

## 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	Lesley Regalado	Room 226	817-272-3466	<a href="mailto:lesley.regalado@uta.edu">lesley.regalado@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: <https://www.uta.edu/student-affairs/oie/iss>

### DEADLINE FOR Summer 2025: Friday, June 13, 2025\*

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

#### Course requirements:

- **3 hrs** credit - must work a minimum of 150 hrs (Equates to 10 hrs/wk for 15 wks or 25 hrs/wk for 6 wks)
- **2 hrs** credit – must work a minimum of 100 hrs
- **1 hr** credit – must work a minimum of 50 hrs
- Write a paper relating studies to internship

**\*Please Note:** Individual departments may require higher minimum work hour requirements for earning internship credit.

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

**\*MS-INSY must complete 9 hours of INSY.**

**\*Min. 12 hours of upper level ACCT coursework  
required prior to internship for CPA eligibility.**

**Valid for This Semester Only**

**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

\_\_\_\_\_  
**Program Advisor Signature**

\_\_\_\_\_  
**Date**

**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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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.