



## 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 the Graduate Advising Office, **Suite 107**. The appropriate 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	<u>Thomas Graca</u>	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](http://www.uta.edu/oie/?page=forms&form=cpt_forms)

### DEADLINE FOR Spring 2020: Wednesday, January 15, 2020\*

***\*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 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.)

- |                      |                              |                         |
|----------------------|------------------------------|-------------------------|
| · Accounting         | · Health Care Administration | · Operations Management |
| · Business Analytics | · Information Systems        | · Real Estate           |
| · Economics          | · Management                 | · No Specialization     |
| · Finance            | · Marketing Research         |                         |

**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.

# REQUEST FOR GRADUATE INTERNSHIP REGISTRATION

## Form 2

### 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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