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.

<table>
<thead>
<tr>
<th>ADVT</th>
<th>BCMN</th>
<th>COMS</th>
<th>CTEC</th>
<th>JOUR</th>
<th>PREL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVT 2337</td>
<td>BCMN 2347</td>
<td>COMS 3309</td>
<td>CTEC 3320</td>
<td>JOUR 3345</td>
<td>PREL 2338</td>
</tr>
<tr>
<td>ADVT 3304</td>
<td>BCMN 2357</td>
<td>COMS 3310</td>
<td>CTEC 3350</td>
<td>3hrs at 4000 level</td>
<td>PREL 3339</td>
</tr>
<tr>
<td>ADVT 3305</td>
<td>BCMN 2358</td>
<td>COMS 3315</td>
<td></td>
<td></td>
<td>Photo internships:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>JOUR 2340, 3341</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COMS 3316</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COMS 3320</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*must have 2 of 5</td>
</tr>
</tbody>
</table>

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.
Instructions for accessing UMAP:

How to access:
MyMav > UTA Student Center > Mange Classes > Degree Map Launch
Department of Communication
Request for Internship Credit

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: