

GRADUATE INTERNSHIP PROGRAM

COLLEGE OF BUSINESS

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 **your Graduate Program Advisor**. Your 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

DEADLINE FOR Spring 2022: Monday, Jan 31, 2022*

**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: _____
Last First Middle

Student ID #: _____ **Expected Graduation Date:** _____ / _____
Semester Year

Day Phone: _____ **Email Address:** _____

International Student **Yes** **No**

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

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

MBA (Please select MBA 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.

Form 2
REQUEST FOR GRADUATE INTERNSHIP REGISTRATION
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 Zip Code

Internship contact _____ Phone No. _____

Start date _____ End date _____

Student Signature

Date

Department Internship Coordinator

Date

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