



## 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	<a href="mailto:tcbrown@uta.edu">tcbrown@uta.edu</a>
Economics	Tara Brown	Room 320	817-272-3061	<a href="mailto:tara@uta.edu">tara@uta.edu</a>
Finance/Real Estate	Steve Isbell	Room 434	817-272-3705	<a href="mailto:sisbell@uta.edu">sisbell@uta.edu</a>
Insy/Opma	Santoso Budiman	Room 511	817-272-6358	<a href="mailto:santoso.budiman@uta.edu">santoso.budiman@uta.edu</a>
Management	Thomas Graca	Room 231	817-272-3868	<a href="mailto:tomg@uta.edu">tomg@uta.edu</a>
Marketing	Chien Le	Room 629	817-272-6743	<a href="mailto:chien.le@uta.edu">chien.le@uta.edu</a>

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](http://www.uta.edu/oie/?page=forms&form=cpt_forms)

### DEADLINE FOR Summer 2021: Tuesday, June 22, 2021\*

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

#### Course requirements:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>3 hrs</b> credit - must work a minimum of 240 hrs (Equates to 15 hrs/wk for 16 wks or 40 hrs/wk for 6 wks)</li> <li>• <b>2 hrs</b> credit – must work a minimum of 160 hrs</li> <li>• <b>1 hr</b> credit – must work a minimum of 80 hrs</li> <li>• Write a paper relating studies to internship</li> </ul> | <ul style="list-style-type: none"> <li>• Keep a diary of work activities</li> <li>• Employer appraisal</li> <li>• Payment to student for work is not required</li> <li>• Grade is pass/fail</li> </ul> |
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**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**                      \_\_\_\_\_

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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.

