UMAP:

#### How to access:

[MyMav](#) > UTA Student Center > Manage Classes > Degree Map Launch

The screenshot shows the UTA Student Center dashboard with several tiles. The top row includes 'SCHEDULE' (showing Tuesday 10/08/2019), 'NEWS' (Sign up for MavAlerts), and 'TO DO LIST' (Tasks, GRAD Application Received, Holds). Below these are eight main tiles: 'ACCOUNTS' (No Current Charges), 'FINANCIAL AID', 'MANAGE CLASSES' (circled in red), 'ACADEMIC RECORDS', 'ADMISSIONS' (No active application), 'ACADEMIC PROGRESS', 'PERSONAL INFORMATION', and 'STUDENT HELP CENTER'. A 'Pause Slideshow' button is located below the NEWS tile.

A vertical navigation menu with the following items:

- < UTA Student Homepage
- View My Classes
- College Scheduler
- Degree Map Launch** (circled in red)
- Shopping Cart
- Class Search and Enroll
- Drop Classes



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Semester: \_\_\_\_\_ Course Code: \_\_\_\_\_ 4395- \_\_\_\_\_

Name: \_\_\_\_\_ UTA ID # 100 \_\_\_\_\_

Phone: \_\_\_\_\_ UTA Email: \_\_\_\_\_ @ mavs.uta.edu

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Dept. GPA: \_\_\_\_\_ UTA Hours: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

On-site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work hours per week: \_\_\_\_\_

*(dates must fall within the academic semester)*

*I certify that my answers are true and complete to the best of my knowledge.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Complete Below:**

**Faculty Supervisor:** \_\_\_\_\_

Activities required during internship:

Requirements for final evaluation:

*I certify the student has met the requirements and agree to serve as faculty supervisor for the duration of this internship.* Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Received: \_\_\_/\_\_\_/\_\_\_ Initial: \_\_\_\_\_ Decision: Approved / Rejected Chair Initial: \_\_\_\_\_

Student Notified: \_\_\_\_\_ Enrolled: \_\_\_\_\_ Initial: \_\_\_\_\_ Comments: \_\_\_\_\_