



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
 - paid/unpaid
 - remote/in-person

Internship Work Hour Requirements

***The internship start and end dates must fall within 2 weeks of the semester start/end dates.**

- 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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How to access:

MyMav > UTA Student Center > Manage Classes > Degree Map Launch

The screenshot shows the MyMav student center dashboard. At the top, there are three main sections: SCHEDULE, NEWS, and TO DO LIST. The SCHEDULE section shows the date Tuesday 10/08/2019 and 'No classes today'. The NEWS section has a 'Sign up for MavAlerts' notification. The TO DO LIST section shows 'Tasks' with a notification for 'GRAD Application Received' due 06/26/2014 and 'Holds' with the message 'All done here!'. Below these sections is a grid of eight blue buttons for various services: 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.

The screenshot shows a vertical navigation menu with the following options: '< UTA Student Homepage', 'View My Classes', 'College Scheduler', 'Degree Map Launch' (circled in red), 'Shopping Cart', 'Class Search and Enroll', and '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 two weeks of the academic semester start and end date)

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: _____